



“Getting Conservation Work Done in Our District/Field Office”

Whitman Conservation District / NRCS Field & Area

August 24, 2006 – Noon to 4:30 pm

Session Objective:

§ The development of strategies and an action register for practical, effective, and coordinated delivery of conservation services and programs in an improved open-office atmosphere for the Colfax Field Office.

Time	Duration	Activities	Outcomes & Notes
Prior to session		Pre-session interviews § Each staff person is contacted by telephone for a pre-session interview. § Focus questions to include “Describe the field office we want to create in Colfax” and “What are the issues getting in our way, and specific recommendations you have to address the issue” and “are you willing to change to create the working environment we want”?	§ Summary of interview responses with no names associated with the responses.
Noon	30 minutes	Opening Comments, Self Introductions, Agenda & Session Objective § Name, organization, and response to the question “The greatest accomplishment we will have in the coming year in our district/field office?” § Review agenda and session objective.	§ Ledgerwood reviews agenda and session objective. § Listing of greatest accomplishments for each Colfax Field Office.
12:30 pm	45 minutes	Characteristics of Productive District / NRCS Field Office Operations & Examples § Individuals draft the top 3 characteristics of a productive District/NRCS field office operations § Group discussion and sharing and recording of the characteristics. § Group discussion and sharing of example District / NRCS Field Office Operations that is effective, productive and coordinated. § Review pre-session interview notes “describe the field office we want to create”	§ Listing of characteristics of productive District/NRCS field office operations. § Listing of examples and why they are productive. § Shared description of the field office we want to create.

Washington State Conservation Commission

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Thursday, April 17, 2008

Time	Duration	Activities	Outcomes & Notes
1:15 pm	10 minutes	Break	
1:25 pm	20 minutes	Building Successful Relationships & Alliances § Presentation on the 10 Commandments of Human Relations, syzygy, relationship building, and alliance building.	§ Information on building successful relationships and alliances.
1:45 pm	90 minutes	Recommendations to Address Issues: § Review pre-session interview notes. § Group discussion of recommendations to address issues. § Group discussion of items to include in a CD/NRCS agreement.	§ Listing of issues getting in the way of district / field office team success, desired outcomes and suggested actions to address issues
3:15 pm	30 minutes	Priorities for Working Together § Team identifies, discusses, records, then prioritizes strategies for working together	§ Listing of prioritized strategies for working together
3:45 pm	40 minutes	Action Register § Team identifies, discusses, and records actions needed in the next few months.	§ Listing of actions for the next few months.
4:25 pm	5 minutes	Closing Comments § Closing comments	
4:30 pm		Adjourn	

Room Set-up

§ Oversized room for 12 people – u-shape or board room style

Materials:

§ Agenda, session design, & worksheets (Ray)

§ Paper and pens

Equipment:

§ Large screen

§ AV table

§ 1 flip chart with paper

§ Multiple outlet extension cord (Ray)

§ Projector for computer (Ray)

§ Laptop computer (Ray)

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