

2022 Conservation Employee Training



CET Preliminary Course Descriptions and Workshop Activities

MONDAY – 08.15.2022

ALL DAY

- 9:00 – 4:30 – New Employee Orientation- Convention Center Ballroom 114

*Join Division and Partnership staff for an orientation session for new employees! Course topics are geared towards employees with less than two years of experience. Morning sessions will allow the whole group to learn about the conservation partnership, cost share basics, applicable laws - including open meetings, district confidentiality, and public records, and more. Afternoon sessions will divide the group depending upon job responsibilities – technical or administrative/education. Topics will range from technical assistance requests to supervisor travel forms. **Lunch provided with separate registration cost (\$20).***

- 9:00-5:00 - Food, Land, and People Facilitator Training– Convention Center Ballroom 112

*Join us for the Food, Land and People Facilitator training! Land and people are at the center of America's capacity to feed its citizens. Doing so sustainably is one of America's greatest challenges. Food, Land and People's (FLP) mission is to provide educational resources and promote approaches to learning which help educators and students better understand the interrelationships among agriculture, the environment, and people of the world. In this training, participants will become familiar with the FLP curriculum and educational resources, as well learn how to facilitate FLP workshops for other educators. This session includes a full-day classroom session on Monday, a half-day tour of Kituwah Farm on Wednesday, and an hour of homework. Food, Land and People Facilitator training may count as 10 hours of Criteria I, Criteria II, Criteria III or Continuing Education EE Credits depending on your current NC Environmental Education Certification status. Contact the NC Office of Environmental Education and Public Affairs for more information. CEUs (1 unit) are also available. **Lunch and materials provided with separate registration cost (\$30).***

EVENING

- 6:00 – 9:00 – North Carolina Soil & Water Conservation Commission Work Session– Convention Center Ballroom 113 (General Session Room)

Join the North Carolina Soil & Water Conservation Commission for their Work Session

- 7:00 – 9:00 – NC Conservation District Employees Association Board Meeting- Convention Center Ballroom 112

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TUESDAY – 08.16.2022

MORNING

- 9:00 – 12:00 – General Session – Cherokee Convention Center Ballroom 113
Join the North Carolina Soil & Water Conservation Commission for their Business Session

LUNCH – 12:00 – 1:00 - *provided for General Session participants at the hotel. – Convention Center Ballroom 107. Conservation for New Employees Part 1 will eat lunch on site at the farm.*

AFTERNOON

- 1:00 – 5:00 – Step by Step – How to Write a Winning Grant Proposal, Part I (1 Hr. of CP CEUs) – Convention Center Ballroom 112
Althea Lewis is the Senior Grants Administrator for the Wake County Public School System. Please join her for this outstanding course!
Objective: Participants will learn how to write a competitive grant proposal for their program/project.
Description: This hands-on interactive training workshop will cover the basic fundamentals of grant writing including:
 - 1) *Planning and Research: How to identify potential funding opportunities*
 - 2) *Writing the core components of a proposal: needs statement/project description, goals and objectives, budget, and sustainability plan*
 - 3) *Managing the relationship with a funder*
 - 4) *Funded or Rejected? Understanding the grant review process and next steps.**Participants are asked to bring a laptop computer for this interactive session, or request one on the online registration form.*
- 1:00 – 5:00 – Financial Administration for Local Soil and Water Conservation Districts-Convention Center Ballroom 110
A review of the Local Government Budget and Fiscal Control Act requirements for districts that manage any, or all, of their own funding separate from county processes. Topics will be introduced, and available resources will be shared. For districts that rent equipment (grain drills, etc.) or sell materials (filter cloth, rain barrels, etc.), Department of Revenue staff will also discuss Sales & Use Tax requirements and sales tax reimbursement processes.
- 1:00-5:00- Basic Surveying- Part 1 Class Session (4 Hrs. of CP CEUs) – Convention Center Ballroom 109
*Session is intended for new employees and anyone in need of a refresher for surveying with a laser level or dumpy level. Participants are encouraged to bring their own equipment for use in the field. Topics include: setting up a level; two-peg check for level error; surveying a cross-section and profile; closed-loop or traverse survey; grid survey (time permitting); field book note keeping; reducing field notes and checking closure accuracy. The session qualifies for 8 CP CEU credit hours. You must attend both Part 1 and 2 to be eligible for CEUs. **Class size limited to 30 participants.***
- 1:00-5:00- CCAP Cistern Design (1 Hr. of CP CEUs) - 2900 Governors Island Rd, Bryson City, NC 28713
Attendees will have classroom and a field exercise regarding a site that has existing cisterns that need treatment for the overflow with a raingarden. The classroom portion will involve the design of the raingarden and related materials. The site visit will examine and discuss the installed cisterns and will include the assessment, maintenance, and other pertinent items necessary for completing a raingarden

