MISSOURI
DEPARTMENT OF
NATURAL RESOURCES

Best of Both Worlds
In Person Training and Online Testing

MO DNR Soil and Water Conservation Program

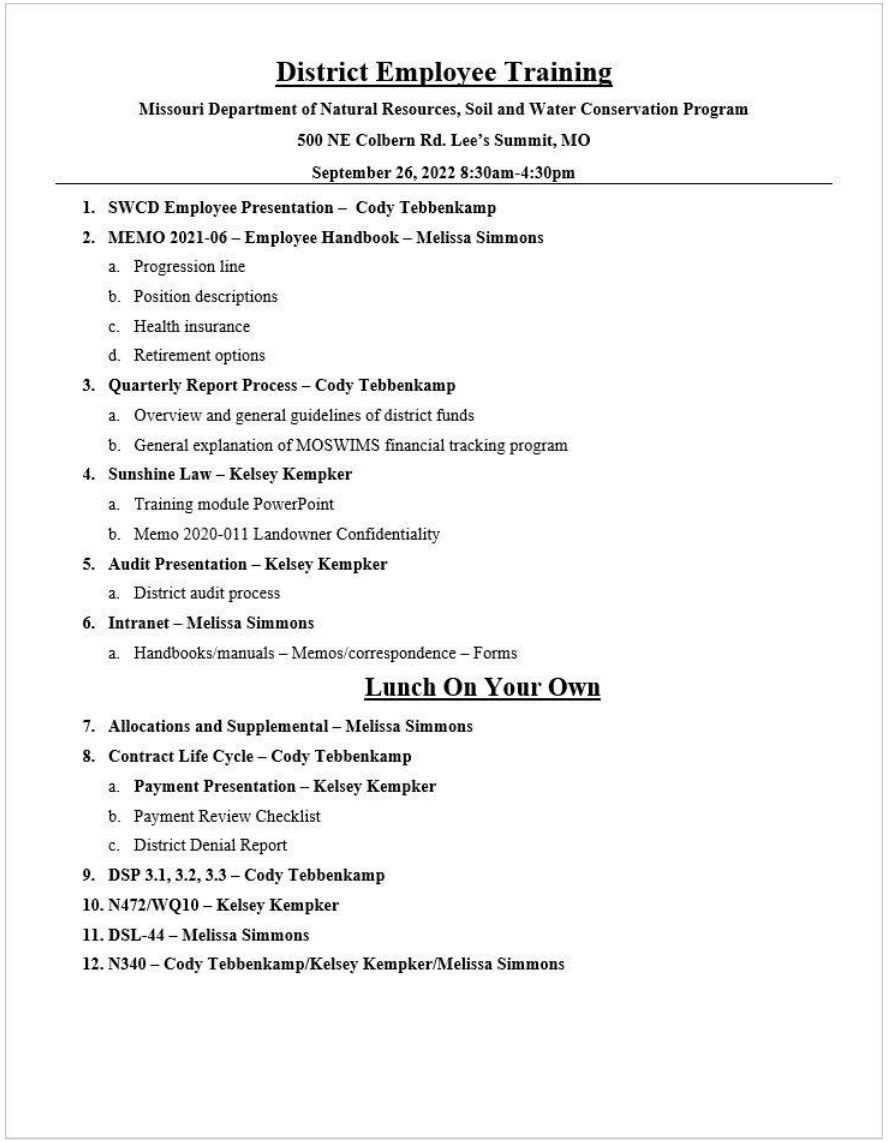
District Specialist Training

- High rate of turnover necessitated need for larger staff trainings
  - Neutral place to learn and ask questions
- Districts needed training, but we had no way to get into offices with COVID restrictions
  - Demand was for in-person training rather than virtual/webex/zoom
- Goal: provide consistent message through Hands on, integrated training to all new staff



Process of the Day & Topics Covered

- Primarily new staff
- Focus is on history, administrative duties and policies of the program
- Encourage questions throughout the day
- Tailor practices discussion to region
- Does not replace 1 on 1 training



