

2013 Conservation Employee Training



CET Preliminary Course Descriptions and Workshop Activities

Registration now open... http://www.ncagr.gov/SWC/professional_development/CET.html

Base Registration Cost - \$100

Includes light welcome reception Tuesday evening, Wednesday boxed lunch, Wednesday evening banquet, Thursday closing luncheon with local flounder; cost for workshop supplies and use of meeting facilities

Education Pre-Workshop - \$15

Includes Monday boxed lunch - Criteria I credit for EE Certification

NC CDEA Networking and Teambuilding Activities - \$45 package, or individual participation rates

Support the NC CDEA by participating in these activities that are also great fundraisers for the association! Separate registration and details available at – http://www.ncagr.gov/SWC/professional_development/CET.html

Activities at a glance...

MONDAY – 9.30.2013

Morning – pre-workshop training activities
Afternoon – pre-workshop training activities, NC CDEA Putt Putt
Evening – NC CDEA Seafood Boil

TUESDAY – 10.1.2013

Morning – pre-workshop training activities
Afternoon – General Session and NC Soil and Water Conservation Commission meeting
Evening – NC CDEA Teambuilding – tournament activities

WEDNESDAY – 10.2.2013

Morning – focused track training
Boxed lunch provided with base registration cost
Afternoon – focused track training
Evening – *banquet provided with base registration cost*, NC CDEA Networking – game night

THURSDAY – 10.3.2013

Morning – focused track training
Local seafood lunch provided with base registration cost, closing ceremonies
Early afternoon – depart for home

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MONDAY – 9.30.2013

MORNING

- 9:00 – 12:00 – Putting Your District Under a Microscope – Ramada Inn
This session will provide a tool to help you evaluate your district with no right or wrong answers! Evaluate your district in areas of staff development, performance, conflict resolution, collaboration with partners, and many other areas. Leave energized as you think about ways to build your district's capacity.
- 9:00 – 12:00 – Compost and its Benefit to NC Soils – Ramada Inn
*In this session you will learn about how Compost is produced on a commercial scale here in our state. You will also learn about the benefits of Compost the product in our soils. Compost is often misunderstood and undervalued. This session will explore how Compost can be a long term beneficial solution for a more sustainable farming future. Compost can benefit the farmer in many ways by providing **physical, biological, chemical and environmental benefits** to our farm soils.*
- 10:00 – 4:00 (9:00 registration) – Coastal Explorations – Coastal Studies Institute, Wanchese
Criteria I Workshop for those working on EE certification – study concepts on estuaries, habitats, and aquatic life. Workshop includes field based explorations and activities; lunch provided; \$15 registration cost

AFTERNOON

- 1:00 – 5:00 – Google EC – Ramada Inn
*This session will introduce new or inexperienced users to some of the capabilities of the Google Earth Enterprise Client (EC) Tool. The Google Earth EC Tool puts a lot of GIS information at your fingertips and is a lot less intimidating than ArcMap, or other GIS tools. Division and District Staff who use the Tool regularly will then share their examples of projects they have created, including: field maps for conservation plans, grid maps for sludge survey and sediment survey projects, watershed delineation, pond site assessment, specific program projects and engineering projects.
***Be sure to bring your own laptop, if you have one. If you do not have a laptop be sure to indicate this during Workshop registration. There will be a limited number of NCDAs laptops available for use.*
- 1:30 – 4:30 (approximate) – NC CDEA Putt Putt Tournament – Mutiny Bay, Nags Head
Great networking opportunity with other district staff! Fundraiser for NC CDEA benevolence fund; separate cost/registration. Plan to carpool to this event – limited parking available.

EVENING

- 5:00 – until – NC CDEA Seafood Boil – Harvey Street Sound Access, Nags Head
Great networking opportunity with other district staff! Fundraiser for NC CDEA benevolence fund; separate cost/registration. Plan to carpool to this event – limited parking available. Bring extra chairs if possible, but leave any coolers/alcohol at the hotel, please.
- 7:00 – 9:00 – NC Soil and Water Conservation Commission Work Session – Ramada Inn