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assessment and plan. **Class size limited to 30 participants. Participants will need to arrange their own transportation to the field site.**

12:00-5:00- Conservation for New Employees- Part 1 Farm Tour (4 Hrs. of CP CEUs) – Childers’ Farm 2549 Conleys Creek Road Whittier, NC 28789

*We will be touring a Pastured operation. Participants will collect data in preparation to write a Cost Share Contract for a Ford Stream Crossing and Pasture Renovation. Data collected will include interviewing the farmer, determining field slopes, Basics of Surveying, Soil Sampling, Reviewing topographical maps and Aerial Photography. Participants will collect data in preparation for completing a Farm Plan that will include, forestland and pastureland. You must provide your own transportation to the Farm. Lunch provided at the Farm. In general, participants are expected to attend all 4 “Conservation for New Employees” topics throughout the week. “Conservation for New Employees” is geared towards technical staff with three years of experience, or less. This session qualifies for 16 hours of NRCS CP CEUs. You must attend Parts 1 through 4 to be eligible for CP CEUs. **Class size limited to 30 participants. Participants will need to arrange their own transportation to the field site.***

- 1:00-5:00- Educational Share Fair– Convention Center Ballroom 114

*Join us to learn how to incorporate the history of soil conservation and new creative teaching ideas in the classroom during the annual “Educational Share Fair.” The upcoming contest theme, “Water...The Cycle of Life,” will highlight resources for district educators to use with their contest outreach this year. In addition, other innovative educational outreach tools will be shared by participating district educators. This session is always a great hit and provides valuable resources for soil and water conservation educators. **Class size limited to 50 participants.***

- 1:00-5:00 – Basic Hydrology (4 Hrs. of CP CEUs) – Convention Center Ballroom 101

*Join us for this 4-hour course training fundamental hydrology skills that include reading a topo map, watershed delineation, understanding rainfall data and Streamstats. Material covered includes reading a topo map, USGS topo map, watershed delineation, rainfall, understanding hydrographs and peak flow, Streamstats, and Rational Method. **Class size limited to 30 participants***

EVENING

- 6:30 – 8:00 – Off-site Cookout hosted by NC CDEA – 255 US 441 Cherokee, NC 28719

Join conference attendees for a cookout and networking time at the Oconaluftee Island Park! Bring your chairs or a blanket to sit and relax! After dinner take a short ride to the Oconaluftee visitor center in the Great Smoky Mountain National Park to see elk as they come into the fields in the evening to graze. Separate registration cost (\$15); meal provided.