District Employee Training

Missouri Department of Natural Resources, Soil and Water Conservation Program

500 NE Colbern Rd. Lee's Summit, MO

September 26, 2022 8:30am-4:30pm

1. **SWCD Employee Presentation – Cody Tebbenkamp**
2. **MEMO 2021-06 – Employee Handbook – Melissa Simmons**
   a. Progression line
   b. Position descriptions
   c. Health insurance
   d. Retirement options
3. **Quarterly Report Process – Cody Tebbenkamp**
   a. Overview and general guidelines of district funds
   b. General explanation of MOSWIMS financial tracking program
4. **Sunshine Law – Kelsey Kempker**
   a. Training module PowerPoint
   b. Memo 2020-011 Landowner Confidentiality
5. **Audit Presentation – Kelsey Kempker**
   a. District audit process
6. **Intranet – Melissa Simmons**
   a. Handbooks/manuals – Memos/correspondence – Forms

Lunch On Your Own

7. **Allocations and Supplemental – Melissa Simmons**
8. **Contract Life Cycle – Cody Tebbenkamp**
   a. **Payment Presentation – Kelsey Kempker**
   b. Payment Review Checklist
   c. District Denial Report
9. **DSP 3.1, 3.2, 3.3 – Cody Tebbenkamp**
10. **N472/WQ10 – Kelsey Kempker**
11. **DSL-44 – Melissa Simmons**
12. **N340 – Cody Tebbenkamp/Kelsey Kempker/Melissa Simmons**

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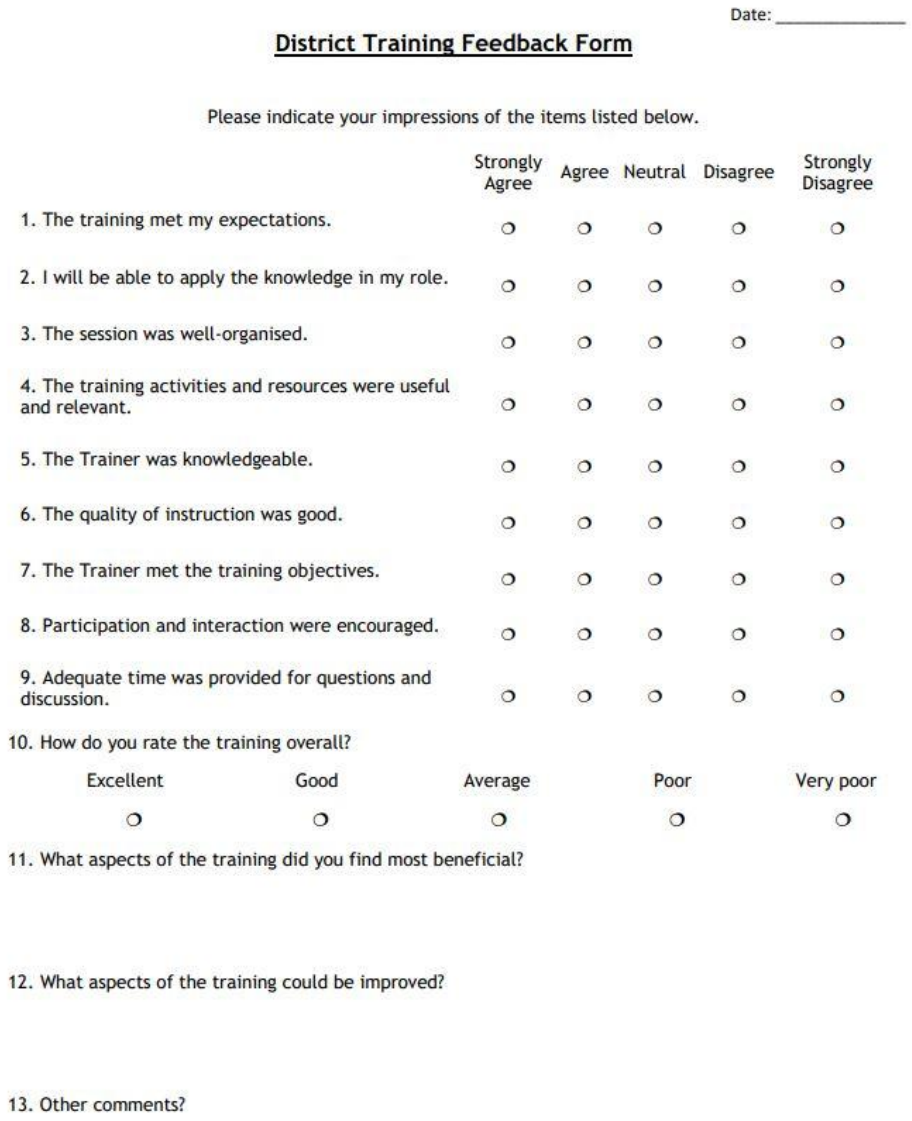
Follow Up

