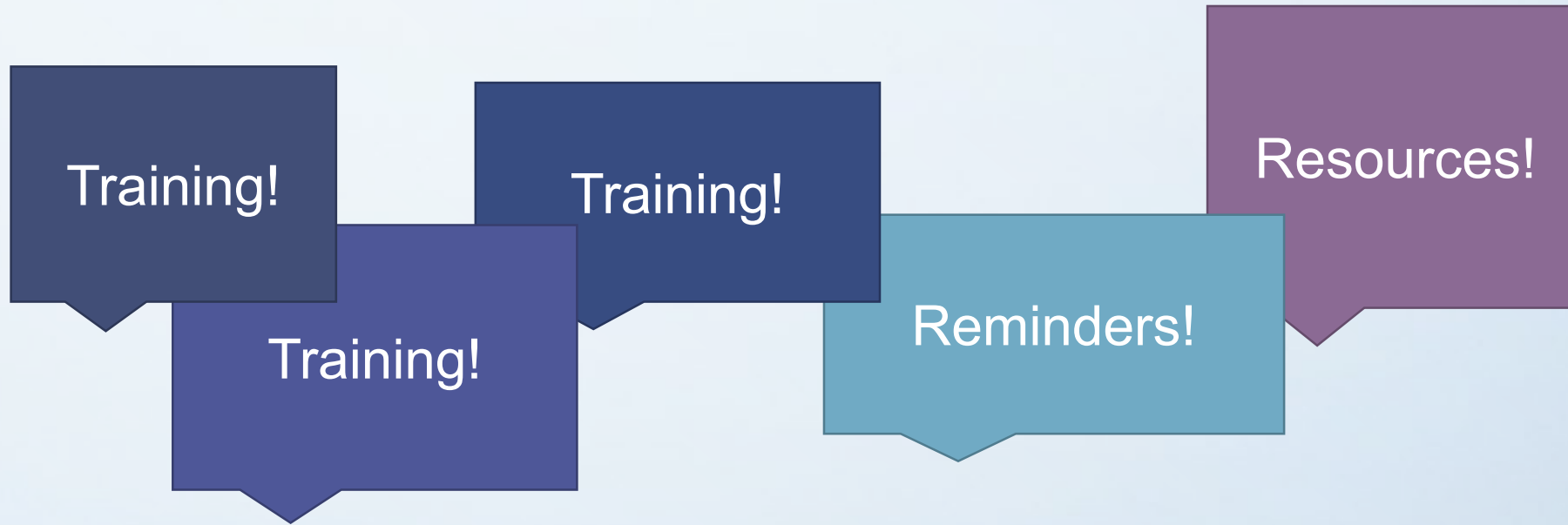




Improving District Access to Training & Information

NASCA State Staff Sharing Session
October 2021

What do we want?



- What topics?
- How often?



- Delivery method?
- Resource format?

Sometimes change isn't all bad...

Concerns

- Scheduling
- Costs
- Post training resource availability
- Covid (of course)
 - Limited in person meetings
 - Increase in remote work

Solutions

- Office365
 - Teams
- Redesigned website
 - Calendar
 - Conservation District Hub