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WEDNESDAY – 08.17.2022

ALL DAY

- 8:00 – 5:00 – Step by Step – How to Write a Winning Grant Proposal, Part II (1 Hr. of CP CEUs) - Convention Center Ballroom 112
Objective: Participants will learn how to write a competitive grant proposal for their program/project.
Description: This hands-on interactive training workshop will cover the basic fundamentals of grant writing including:
 - 1) *Planning and Research: How to identify potential funding opportunities*
 - 2) *Writing the core components of a proposal: needs statement/project description, goals and objectives, budget, and sustainability plan*
 - 3) *Managing the relationship with a funder*
 - 4) *Funded or Rejected? Understanding the grant review process and next steps.**Participants are asked to bring a laptop computer for this interactive session, or request one on the online registration form.*
- 8:00-5:00- Lagoon Closure Planning and Waste Management Plan Development (8 Hrs. of CP CEUs) – Convention Center Ballroom 114
*This session will provide training on the planning, data collection, and development of a waste management closure plan for a lagoon or waste storage pond. Participants will learn about conducting sludge surveys, collecting waste samples, collecting soil samples, interpreting lagoon designs, calculating waste volume estimates, calculating waste nutrient concentrations, entering data into nutrient management software, running PLAT, and DWR requirements. **Class size limited to 30 participants.***
- 8:00-3:00- Field Trip to Appalachian Highlands Learning Center at Purchase Knob, Great Smoky Mountains National Park – 107 Purchase Rd, Waynesville, NC 28785
You can snag an EE site visit credit on this trip! Boasting beautiful views, historic structures, and impressive scientific research, the Appalachian Highlands Science Learning Center is based on 535 acres in Haywood County, North Carolina, contiguous with the rest of Great Smoky Mountains National Park. The parcel includes the 5,086-foot elevation Purchase Knob, a historic cabin, laboratory space, conference rooms, classrooms, and housing for scientists and students. In 2001, Purchase Knob became the home of one of five initial Learning Centers created by Congress to support research in the National Parks and to transmit the information generated to the public.
*During the visit, National Park Service rangers will show participants how they use student data to help keep an eye on air quality trends. This data can be accessed in the classroom by any teacher! You'll also see how salamanders and lichens are both impacted by air pollution, a critical issue in the Southern Appalachian region, while learning about salamander phenology in relation to climate change. **Class size limited to 40 participants. Participants must arrange their own transportation to the field site.***

MORNING

- 8:00 – 12:00- Focus on Google Forms and Google Sites– Convention Center Ballroom 110
Want to build a website for your District, Area Association or Envirothon? Do you wish to run an event registration using an online form? What about seek input from local teachers for programs you offer? Join Haywood SWCD's Dana Miller for an in-depth introduction and lab time to develop your own online form and website. Participants should come with questions for a form they wish to prepare, as well as the rough design for a website they wish to build. Course time will include an introduction to Google's

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capabilities, and then working time with technical support and assistance. Please bring a laptop if you can! Class size may be limited due to availability of equipment.

- 8:00-12:00- Soil Interpretation for BMP Planning and Design- Classroom (4 Hrs. of CP CEUs) – Convention Center Ballroom 109

*Participants will learn how soils can affect BMP design, the BMPs most impacted by soils and the most important soil properties to consider when planning BMPs. Attendees will also learn how to collect soil samples and read and interpret soil reports. Training will include explanations of soil morphology, color, texture, water holding capacity, CEC, pH, and erodibility. Attendees will learn about soil mapping, soil investigations, limiting layers, and how to use Web Soil Survey interpretive information. **Class size limited to 30 participants.***

- 8:00-12:00- Basic Surveying- Part 2 Field Session (4 Hrs. of CP CEUs) - Kituwah Farm - 3900 Governors Island Rd, Bryson City, NC 28713

*This is a continuation of survey training (participation in Part 1 is mandatory) and will consist entirely of field training on: setting up a level; two-peg check for level error; surveying a cross-section and profile; closed-loop or traverse survey; grid survey (time permitting); field book note keeping; reducing field notes and checking closure accuracy. Completion of Part 1 and 2 will qualify for 8 of CCP CEU credit hours. You must attend both Part 1 and 2 to be eligible for CP CEUs. **Class size limited to 30 participants. Participants must arrange their own transportation to the field site.***

- 8:00-12:00- Heavy Use Area Protection- Part 1 Class Session (4 Hrs. of CP CEUs) – Convention Center Ballroom 113 (General Session Room)