- Each person in attendance is asked to fill out a survey

- Common Feedback:
  - A lot of information for one day
  - Make it more hands on
  - More in depth training of certain topics covered
  - Repetitive
  - Overall feeling very positive



Date: _____

District Training Feedback Form

Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The training met my expectations.	❍	❍	❍	❍	❍
2. I will be able to apply the knowledge in my role.	❍	❍	❍	❍	❍
3. The session was well-organised.	❍	❍	❍	❍	❍
4. The training activities and resources were useful and relevant.	❍	❍	❍	❍	❍
5. The Trainer was knowledgeable.	❍	❍	❍	❍	❍
6. The quality of instruction was good.	❍	❍	❍	❍	❍
7. The Trainer met the training objectives.	❍	❍	❍	❍	❍
8. Participation and interaction were encouraged.	❍	❍	❍	❍	❍
9. Adequate time was provided for questions and discussion.	❍	❍	❍	❍	❍

10. How do you rate the training overall?

Excellent	Good	Average	Poor	Very poor
❍	❍	❍	❍	❍

11. What aspects of the training did you find most beneficial?

12. What aspects of the training could be improved?

13. Other comments?

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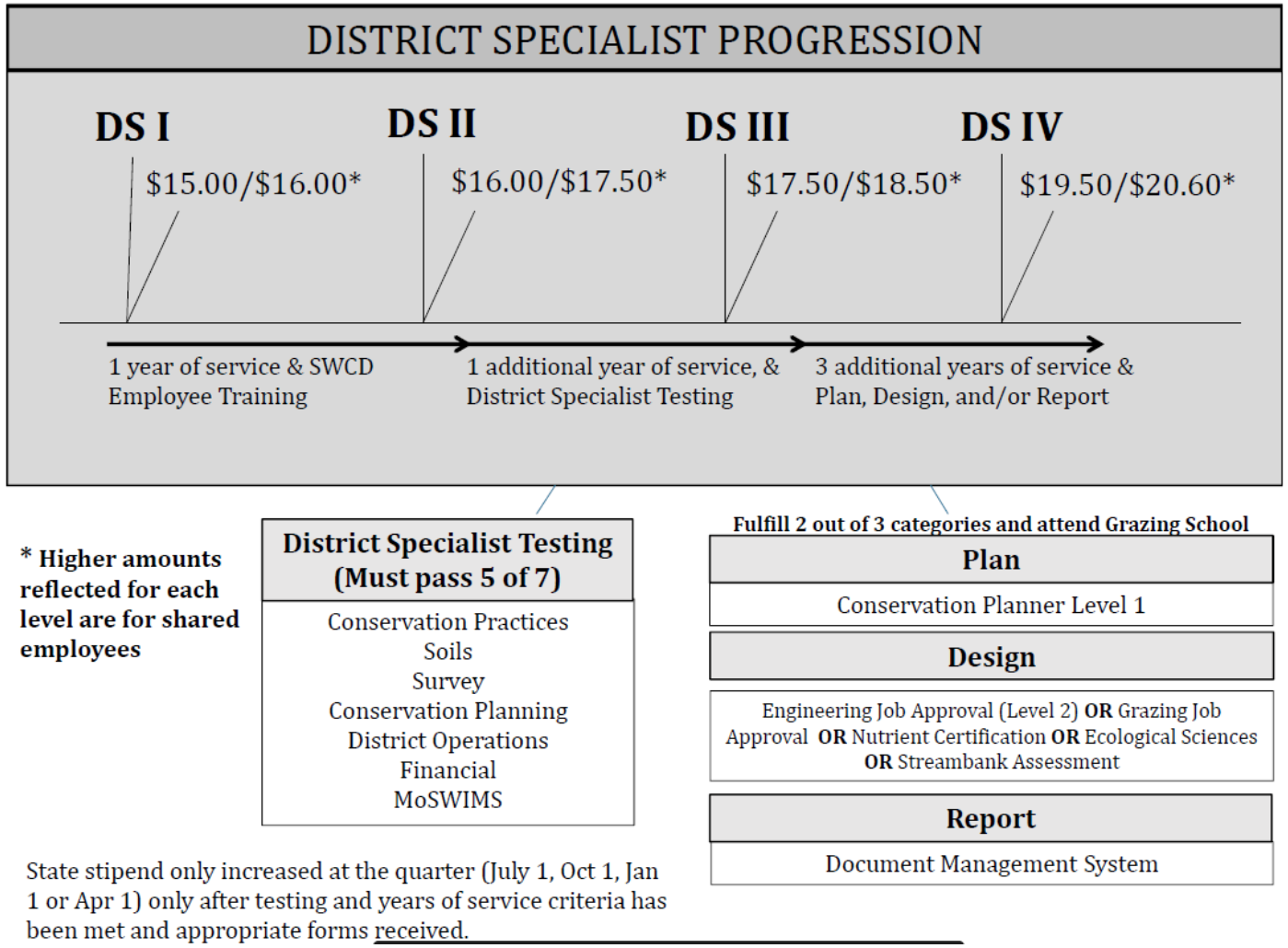
Training Summary and Plans for the Future

