



# 2024 New Manager Training Draft Agenda

Tuesday September 17: New Manager PreCon

Wyndham Garden Conference Center State College

310 Elks Club Rd, Boalsburg, PA 16827

9:00am – 9:30am

Welcome & Introduction

*Matt Miller, PACD*

9:30am – 12:00pm

Partner Programs Part 1

*Karen Books & Jaci Kerstetter, DEP*

Introduction to Federal, State, & Local Programs

- Opportunities, obligations, reporting & accountability
- Discussion of delegations, agreements, contracts, MOUs

PA Dept of Environmental Protection

- District Support
- Watershed Support programs
- Agricultural Compliance programs
- Chapter 102 programs
- Conservation District Fund Allocation Program
- Chesapeake Bay Office

12:00pm – 1:00pm

Lunch

1:00pm – 4:00pm

District Finances 101



*Kevin Stouffer, SEK*

*Karen Books & Jaci Kerstetter, DEP*

- Funding Sources
- Budgeting
- Audits
- Investment Policy
- Basis of Accounting & Bookkeeping Best Practices

## Thursday September 19: New Manager PostCon

Wyndham Garden Conference Center State College

310 Elks Club Rd, Boalsburg, PA 16827

12:00pm – 3:00pm

### Partner Programs Part 2

*Justin Challenger, SCC*

*Partner Staff*

PA State Conservation Commission

- Act 38 Nutrient Management & Odor Management Programs
- Resource Enhancement and Protection (REAP)
- Conservation Excellence Grant Program & Special Projects
- Conservation District Fund Allocation Program
- Dirt Gravel & Low-Volume Roads Program

Natural Resources Conservation Service (NRCS)

PA DCNR

PACD



## Wednesday October 23: New Manager Training

Ramada Conference Center State College

1450 S Atherton St, State College, PA 16801

9:00am – 12:00pm

### Employee Management

*Mary Kay Williams. Mindshift Consulting*

- The Employee Lifecycle
- Performance Management, Feedback & Delegation
- Communications & Reporting

12:00pm – 1:00pm

### Lunch

1:00pm – 4:00pm

### Management Leadership

*Mary Kay Williams. Mindshift Consulting*

*Matt Miller, PACD*

- Navigating Team Dynamics
- Values & Leadership Styles
- Leadership & Organizational Culture

## Webinar Sessions (October – December dates TBD)

- Conservation District History & PA Act 217 Conservation District Law
- Other Applicable Laws for Conservation Districts: Ethics, Right to Know, Sunshine
- Planning, Goals, and Time Management
- Other topics TBD