*This session includes planning and designing a heavy use area. Participants will be instructed on siting a heavy use area along with determining HUA dimensions and material volumes. The session will also cover division cost share policy, NRCS eFOTG documentation, supporting conservation practices, and the Division Standard HUA design sheet. Completion of Part 1 and 2 will qualify for 8 of CCP CEU credit hours. You must attend both Part 1 and 2 to be eligible for CP CEUs. **Class size limited to 30 participants.***

- 8:00-12:00- Conservation for New Employees- Part 2 Ford Stream Crossing Design/Pasture Renovation (4 Hrs. of CP CEUs) – Convention Center Ballroom 101

*Data collected from the previous day's farm tour will be used to calculate soil loss using RUSLE, Calculate Nitrogen and Phosphorus Loss, Calculate Drainage Areas, Demonstrate Farm Plan Map Creation using different sources, calculate soil loss by using RUSLE equation, Review topo maps an Introduction to Web Soil Survey. NRCS Section IV Technical Guide. Participants should have a laptop computer or request one during registration. Participants are expected to attend all 4 "Conservation for New Employees" topics throughout the week. This session qualifies for a total of 16 hours of NRCS CP CEUs. **Class size limited to 30 participants.***

- 8:00-12:00- AgWRAP Conservation Irrigation Conversion: Lessons from the Field (4 Hrs. of CP CEUs) - 2900 Governors Island Rd, Bryson City, NC 28713

Join us for a basic review of AgWRAP's Conservation Irrigation Conversion Best Management Practice. The AgWRAP Coordinator will review general policies to participate in the program and explain the policies under the Conservation Irrigation Conversion BMP. Past projects implemented will be highlighted

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and a tour of the Eastern Band of Cherokee Indians' microirrigation system will be given. The EBCI will also share lessons learned during the planning, construction, and maintenance phases of this project. **This session will be capped at 25 people and transportation to the tribal land is required.**

- 8:00-12:00 - Field Trip: Tuckasegee Rafting and Water Quality - Tuckasegee Outfitters 4909 US-74, Whittier, NC 28789

Join us for a morning of whitewater rafting on the Tuckasegee River! The day starts with Jason Meador, Aquatics Program Manager with Mainspring Conservation Trust, leading participants through a hands-on water quality lesson that can be duplicated for kids in your district. Participants will then receive a safety talk and be fitted with a life jacket and paddle before being shuttled to the "put in". Participants will be guided down the river by expert river guides. The Class I and II rapids are perfect for beginners and seasoned river rats alike. Enjoy wildlife sightings and mountain landscapes along the way. The group will stop at a beach during the trip to stretch and swim- thrill seekers can jump off a rock at this stop! Come prepared to get wet- we suggest that you wear old tennis shoes or sandals, shorts, a t-shirt or a bathing suit and a hat with a visor. Sunscreen and a water bottle recommended. There are changing rooms onsite, so an extra pair of clothes and towel are handy! **Class size limited to 30 participants. An additional fee of \$30 is required for this excursion. Participants must arrange their own transportation to the site.**

- 10:00 – 10:30 – break for refreshments.

LUNCH – 12:00 – 1:00 – provided at hotel for all on-site participants.

Tuckasegee and Kituwah field trip participants will enjoy an offsite lunch at Oconaluftee Island Park. – 255 US 441 Cherokee, NC 28719

AFTERNOON

- 1:00 – 5:00- Administrative Mash-up! – Convention Center Ballroom 110
Join us for a fast-paced review of Administrative topics including Robert's Rules of Order, minute taking, Division website resources, and the "Wikipedia" tool for District Administrators. Round out the afternoon with district spotlight presentations related to district marketing and promotion. We are thrilled to hear from local districts regarding some of their new and innovative ideas!
- 1:00-5:00- Soil Interpretation for BMP Planning and Design- Field Training (4 Hrs. of CP CEUs) – Darnell Farms - 2300 Governors Island Rd, Bryson City, NC 28713

