



# Your Partner For Success

## Webinar Training for Conservation District Supervisors

### 2010 Webinar Schedule At-A-Glance

- **Financial Management**  
*Monday, Nov. 23, 2009 at 7pm*
- **State Funding**  
*Tuesday, Dec. 1, 2009 at 7pm*
- **Employee Policy**  
*Monday, Dec. 21, 2009 at 1:30pm*
- **Local Government Liability Pool**  
*Tuesday, Jan. 5, 2010 at 7pm*
- **Long Range Planning**  
*Wednesday, Jan. 27, 2010 at 1:30pm*
- **Open Meetings/Public Records/  
Public Ethics**  
*Tuesday, Feb. 2, 2010 at 7pm*
- **Long Range Planning**  
*Monday, Feb. 22, 2010 at 1:30pm*
- **Subdivision Review**  
*Tuesday, March 2, 2010 at 7pm*
- **Financial Management**  
*Wednesday, March 24, 2010 at 7pm*
- **Conservation District Law**  
*Tuesday, April 6, 2010 at 7pm*
- **Employee Policy**  
*Wednesday, April 28, 2010 at 7pm*
- **Legislative Outreach**  
*Tuesday May 4, 2010 at 7pm*
- **Parliamentary Procedure**  
*Wednesday May 26, 2010 at 7pm*



ADDRESSING THE NEEDS OF  
CONSERVATION DISTRICTS STATE-WIDE  
**TRAINING SUPERVISORS FOR SUCCESS**

See back for registration information ►►

Please call or email with any questions ►►

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**REGISTRATION:**

- Class sizes are limited to 20 total lines. Some districts may host the training at their office with multiple supervisors, but only use a single line.
- The charge is \$10 per line per class. WDA will invoice districts on a quarterly basis.
- A minimum of 10 total supervisors (not lines) is required for the class to proceed.
- Interested supervisors or employees planning to attend should RSVP Justin Williams by calling 307-777-7067 or e-mailing at [jwilli7@state.wy.us](mailto:jwilli7@state.wy.us)
- When you RSVP, please provide:
  - ◊ Name of Attendee(s)
  - ◊ Name of District
  - ◊ E-mail address
- If a district office hosts the training, please provide the above information for all supervisors and employees attending in one location for tracking purposes only.
- RSVPs will be taken until 3 business days prior to the Webinar class. Each RSVP'ed attendee will receive an Invite from "WDA Employee" two days before the training
- If the minimum of 10 supervisors is not met, attendees will receive another e-mail from "WDA Employee" stating the meeting is canceled. No one will be charged a fee.

**ATTENDING THE CLASS:**

- There will be copies of the power point slides and the survey for the attendees to download off the WDA website at: <http://agriculture.wy.gov/news/webinar.htm> before the meeting starts.
- To attend the class, attendees will click on the internet link for "join the online meeting."
- Instructions, including the conference call number and pin along with how to download WebEx software are contained in the body of the Invite from WDA Employee.
- Call the conference call first in case of technical difficulties. 1.877.278.8686. Pin#567075.
- Enter your name and e-mail address to join the meeting.
- Once you enter the class, wait for further instructions from the host or instructor.

**SURVEY:**

- Each attendee is asked to download a survey from the WDA website. Please complete this survey and return to the address or e-mails provided.
- At the end of the series in May 2010, WDA and WACD will compile results and evaluate the use of Webinar as a training tool.
- A report will be given with the results and recommendations to the WACD Board of Directors and WDA Board of Agriculture.