

Colorado State Conservation Board

Online Supervisor Training

Online Supervisor Training Update Objectives

- Align CSCB's Online Supervisor Training with NACD and NASCA recommended training elements
- Update content presentation to meet the needs of HB21-1110, an Accessibility Law for Colorado State and Local Governments
- Update content to reflect any new policies/laws/information that directly impacts Colorado Conservation Districts
- Migrate curriculum to a more user-friendly platform

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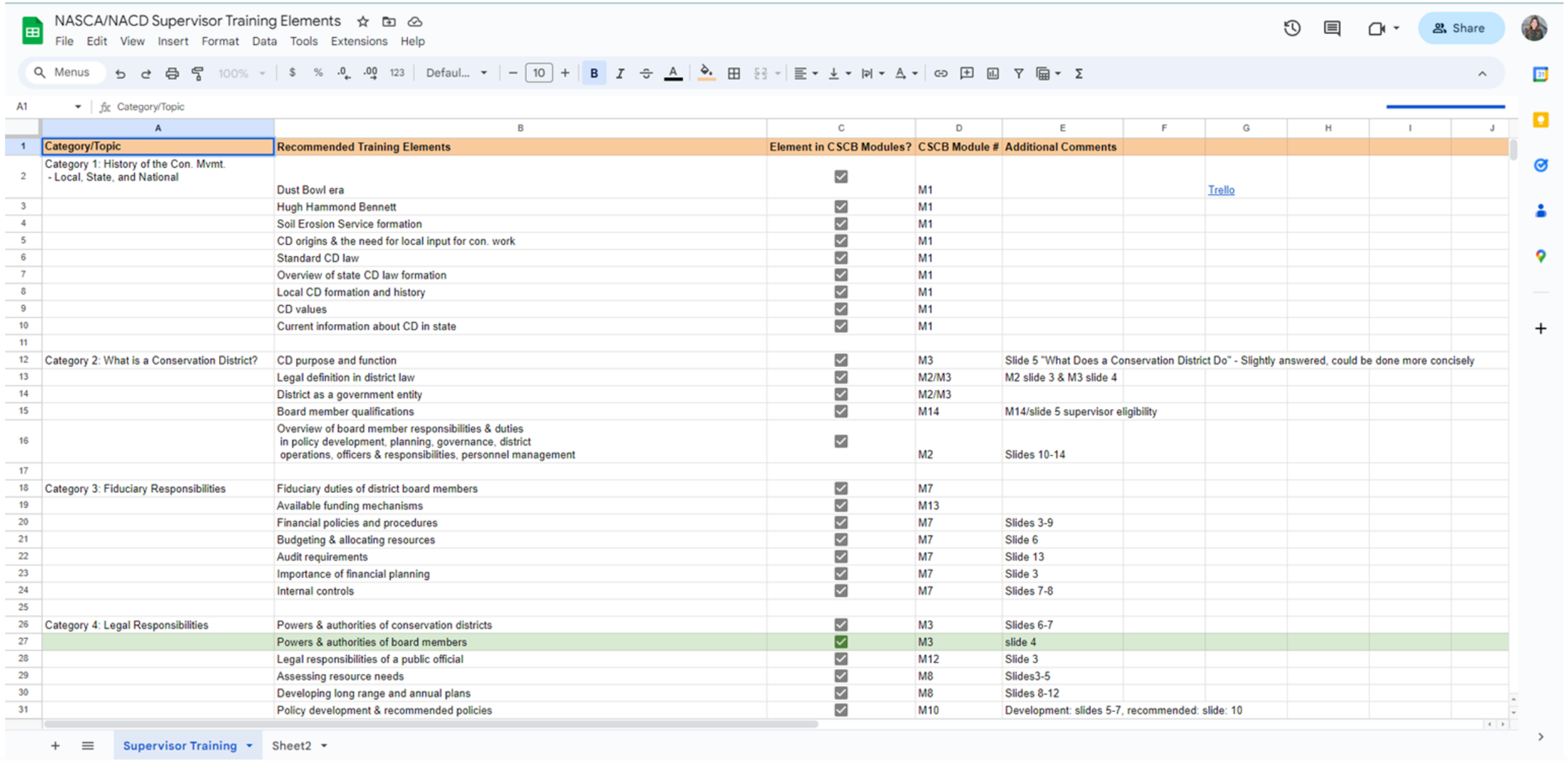
CSCB's Online Supervisor Training Curriculum