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TUESDAY – 10.1.2013

MORNING

- 7:00 – 8:30 – NC CDEA Executive Board Meeting – Ramada Inn
- 8:00 – 9:30 – Bird's Eye View of District Programs for Administrators – Ramada Inn
New administrators are encouraged to attend this course which will provide basic information for administrative staff as first point of contact for the public. An overview of state and federal cost share programs that are available through the district office will be outlined, with more detailed cost share program new employee training to follow at 9:30.
- 8:00 – 9:30 – Basic Survey Training – Part I – Ramada Inn
Survey training and field experience – from start to finish. Note, must register for Basic Survey Training Part I-IV for training benefits; course will be capped at 20 attendees. This track is intended for new employees and those who need some refresher or reinforcement training in the area of surveying with an engineer's level or a laser level. The attendees are encouraged to bring the equipment they have available for their daily use. Areas to be covered include field book format and use, setting a level, peg checks, surveying a profile, cross-section, closed loop/traverse and a small grid survey (if time permits), reducing notes and checking closure (accuracy). There will be a short session on Tuesday morning to discuss the field book layout and good field practices. Wednesday will be an all day hands-on training using the equipment and what to do with the data you collect. Certified Conservation Planner Credits will be available.
- 9:30 – 11:30 – Education Pre-Workshop – “The Living Soil” Contest Theme Resources – Ramada Inn
Explore the ‘Soil Café’ activity and learn about Nature’s F.B.I. (that’s fungus, bacteria & invertebrates); get hands-on activities to take into the classroom & learn about ‘The Living Soil’ topic’s alignment to the essential standards used by teachers.
- 8:30 – 11:30 – Animal Waste Session – Ramada Inn
This session will include frequently asked questions related to waste management planning, using the NC Nutrient Management Software in complex planning scenarios and an update on the NRCS 590 Nutrient Management Standard. Specific time is allotted to review and work through calculations typically covered in the NCSU Nutrient Management Training. Certified Conservation Planner Credits will be available.
- 9:30 – 11:30 – Cost Share Programs New Employee Orientation – Ramada Inn
This session is designed for employees with less than three years of service in the cost share role, or employees who want a refresher of cost share programs. The division cost share staff will review the basics of the division cost share programs, the online contracting system, commission policies including program reviews and compliance, and how to identify and document resource concerns for each cost share program. The division staff will also be available to answer your cost share questions.

AFTERNOON

- 1:00 – 5:00 – General Session & NC Soil and Water Conservation Commission Meeting – Ramada Inn

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TUESDAY – 10.1.2013

EVENING

- 5:00 – 6:00 – Welcome Reception – Ramada Inn
Welcome gathering with light refreshments
- 5:30 – until – NC CDEA Teambuilding Tournaments – Beachside at Ramada Inn
Come join your co-workers for teambuilding through volleyball and corn hole competitions; separate cost/registration

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WEDNESDAY – 10.2.2013

MORNING

- 8:00 – 12:00 – How to Build County-Level Support for your District – Ramada Inn
In this era of increased competition and scrutiny for local county resources to support conservation, it is important to build and maintain county-level support for your district. Districts need to be equipped with tools and resources to demonstrate why the district is a good investment for local decision-makers. This course will include presentations from districts on estimating and communicating the county-scale economic and societal impacts of conservation. The course will also include sharing of effective strategies for conservation, helping local decision-makers understand what the district does and how many local landowners/landusers are served by the district. The course will also highlight districts who use their web pages effectively to communicate activities and successes and to build public support and awareness for the district. It will also include an interactive demonstration of effective Parliamentary Procedure.
- 8:30 – 12:00 – “Painting with Soils” and Other Activities for the Classroom – Jennette’s Pier
Painting with Soils led by Brasstown artist, Sandy Webster (www.sandywebster.com); lesson on how to protect water resources & hands-on activity building an effective water filter led by Jennette’s Pier educational staff.
- 8:30 – 12:00 – How to do Field-Level Economic Analysis on Conservation Practices – Ramada Inn
This one-day course teaches non-economists how to perform basic economic analysis on conservation practices. The course centers around "conservation farm planning". The students will be given an actual farm with several resource concerns to address. The students will be given several conservation practices to implement on the farm. The students will be taught field-level economic tools and concepts that can be used to determine the financial feasibility of each conservation practice. The students will apply economic principles and techniques while making farm conservation decisions. Certified Conservation Planner Credits will be available.
- 8:30 – 12:00 – Core CCAP Training – Coastal Studies Institute, Wanchese
This one-day course is required for those employees seeking Job Approval Authority for CCAP practices. In the morning, attendees will be given the basics in hydrology and the Rainwater Harvesting Tool as it involves the design of CCAP practices such as cisterns and backyard rain gardens and wetlands. Participants will be given a “real-life” situation in the afternoon where they will design a cistern and rain garden for a home or small building. A test will be given at the end of the class on basic design needs for CCAP BMPs. A tour of the Coastal Studies Institute and how stormwater BMPs were integrated into the design and construction of the facility will be provided. Participants will travel from the hotel to the Coastal Studies Institute (CSI) in Wanchese by carpooling.
- 8:30 – 12:00 – Basic Survey Training – Part II – Jockey’s Ridge State Park
Survey training and field experience – from start to finish. Note, must register for Basic Survey Training Part I-IV for training benefits; course will be capped at 20 attendees.
- 12:00 – 1:00 – BOXED LUNCH
To be delivered to your morning training location

