



## Utah Conservation Districts Continuing Education

Utah Association of Conservation Districts is developing continuing education modules that can be used to teach supervisors and staff the basic operations of conservation districts.

The intent of these modules is to have educational materials available on an on-going basis to conduct in-house training at district board meetings. The modules may also be used as self-taught packages and may be especially useful when new directors are elected or new staff member are hired and UACD sponsored training may not be immediately available.

Each module should take 15-30 minutes to complete.

- **Module 1: The Basics of Utah Conservation Districts**  
Learn what conservation districts are, what they are supposed to do, and who are the people involved in getting the job done.
- **Module 2: The History and Future of Conservation Districts**  
Learn the history of conservation districts, the current trends in land use and how districts are meeting the needs of landowners.
- **Module 3: Partners in Conservation**  
Learn about the various agencies and organizations that assist conservation districts.
- **Module 4: District Supervisor Responsibilities**  
Learn the characteristics of successful district supervisors, their duties and responsibilities and their role in personnel management.
- **Module 5: Conducting District Board Meetings**  
Learn the correct way to conduct regular and special meetings of the district board by using parliamentary procedures.
- **Module 6: Conservation District Finances**  
Learn how conservation districts are funded, the importance of financial planning and budgeting and maintaining financial controls.
- **Module 7: District Legal Obligations**  
Learn how to comply with Utah's Open Meetings Act and other laws, including conflicts of interest and ethics.

- **Module 8: Planning for the Future**  
Learn how to effectively plan district fundamentals through strategic planning, resource assessments and annual plans of work.
- **Module 9: Building Legislative Relationships**  
Learn how to keep elected officials informed about district programs and issues affecting natural resources in your community.
- **Module 10: Managing District Personnel**  
Learn about district responsibilities, including policies and procedure, in managing paid staff.
- **Module 11: Board Recruitment & Diversity**  
Learn ideas and methods to recruit district board members that will improve the board's responsiveness to the community it serves.
- **Module 12: Conservation Outreach & Media Relations**  
Learn how to give the key information you need to get media coverage of district issues, projects and other activities.
- **Module 13: Customer Service**  
Learn how to master the skills needed to interact and establish a rapport with clients as you deliver conservation on the ground.