- 17 modules (powerpoint + quiz)
  - History of the Conservation Movement, Your Role as a Supervisor, Elements of a CD, CD Partners, Meeting & Officers, Ethics, Fiduciary Responsibilities, Planning, Legal Responsibilities & Insurance, Policies & Procedures, Employee Relations, Local/State/Federal Law, Fundraising, Elections & Board Recruitment, Resolution Process, Legislative Relations, and Building Partnerships
  - Quizzes consist of 8-10 questions
- Voluntary (but highly encouraged!) and incentive based
- Transitioning from Moodle to Google Classroom platform



Initial Steps: Figure Out What We're Missing (And What Needs To Be Updated!)



NASCA/NACD Supervisor Training Elements

File Edit View Insert Format Data Tools Extensions Help

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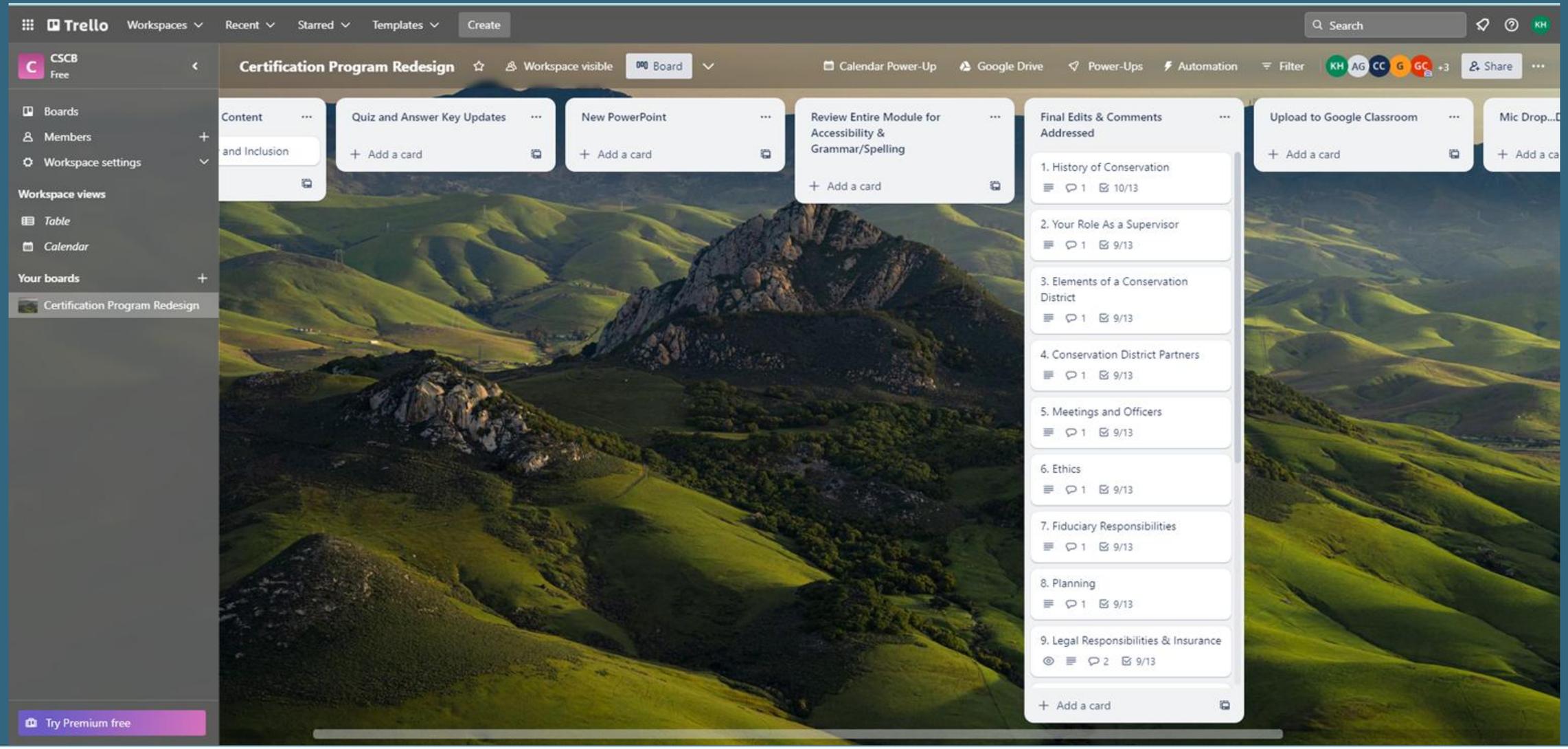
A1 Category/Topic