- 15 Events held so far in 4 locations
- 85 employees trained
- Possible changes/improvements
  - Provide more interaction
  - Add a mapping tool section
  - Encourage seasoned staff to attend

- State grants for District Specialist salaries are based on a “Progression Line”



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Online Testing

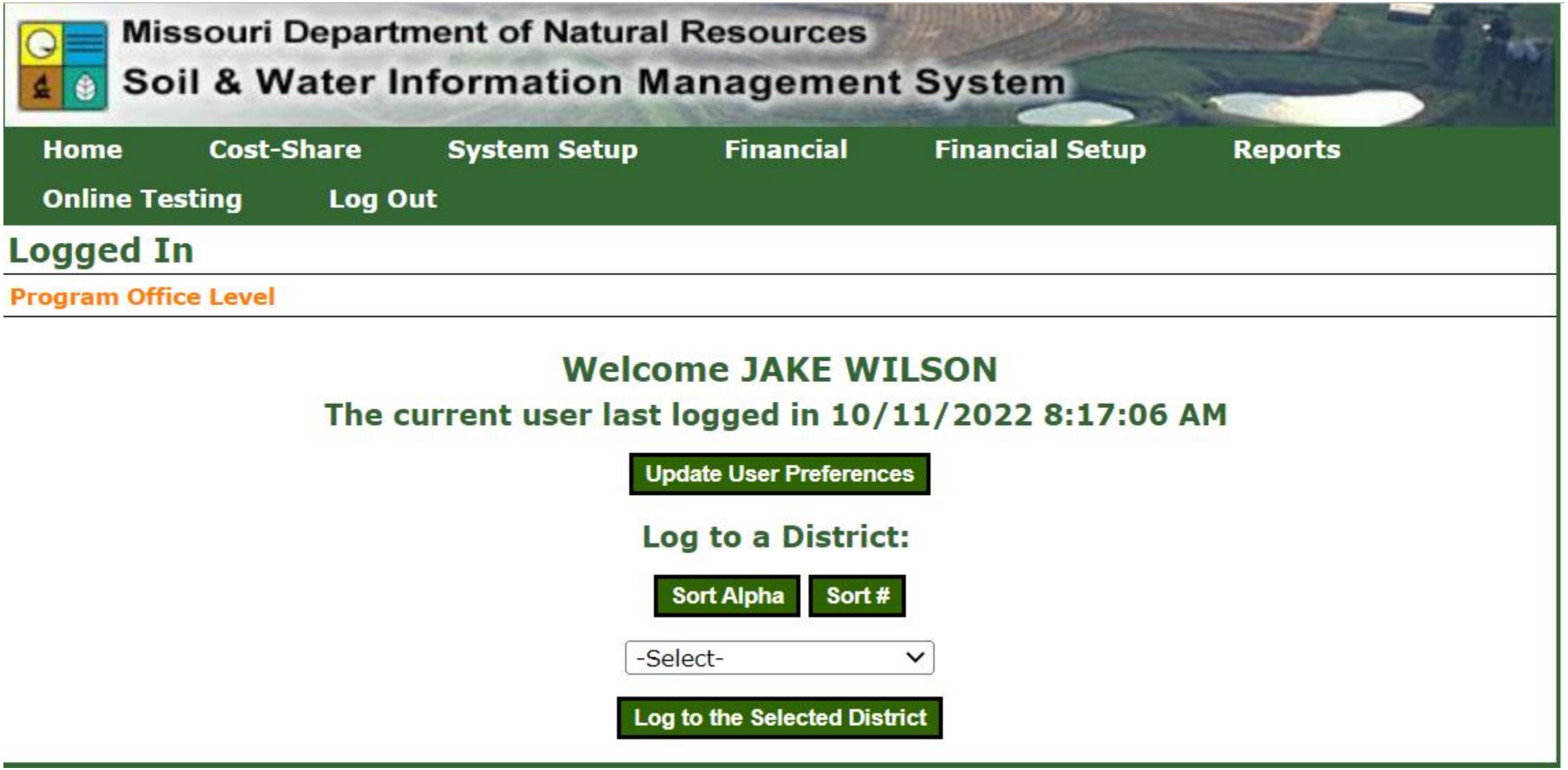
- Exams cover 7 topics, but specialist only need to pass 5 for progression