Participants will learn how soils can affect BMP design, the BMPs most impacted by soils and the most important soil properties to consider when planning BMPs. Attendees will also learn how to collect soil samples and read and interpret soil reports. Training will include explanations of soil morphology, color, texture, water holding capacity, CEC, pH, and erodibility. Attendees will learn about soil mapping, soil investigations, limiting layers, and how to use Web Soil Survey interpretive information. **Class size limited to 30 participants. Participants must arrange their own transportation to the field site.**

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- 1:00-5:00- Heavy Use Area Protection- Part 2 Field Session (4 Hrs. of CP CEUs) – 255 Eliza Cove Rd., Waynesville, NC 28785
*This is a continuation of HUA training (participation in Part 1 is mandatory) and will consist of a field tour of a recently constructed HUA where participants will be instructed on HUA checkout procedures. Site considerations will be discussed including intended use of the HUA, soils, and slopes. This session will be conducted in the field, so come prepared to be outside with sturdy footwear and sun protection. This session will qualify for 8 of CP CEU credit hours if you attend both Part 1 and 2. **Class size limited to 30 participants. Participants must arrange their own transportation to the field site.***
- 1:00-5:00- Conservation for New Employees- Part 3 BMP Design (4 Hrs. of CP CEUs) – Convention Center Ballroom 101
*We will be going over NRCS Section IV Technical Guide. Review BMP Requirements for Ford Stream Crossing and Pasture Renovation. We will complete Stream Crossing Design and Pasture Renovation Design. Review the requirements for Cultural Resource Review; discussion will highlight documentation expectations, timeline, and will provide a general understanding of the process that archeologist Jim Errante goes through for reviews. Participants will complete a Cultural Resource Request Form. Participants are expected to attend all 4 “Conservation for New Employees” topics throughout the week. This session qualifies for a total of 16 hours of NRCS CP CEUs. **Class size limited to 30 participants.***
- 1:00-5:00- The CPA-52 form: An EWP focused look (4 Hrs. of CP CEUs) – Convention Center Ballroom 109
This training will cover the Emergency Watershed Protection Program (EWP) Agreement between the Division of Soil and Water Conservation and NRCS, Environmental Evaluation Worksheet (NRCS-CPA-52), Area of Potential Effect (APE) Analysis Web Tool, and the US Fish and Wildlife Service-NRCS Interagency Consultation Matrix (ICM).
- 1:30-3:30 - Field Trip: Kituwah Farm Visit - 3900 Governors Island Rd, Bryson City, NC 28713
*Experience Cherokee’s Motherland and learn from tribal members of the Eastern Band of Cherokee Indians on a trip to Kituwah Farm. Kituwah, or Mother Town, is where three Cherokee tribes trace their origin. Archeologists date the history of this site back to 10,000 years ago. The Eastern Band of Cherokee purchased more than 300 acres in 1996 to bring the site back. The property continues to be farmed by indigenous people as their ancestors have since time immemorial. The tour will focus on the rich history of the site and the deep connection between the Cherokee people and agriculture. Sturdy footwear and sun protection is advised. This session is open to all but will also count as the farm site visit for the Food, Land, and People Facilitator Workshop held on Monday. **Participants must arrange their own transportation to the field site.***

EVENING

- 6:30 – 8:00 – Banquet Dinner– Convention Center Ballroom 107

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THURSDAY – 08.18.2022

MORNING

- 8:00-12:00 Conservation for New Employees- Part 4- Farm Planning (4 Hrs. of CP CEUs) – Convention Center Ballroom 101

We will Create a Farm Plan using the Division Template and complete a six-part folder.