	A	B	C	D	E	F	G	H	I	J
1	Category/Topic	Recommended Training Elements	Element in CSCB Modules?	CSCB Module #	Additional Comments					
2	Category 1: History of the Con. Mvmt. - Local, State, and National	Dust Bowl era	☑	M1			Trello			
3		Hugh Hammond Bennett	☑	M1						
4		Soil Erosion Service formation	☑	M1						
5		CD origins & the need for local input for con. work	☑	M1						
6		Standard CD law	☑	M1						
7		Overview of state CD law formation	☑	M1						
8		Local CD formation and history	☑	M1						
9		CD values	☑	M1						
10		Current information about CD in state	☑	M1						
11										
12	Category 2: What is a Conservation District?	CD purpose and function	☑	M3	Slide 5 "What Does a Conservation District Do" - Slightly answered, could be done more concisely					
13		Legal definition in district law	☑	M2/M3	M2 slide 3 & M3 slide 4					
14		District as a government entity	☑	M2/M3						
15		Board member qualifications	☑	M14	M14/slide 5 supervisor eligibility					
16		Overview of board member responsibilities & duties in policy development, planning, governance, district operations, officers & responsibilities, personnel management	☑	M2	Slides 10-14					
17										
18	Category 3: Fiduciary Responsibilities	Fiduciary duties of district board members	☑	M7						
19		Available funding mechanisms	☑	M13						
20		Financial policies and procedures	☑	M7	Slides 3-9					
21		Budgeting & allocating resources	☑	M7	Slide 6					
22		Audit requirements	☑	M7	Slide 13					
23		Importance of financial planning	☑	M7	Slide 3					
24		Internal controls	☑	M7	Slides 7-8					
25										
26	Category 4: Legal Responsibilities	Powers & authorities of conservation districts	☑	M3	Slides 6-7					
27		Powers & authorities of board members	☑	M3	slide 4					
28		Legal responsibilities of a public official	☑	M12	Slide 3					
29		Assessing resource needs	☑	M8	Slides3-5					
30		Developing long range and annual plans	☑	M8	Slides 8-12					
31		Policy development & recommended policies	☑	M10	Development: slides 5-7, recommended: slide: 10					