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WEDNESDAY – 10.2.2013

AFTERNOON

- 1:00 – 4:30 – Websites are Wonderful – Ramada Inn
In these difficult financial times it is still important to be able to highlight your districts activities and build support. Developing and maintaining a website for your district using Google is a nearly free and user friendly platform. Whether you are new to website development or just looking for new ideas, this course will offer instruction and guidance from Domain name registration to actual website development using Google. Participants will have time to work on their own pages with resource staff present to answer questions and share ideas.
****Be sure to bring your own laptop, if you have one. If you do not have a laptop be sure to indicate this during Workshop registration. There will be a limited number of NCUA laptops available for use.*
- 1:00 – 4:30 – Environmental Education Activities and Knowledge for the Classroom – Jennette's Pier
Take a tour of Jennette's Pier, an outreach satellite of the NC Aquarium on Roanoke Island; learn how to teach a hands-on lesson about erosion including techniques for school classroom mapping a creek over time.
- 1:00 – 4:30 – Locally Led Conservation: Aligning Resources to Address Local Priorities – Jockey's Ridge State Park
Implementing an effective comprehensive conservation program that addresses the highest priority resource needs in a district requires effective local leadership and coordination. This interactive session will discuss some effective strategies employed by districts to determine and prioritize resource needs, to apply the broad range of district authorities and coordinate implementation of conservation programs to address those priority needs, and to attract additional funding to fill in the gaps. You'll hear from districts with a history of successful cooperation and locally led conservation. This session also includes a discussion of how to make effective use of the Association's resolutions procedures and strategies for reaching target populations for conservation.
- 1:00 – 4:30 – How to do Field-Level Economic Analysis on Conservation Practices – Part II – Ramada Inn
- 1:00 – 4:30 – Core CCAP Training – Part II – Coastal Studies Institute, Wanchese
- 1:00 – 4:30 – Basic Survey Training – Part III – Jockey's Ridge State Park
Survey training and field experience – from start to finish. Note, must register for Basic Survey Training Part I-IV for training benefits; course will be capped at 20 attendees.

EVENING

- 6:00 – 8:00 - BANQUET – Ramada Inn
To include live auction of items donated from each NC CDEA Area
- 8:30 – until – NC CDEA Game Night – Ramada Inn
Come join your co-workers for a fun night of networking through table games, cards, and a cash draw-down raffle event; separate cost/registration

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THURSDAY – 10.3.2013

MORNING

- 8:30 – 12:00 – Wikipedia for Administrators – Ramada Inn
Whether you are a seasoned veteran or a new administrator, join us as we develop a “go to” list for administrators. Participants will be encouraged to bring their own materials from district offices across the state for a “Share Fair” exchange of ideas to create a living document that can have everything from filing system guidance, records retention information, and travel forms, to local guidance documents and policies.
- 8:30 – 12:00 – Conservation Education Share Fair – Ramada Inn
Learn about several innovative programs that different district educators have implemented. Increase your professionalism as a conservation educator by learning about programs and organizations that support the Professionalism of EE.
- 8:30 – 12:00 – Managing Your District for Success – Jockey’s Ridge State Park
This interactive session will describe systems and approaches used by successful districts to equip, motivate, and oversee employees. Specific topics include developing and implementing employee work plans to ensure effective productivity and accountability, techniques for fostering a good work ethic in the district, effective approaches to manage and resolve conflicts. Speakers will include successful district managers and experienced HR professionals. The course will also include sharing of effective strategies for enhancing and maintaining the technical capabilities of district staff.
- 8:30 – 12:00 – Cost Share Policies and Updates – Ramada Inn
This session is designed for all staff who work with cost share programs and/or within the online contracting system. Division cost share staff will review the new comprehensive cost share programs manual and updated commission policies as well as identify where district staff can locate information online. Cost share staff will also provide updates on the online contracting system and will be available to answer questions regarding online contracting.
- 8:30 – 12:00 – Basic Survey Training – Part IV – Jockey’s Ridge State Park (picnic shelter)
Survey training and field experience – from start to finish. Note, must register for Basic Survey Training Part I-IV for training benefits; course will be capped at 20 attendees
- 12:00 – 1:30 – LOCAL SEAFOOD LUNCH & CLOSING CEREMONY – Jockey’s Ridge State Park
“Back deck” talk by Jockey’s Ridge State Park Ranger (opportunity for CEE Credit through Form Bs); recognition of new employees; swearing in NC CDEA Officers