Outlook

- Meeting invitations
- Calendar reminders

Teams

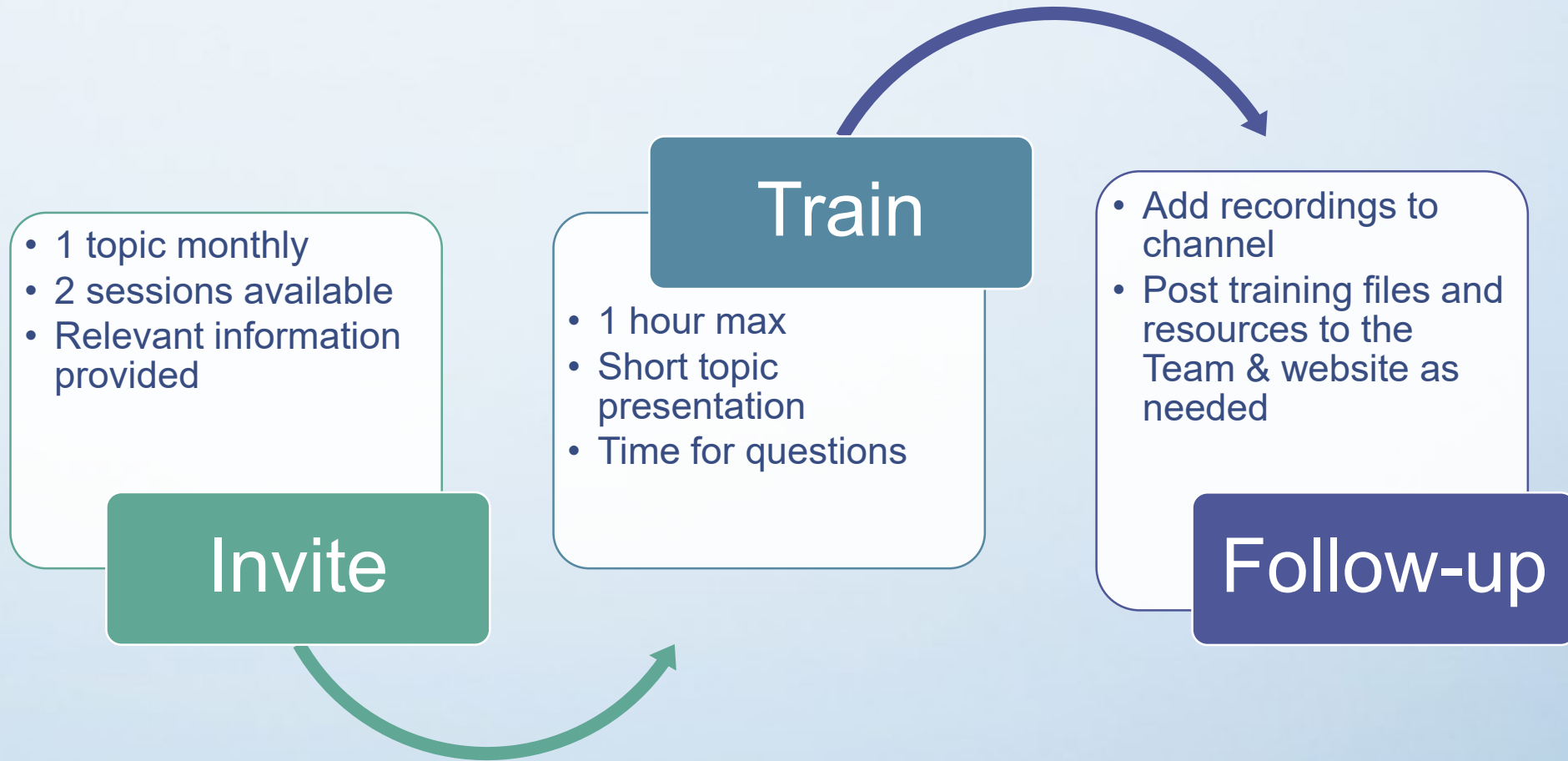
- Hosting platform
- Recordings
- Attendance
- Instant Messaging/One on One interaction
- Resource Storage

Stream

- Employee Video Channel

Office 365

- Gave all 84 Districts the same suite of applications
 - Simplifies instructions/tech support
- Brought the Districts into the State organization
 - Instant messaging
- Still learning as we go



Training process

Topics

Currently still covering topics we see the greatest need for.

Have requested input from the Districts.