Supervisor Training | Sheet2

Keeping Track of Changes: Trello



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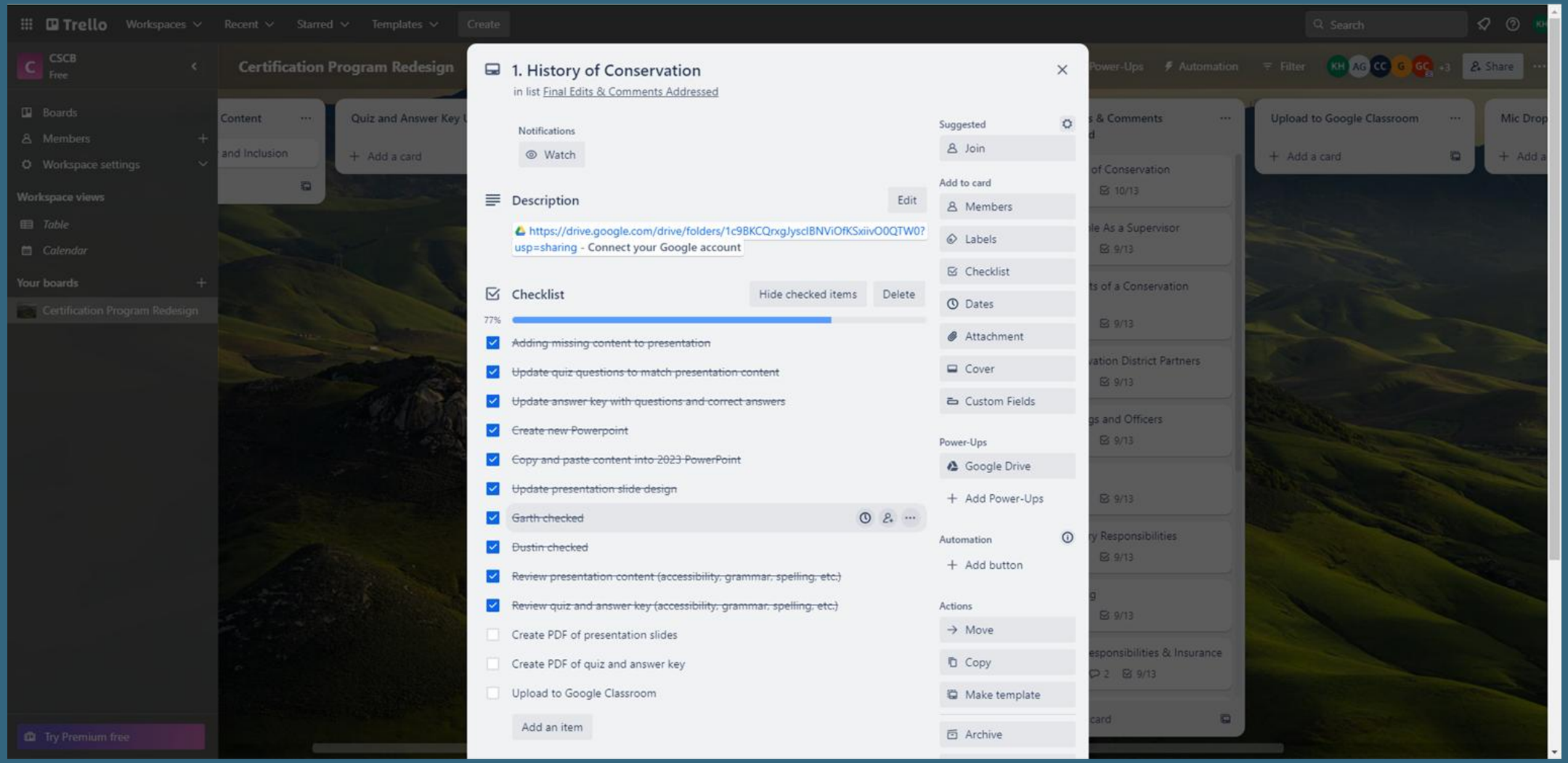
Keeping Track of Changes: Trello



