

2021 New Manager Training Program Agenda

Unit 1 – Conservation Programs

Session 1: Wednesday May 19

8:00 – 8:30am check-in/networking

8:30 – 9:15am History of Conservation Districts and the Conservation District Law
presented by Karl Brown

- Pennsylvania Conservation District Law
- The formation of conservation districts
- District powers & responsibilities

9:15 – 10:30am Overview of Partner Programs & Relationships Part 1

- Federal, State, and local program opportunities, obligations, and accountability
- delegations, agreements, contracts, MOUs
- traditional vs. non-traditional partner roles

State Conservation Commission presented by Johan Berger

Dirt Gravel & Low-Volume Roads presented by Roy Richardson

Session 2: Wednesday May 26

8:00 – 8:30am check-in/networking

8:30 – 10:30am Overview of Partner Programs & Relationships Part 2
DEP Programs & District Support
presented by Karen Books & DEP staff

Session 3: Wednesday June 2

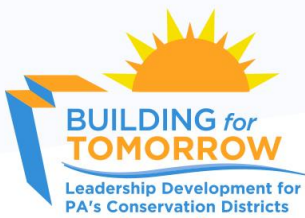
8:00 – 8:30am check-in/networking

8:30 – 10:00am Overview of Partner Programs & Relationships Part 3

DCNR presented by Teddi Stark

NRCS presented by Denise Coleman

PACD presented by Brenda Shambaugh & Holly Miller



Unit 2 – Manager Leadership Part 1

Session 4: Wednesday June 23

8:00 – 8:30am check-in/networking
8:30 – 10:00am Manager Effectiveness Part 1
Presented by Dennis Gilbert

- Understand the value of a high-performance manager/workplace leader
- Increase awareness of the human side of managing change
- Discover the managers role and tactics for engagement and motivation

Session 5: Wednesday June 30

8:00 – 8:30am check-in/networking
8:30 – 10:00am Manager Effectiveness Part 2
Presented by Dennis Gilbert

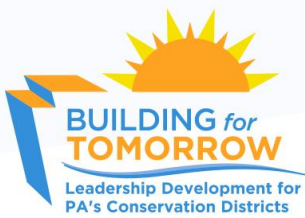
Session 6: Wednesday July 7

8:00 – 8:30am check-in/networking
8:30 – 10:00am Communications for Managers Part 1
Presented by Dennis Gilbert

- Examine the aspects of communication relationships and perceptions
- Discover greater value in listening and using effective feedback
- Explore more positive language through constructive communication

Session 7: Wednesday July 14

8:00 – 8:30am check-in/networking
8:30 – 10:00am Communications for Managers Part 2
Presented by Dennis Gilbert



Unit 3 – District Administration

Session 8: Wednesday August 4

8:00 – 8:30am check-in/networking

8:30 – 10:00am District Finances Part 1

Presented by Karen Books & Ray Knaub

Overview of district fiscal management, including:

- program and administrative funding sources
- requirements & recommendations for managing funds & budgeting
- accounting principles, auditing standards & analysis
- donation policy, fees for services, etc.

Session 9: Wednesday August 11

8:00 – 8:30am check-in/networking

8:30 – 10:00am District Finances Part 2

Presented by Karen Books & Ray Knaub

Session 10: Wednesday August 18

8:00 – 8:30am check-in/networking

8:30 – 10:00am Applicable Laws and Policies for Conservation District Administration

Presented by Karen Books

- Sunshine Law
- Ethics Act
- Right to Know Law

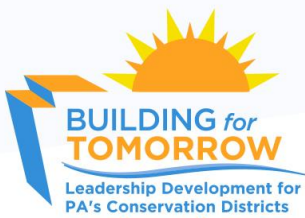
Session 11: Wednesday August 25

8:00 – 8:30am check-in/networking

8:30 – 10:00am Board/Manager Relations

Presented by Deb Thompson

- Best practices in board/manager relationships
- Defining roles & responsibilities & appropriate communications
- Increasing director engagement



Unit 4 – Manager Leadership Part 2

Preconference Meeting: Tuesday September 14

10:00 – 10:30 check-in/networking

10:30am – 2:00pm (includes lunch break)

Conflict Management

Presented by Dennis Gilbert

- Discover models of conflict and approaches for reducing harmful conflict
- Examine how stereotypes contribute to conflict and poor behavior
- Consider collaboration skills as a navigational tool and steps for mediation

2:30 – 5:30pm

Navigating a Multigenerational Workforce

Presented by Dennis Gilbert

- Examine generational definitions and the framework of five generations
- Discover communication factors relevant for successful navigation
- Connect with purpose, trust, and explore essentials for vision and strategy

Management Summit: Wednesday September 15

9:00am – 12:00pm Being a Great Mentor of Coach

Presented by Dennis Gilbert

- Discover the definition and role of a leader as a coach
- Examine how feedback and behavioral considerations drive outcomes
- How to plan for a coaching session and deliver with appropriate impact