Partnering with others to bring valuable information and resources to the Districts

The screenshot displays a OneDrive file explorer interface. At the top, there is a navigation bar with a purple 'OD' icon, the word 'General', and several tabs: 'Posts', 'Files' (which is underlined), and 'District Employee Trai...'. Below the navigation bar is a toolbar with icons for '+ New', 'Upload', 'Sync', 'Copy link', and 'Download'. The main content area shows a list of folders under the heading 'General'. The folders are: 'Cost Share' (April 15), 'Director Elections & Appointments' (March 22), 'EAP x Thrive' (August 30), 'Fiscal Year Allocations & Policies' (July 15), 'Instructions', 'OCC's Redesigned Website', 'Payroll & Preclaims', 'Recordings', and 'Reimbursement Claims'. A pop-up window is overlaid on the 'Payroll & Preclaims' folder, showing its contents: a list of PDF files including '2021.05 Payroll & Preclaim Follow-up.pdf', 'Payroll & Preclaim Tips.pdf', 'Payroll & Preclaims_color.pdf', and 'Payroll & Preclaims_Printable.pdf'.

Name	Modified
Cost Share	April 15
Director Elections & Appointments	March 22
EAP x Thrive	August 30
Fiscal Year Allocations & Policies	July 15
Instructions	
OCC's Redesigned Website	
Payroll & Preclaims	
Recordings	
Reimbursement Claims	

Name	Modified
2021.05 Payroll & Preclaim Follow-up.pdf	
Payroll & Preclaim Tips.pdf	
Payroll & Preclaims_color.pdf	
Payroll & Preclaims_Printable.pdf	



OKLAHOMA
CONSERVATION
COMMISSION

Working together to
keep our land grand
since 1937

internal

- Administration
- Financial Management & HR
- District Resources**
- Commission Resources
- Policies
- Terms of Use
- Privacy
- Accessibility

OUR MISSION

The Oklahoma Conservation Commission works to conserve, protect and restore Oklahoma's natural resources, working in collaboration with the conservation districts and other partners, on behalf of the citizens of Oklahoma.

WHO WE ARE

- about
- divisions
- resources
- contact

(405) 521-2384
Monday through Friday
8:00 a.m. to 4:30 p.m.

Redesigned Website

Long overdue

Streamlined design increases functionality for both the public and our internal users

District Resources “Hub”

Single page with items that are utilized by the Conservation Districts

“One Stop Shop” for forms & information

District Employee Resources

[Webmail \(0365\)](#)

[Forms for Conservation Districts](#)

[Certificate of Insurance](#)

[Financial Management and Human Resources](#)

[Conservation District Handbook](#)

▴ [Guidance & Training Resources](#)

▴ [Logos for Conservation Districts](#)

▴ [Nondiscriminatory Statements](#)

Forms Page

All the essential forms and checklists

Organized by topic

FIND THE ESSENTIAL RESOURCES TO CONDUCT CONSERVATION DISTRICT BUSINESS BELOW

Checklists and General Information

- [2 Digit Item Codes \(08/2020\)](#)
- [Annual Report Example \(07/2020\)](#)
- [Calendar Event Submission Form \(09/2021\)](#)
- [District Minutes Submission Checklist \(10/2020\)](#)
- [Important District Items List \(02/2021\)](#)
- [Reimbursement Claim Checklist \(06/2021\)](#)
- [Send To List \(updated 03/2021\)](#)

Claims, Payroll and Personnel

Cost-Share Program Forms

Directors and Meetings

Employer Posters

General Forms

Watershed O&M

EVENTS CALENDAR

Calendar

< SEPTEMBER **OCTOBER 2021** NOVEMBER >

EVENTS FOR OCTOBER

19th

MO	TU	WE	TH	FR	SA	SU
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

🕒 All Day

OKLAHOMA FARM BUREAU WOMEN'S LEADERSHIP STATE COMMITTEE MEETING ●

Oklahoma Farm Bureau Home Office

🕒 1:30 pm - 2:30 pm

DISTRICT EMPLOYEE TEAMS TRAINING - OCTOBER SESSION 1 ●

Timesheets & Leave

- Main events calendar
- Division specific calendars
- Event color coding for easy identification

Clancy Green

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Oklahoma Conservation Commission
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