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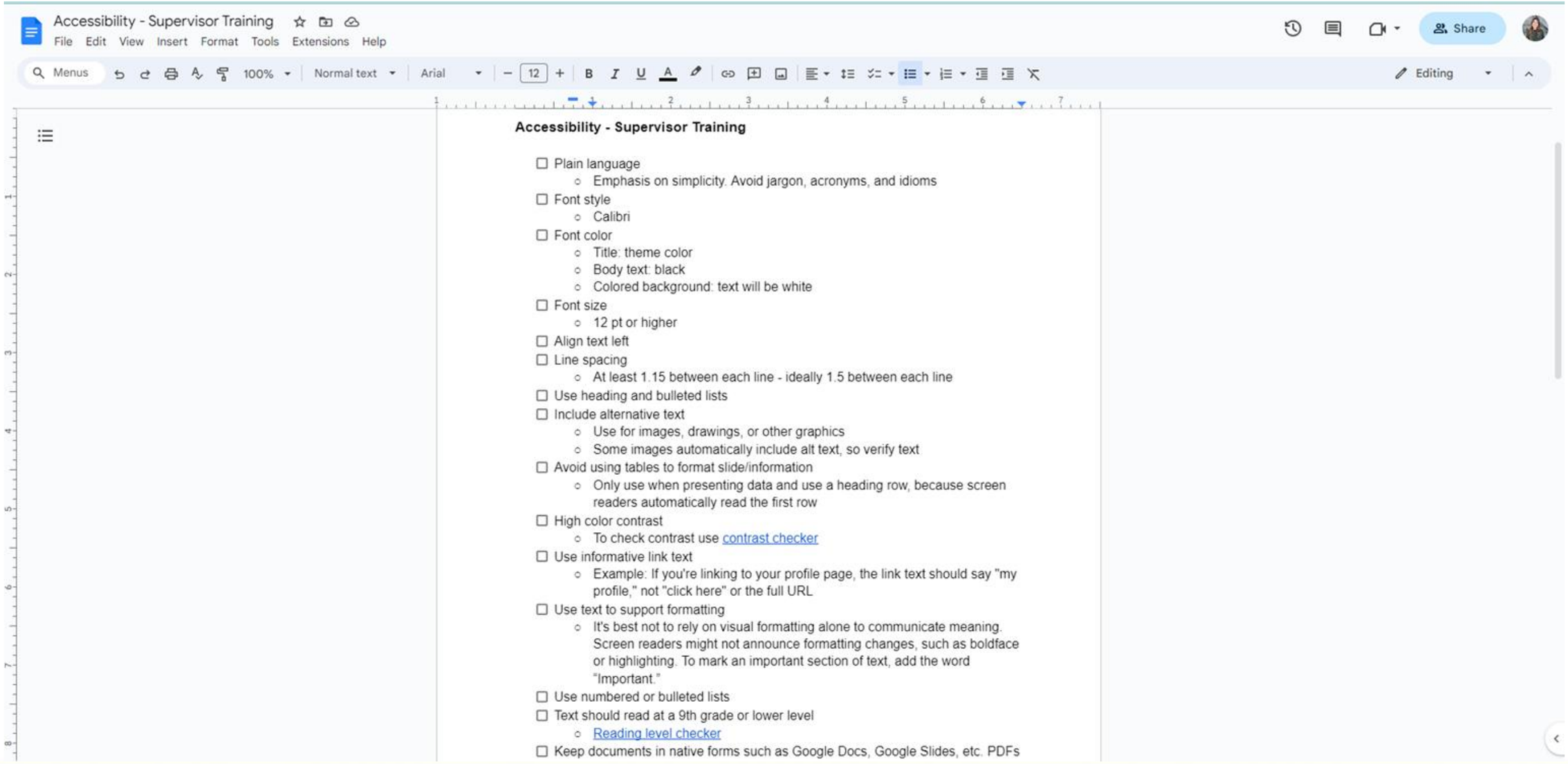
Making Edits with Accessibility in Mind