District Specialist Testing (Must pass 5 of 7)
Conservation Practices
Soils
Survey
Conservation Planning
District Operations
Financial
MoSWIMS

- Topics are both technical and administrative so not all training comes from us
- Historically done as in person paper exams through a 3rd party contractor, or using program staff
- Expensive in terms of travel cost and staff time
- Most District Specialists would take all exams in one session

Online Testing

- Looked into various LMS technologies, but eventually settled on retrofitting existing DNR applications
  - WIMS-Well Information Management System
  - MoSWIMS-MO Soil and Water Information Management System
- Available outside state network
- No cost to the program
- Completely Automated
- Adaptable and expandable



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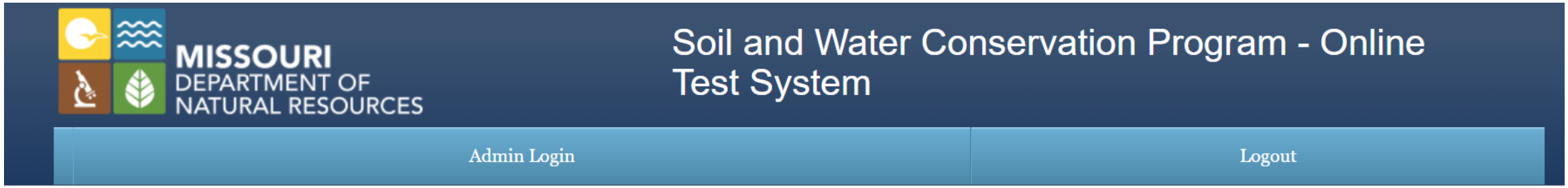

Exam Selection

Name: JAKE WILSON

All exams have a ninety minute time limit that starts when you choose a topic from the following menu. If you exceed the time limit, the test will automatically close and be graded. Any unanswered questions will be receive zero points. A passing grade will be received if you score a 70% or higher on the exam. If you fail an exam, you will be locked out of that topic for seven days. There is no limit on the number of times that you may attempt an individual exam.

To navigate within the exam, use the buttons at the bottom of the screen. Do not use the browser Back button.

Test Selection Conservation Planning Exam Next

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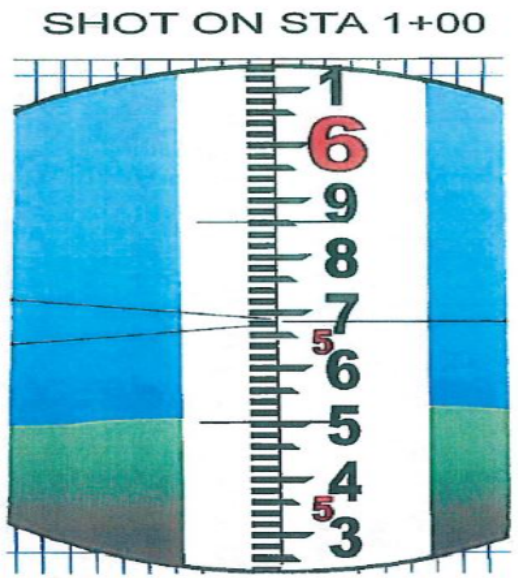

- ○ A) 5.68
- ○ B) 6.68
- ○ C) 6.7
- ○ D) 5.7

Previous | Save & Next | Review | Submit Exam

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Online Testing Summary

- Compliments training programs (tech and admin) very well
  - Tests can be taken one at a time as training is completed
- Available when and where it is convenient for District Specialists
- Reduced cost to the program
- Drastically reduced time investment
- Manual grading, data entry and record keeping eliminated.

Thank You!

Questions?

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