Soil and Water Conservation District Personnel Training Topics and Courses

	District Directors	District Administrative Staff	District Technical Staff

Mandatory	•New Director Training I & II
	  Provided by DCR (In Person) Within six month from taking the Oath of Office.
	•FOIA (If FOIA Officer) Annually
	  DLS - Freedom Of Information Act - FOIA
	  (COVLC or In Person)
	•COIA*
	  OAG Conflict of Interest Act Training
	  (In person every two years when provided by OAG)
		•FOIA Officer-FOIA Training Annually
		  DLS - Freedom Of Information Act - FOIA
		  (COVLC or In Person)
		•Accounting for Districts and Quickbooks Training or other financial training
		  When Provided by DCR (In Person)
		•IT Security Course (Annually)
		  (for DCR web application suite users)
		•Library of VA Record Retention
		  (In Person or online resources) (Complete within first year of hire and at least every three years)
			•IT Security Course (Annually)
			  (for DCR web application suite users)
			• VACS Program Manual
			  Periodically provided by DCR (In Person)
			•RMP/CP Module Access
			  Provided by DCR (In Person)
			•VACS Program Update (Annually)
			  Provided by DCR (In Person)

Recommended	•VASWCD Trainings
	  (In Person)
	•Basic Parliamentary Procedures
	  (In Person)
	•Personnel Management
	  MVP Enhancing Employee Performance
	  Modules I – IV
	  I. Introduction to Supervision
	  II. Managing the Work Process
	  III. Delegation
	  IV. Motivation for Improved Performance
	  (COVLC)
	•MVP Conflict Management Skills (COVLC)
	•VACS Program Update
	  Provided by DCR (In Person)
		•COIA
		  OAG Conflict of Interest Act Training
		•Driver Safety
		  DGS Fleet Driver Safety and Policy Lesson
		  (COVLC)
		•VACS Program Update
		  Provided by DCR (In Person)
		•Ag BMP Tracking Program
		  Provided by DCR (In Person)
		•VASWCD Trainings
		  (In Person)
		•VACDE Trainings
		  (In Person)
		• Conservation Selling Skills
		  Periodically provided by DCR (In Person)
		
		Environmental Educators are encouraged to take the recommended Administrative courses and
		•Project Learning Tree Workshop
		•Project Wild Workshop
		•Project WET Workshop
			•Conservation Planning Certification
			  (On Line and In Person classes)
			•Engineering workshops
			  Provided by DCR/NRCS (In Person)
			•Driver Safety
			  DGS Fleet Driver Safety and Policy Lesson
			  (COVLC)
			•Ag BMP Tracking Program
			  Provided by DCR (In Person)
			•JEDs
			  Provided by NRCS (In Person)
			•VACDE Trainings
			  (In Person)
			•VASWCD Trainings
			  (In Person)
			•COIA
			  OAG Conflict of Interest Act Training
			• Effective Presentation & Instruction
			  (In Person)
			• Conservation Selling Skills
			  Periodically provided by DCR (In Person)

*Newly elected Directors must take COIA training on-line via COVLC if no in-person class will be offered within six months of their appointment or election

Additional Resources

MVP - Managing Virginia Program (COVLC)   Microsoft Office www.microsoft.com/en-us/learning/training.aspx

Commonwealth of Virginia Learning Center (COVLC) classes can be accessed by the following link
 https://covlc.virginia.gov/Default.aspx
Note: COVLC requires a username and password. See instructions to create a user profile.

Contact Carl Thiel-Goin with questions carl.thiel-goin@dcr.virginia.gov 804-887-8915