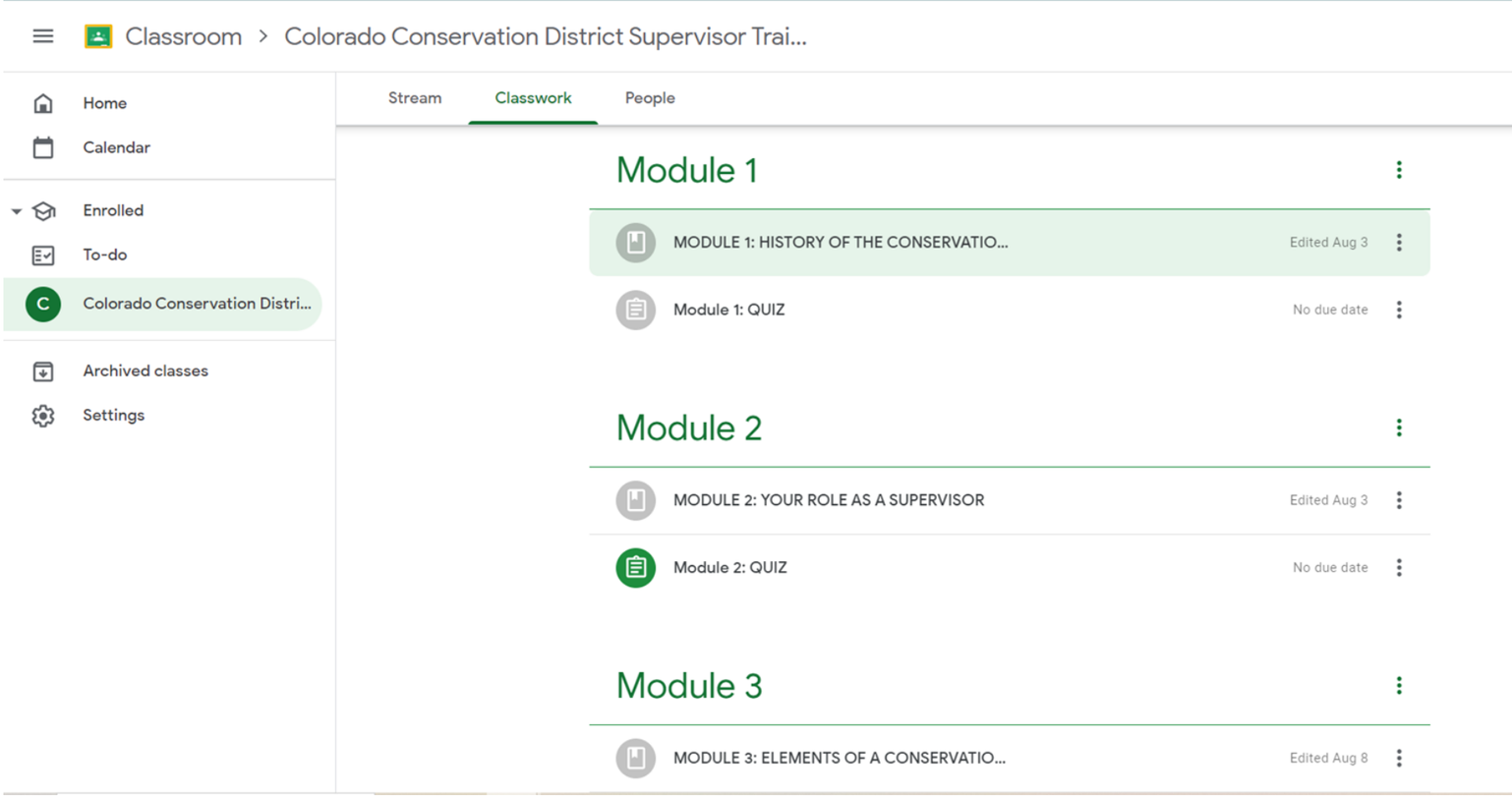


Materials to Support Success

- Video recording for first time logins to reference
- Written instructions for accessing curriculum
  - Including FAQ
- Multiple formats for accessing content
  - Plain text PDFs of curriculum
  - Normal PDFs of curriculum
  - Upcoming: recording of field staff sharing curriculum presentations
    - Think of it as a podcast – perfect for the Conservation District Board Supervisor always on the go!

All of these will be available on our CSCB Conservation District Operations website.

New Curriculum Platform: Google Classroom





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