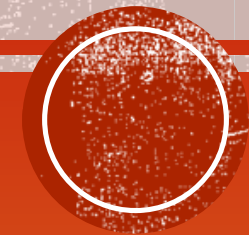# OHIO SWCD ADMINISTRATIVE DEVELOPMENT PROGRAMS

NASCA & NWC Conservation Conference

October 1, 2019

Presented By: Cody Hacker, ODA-Division of Soil & Water Conservation

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DEVELOPMENT OPPORTUNITIES

➢ New Board Member Training

➢ New Employee Training

➢ Administrative Development Program (ADP)

NEW BOARD MEMBER TRAINING

➢ Online & In-Person

➢ Five Modules

➢ Objectives

➢ Written Text

➢ Interactive Activities

➢ Content Review

NEW BOARD MEMBER TRAINING – MODULES INCLUDE:

➢ Ohio SWCD History and the Conservation Partnership

➢ Duty of Loyalty

➢ Duty of Care

➢ Duty of Obedience

➢ Ready to Lead

*Follow Up In-Person Training

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NEW EMPLOYEE TRAINING

- ➢ Online
- ➢ Four Modules
- ➢ Two Lessons/Module
- ➢ Written & Interactive Activities
- ➢ Content Review Assessments

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NEW EMPLOYEE TRAINING – MODULES INCLUDE:

➢ Our Rich History and Organization

➢ Powers and Money Designed to Deliver Conservation

➢ Ohio Sunshine Law and Ethics Responsibilities

➢ Activity Reporting, Training and Benefits

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ADMINISTRATIVE DEVELOPMENT PROGRAM

- ➢ Began in June 2018
- ➢ Formally Administrative Assistant Development Program
- ➢ Open to Board and Staff Members
- ➢ Variety of Topics
- ➢ Similar Format
- ➢ Information Gathering

ADMINISTRATIVE DEVELOPMENT PROGRAM – 2018-2019 SESSION

TOPICS INCLUDE:

- ➢Human Resources
- ➢E-Commerce
- ➢District Financials

- ➢Operational Policy & Grants
- ➢Employee Handbook
- ➢Beginning Leadership

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ADMINISTRATIVE DEVELOPMENT PROGRAM – PRESENTERS:

- ODA-DSWC Staff

- SWCD Staff

- SWCD Board Members

- Chamber of Commerce

- Labor & Employment Law Attorney

- Auditor of State

- Department of Administrative Services

- Ohio State University Extension

- Federal Bureau of Investigation

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ADMINISTRATIVE DEVELOPMENT PROGRAM – DISTRICT PARTICIPATION

- ➢ 26% participated in all sessions

- ➢ 40% participated in > 4 sessions

- ➢ 66% participated in at least one session

- ➢ 84 different employees

- ➢Recognition

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ADMINISTRATIVE DEVELOPMENT PROGRAM – MOVING FORWARD

➢ Planning for Success

➢ District Financials

➢ SWCD Growth and Customer Acquisition

➢ District Leadership – Working with Boards

➢ Ways to increase participation

QUESTIONS???