RUSLE2 software training: *this training will focus on functionalities of the software. The theoretical part will be covered on another training. Employees are recommended to take the separate theoretical part before this training demonstration.*

Wildlife Habitat Evaluation Procedure (WHEP): *Planners will learn how to use WHEP as part of their documentation for identification of resource concerns. During discussion we will learn about using the tool on different land uses through a demonstration.*

*Participants are expected to attend all 4 “Conservation for New Employees” topics throughout the week. This session qualifies for a total of 16 hours of NRCS CP CEUs. **Class Size limited to 30 participants.***
- 8:00 – 10:00 – ROUNDTABLE – Local Work Group “Tacklebox” (1 Hr. of CP CEUs) – Convention Center Ballroom 110

Local Work Groups are critical to making sure conservation delivery addresses all resource concerns, starting at the local level. Districts are vital to this process as the ones to schedule, plan, and lead Local Work Groups... Local Work Groups are a key activity for districts to receive input and direction from the customers they support. We are thrilled to have discussion facilitated by Melanie Shull from South Carolina. Ms. Shull wears many “hats” in conservation delivery – she serves as a local Aiken SWCD Commissioner, a Technical Service Provider, a farmer, and more! Learn about the new resources available to make your next Local Work Group a success - how to get participation, how to facilitate discussion, and how to get real value from the event. There is a renewed national focus on making the Local Work Group process better; come prepared to share questions, experiences, and ideas with the group.
- 8:00 – 10:00 – ROUNDTABLE – StRAP Financials and Reporting– Convention Center Ballroom 114

The new Streamflow Rehabilitation Assistance Program (StRAP) is a tremendous opportunity for local soil and water conservation districts, statewide. Introduction to financial reporting and program deliverables (e.g. quarterly reports) will be provided to the group. Discussion regarding next steps for districts will be facilitated by Division Deputy Director, David Williams. Come prepared to share questions, experiences, and ideas related to the new program.
- 8:00-9:15 - The Dirt on Soil and Water Education: what you wish you knew in your first year and beyond– Convention Center Ballroom 109

Overwhelmed as a new Soil and Water educator? We were all in your shoes at one point. Find out what helped us get through that time by learning tips and tricks to make the job easier. Work smarter, not harder! You will also go home with lots of links and websites to help you start your education career in soil and water.
- 8:00-9:15 - TBD- Presentation related to Eastern Band of Cherokee Indian community – Convention Center Ballroom 113

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- 9:20-10:30 Education Logistics Roundtable– Convention Center Ballroom 109
Join other Soil and Water educators to exchange ideas about the logistics of running successful environmental education programs in your District. Effective programs are about more than quality content and well-designed activities. What are your scheduling tips and tricks? How do you advertise your programs? Who do you reach out to with your county’s public schools? What have been your most successful partnerships? How do you evaluate your programs to determine whether they are meeting your goals? Discuss these questions and more as we learn from each other about how to manage and grow our environmental education programs.
- 10:00 – 10:30 – *break for refreshments.*
- 10:30 – 12:00 – ROUNDTABLE – Customer Service for Administrators– Convention Center Ballroom 110
District administrators are often the first point of contact between the public and your local soil and water conservation district. Join Division Regional Coordinator, Brandy Myers for a discussion on how to “put your best foot forward” and provide excellent customer service as you deal with the public, your board, your coworkers, and more. Come prepared to share questions, experiences, and ideas with the group.
- 10:30 – 12:00 – ROUNDTABLE – Employee Retention - Convention Center Ballroom 113
New staff join our conservation partnership every day. Discussion will focus on how to get and keep employees when resources are limited. NCASWCD Executive Director, Bryan Evans, to serve as facilitator. Come prepared to share ideas, experiences and concerns related to this relevant and timely topic.
- 10:45-12:00 - High School Education Program Sampler– Convention Center Ballroom 109
Are you overwhelmed by the prospect of taking on a high school program? Would you like more ideas about teaching conservation concepts to high schoolers? Do you want to support high school teachers with interactive programs that align with their curriculum? If so, this session is for you! High schoolers are heading into the adult world- to vote, get jobs, and make decisions about the type of life they want to lead. They need hands-on programs that prepare them to make environmentally responsible decisions. During this session, you will leave with three programs designed specifically for high school students that you can implement in your District.