



Best of Both Worlds In Person Training and Online Testing

MO DNR Soil and Water Conservation Program

District Specialist Training

- High rate of turnover necessitated need for larger staff trainings
 - Neutral place to learn and ask questions
- Districts needed training, but we had no way to get into offices with COVID restrictions
 - Demand was for in-person training rather than virtual/webex/zoom
- Goal: provide consistent message through Hands on, integrated training to all new staff



Process of the Day & Topics Covered

- Primarily new staff
- Focus is on history, administrative duties and policies of the program
- Encourage questions throughout the day
- Tailor practices discussion to region
- Does not replace 1 on 1 training

District Employee Training

Missouri Department of Natural Resources, Soil and Water Conservation Program

500 NE Colbern Rd. Lee's Summit, MO

September 26, 2022 8:30am-4:30pm

1. SWCD Employee Presentation – Cody Tebbenkamp
 2. MEMO 2021-06 – Employee Handbook – Melissa Simmons
 - a. Progression line
 - b. Position descriptions
 - c. Health insurance
 - d. Retirement options
 3. Quarterly Report Process – Cody Tebbenkamp
 - a. Overview and general guidelines of district funds
 - b. General explanation of MOSWIMS financial tracking program
 4. Sunshine Law – Kelsey Kempker
 - a. Training module PowerPoint
 - b. Memo 2020-011 Landowner Confidentiality
 5. Audit Presentation – Kelsey Kempker
 - a. District audit process
 6. Intranet – Melissa Simmons
 - a. Handbooks/manuals – Memos/correspondence – Forms
- Lunch On Your Own**
7. Allocations and Supplemental – Melissa Simmons
 8. Contract Life Cycle – Cody Tebbenkamp
 - a. Payment Presentation – Kelsey Kempker
 - b. Payment Review Checklist
 - c. District Denial Report
 9. DSP 3.1, 3.2, 3.3 – Cody Tebbenkamp
 10. N472/WQ10 – Kelsey Kempker
 11. DSL-44 – Melissa Simmons
 12. N340 – Cody Tebbenkamp/Kelsey Kempker/Melissa Simmons



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District Training Feedback Form

Follow Up

- Each person in attendance is asked to fill out a survey
- Common Feedback:
 - A lot of information for one day
 - Make it more hands on
 - More in depth training of certain topics covered
 - Repetitive
 - Overall feeling very positive

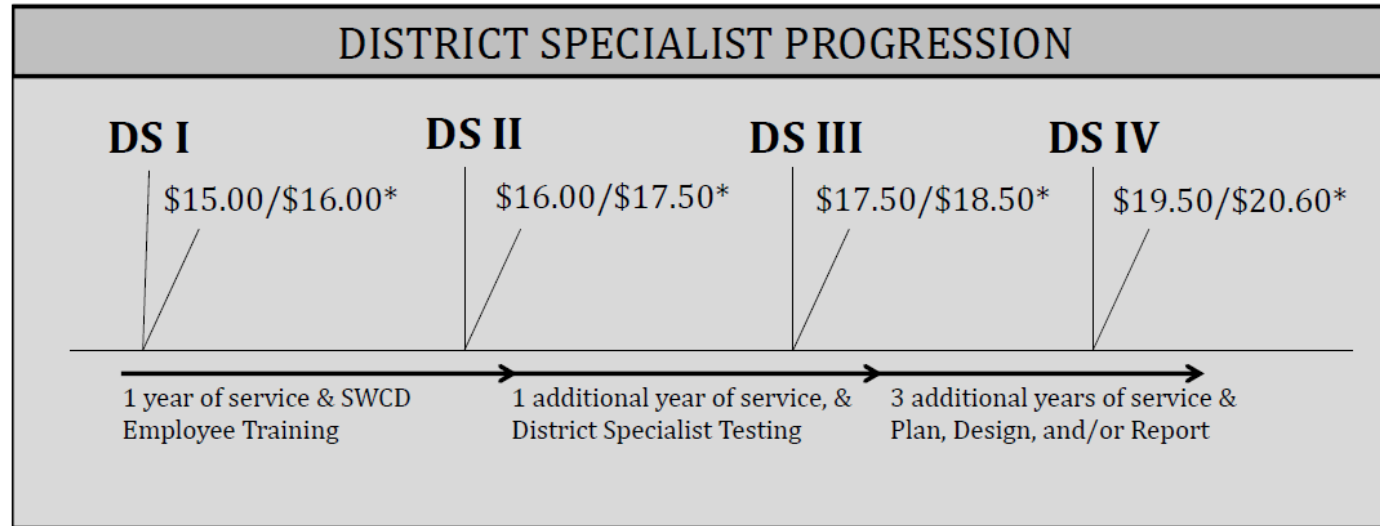
Please indicate your impressions of the items listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The training met my expectations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I will be able to apply the knowledge in my role.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The session was well-organised.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The training activities and resources were useful and relevant.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The Trainer was knowledgeable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The quality of instruction was good.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The Trainer met the training objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Participation and interaction were encouraged.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Adequate time was provided for questions and discussion.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. How do you rate the training overall?					
	Excellent	Good	Average	Poor	Very poor
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. What aspects of the training did you find most beneficial?					
12. What aspects of the training could be improved?					
13. Other comments?					

Training Summary and Plans for the Future

- 15 Events held so far in 4 locations
- 85 employees trained
- Possible changes/improvements
 - Provide more interaction
 - Add a mapping tool section
 - Encourage seasoned staff to attend

- State grants for District Specialist salaries are based on a “Progression Line”



* Higher amounts reflected for each level are for shared employees

District Specialist Testing (Must pass 5 of 7)
Conservation Practices
Soils
Survey
Conservation Planning
District Operations
Financial
MoSWIMS

Fulfill 2 out of 3 categories and attend Grazing School
Plan
Conservation Planner Level 1
Design
Engineering Job Approval (Level 2) OR Grazing Job Approval OR Nutrient Certification OR Ecological Sciences OR Streambank Assessment
Report
Document Management System

State stipend only increased at the quarter (July 1, Oct 1, Jan 1 or Apr 1) only after testing and years of service criteria has been met and appropriate forms received.

Online Testing

- Exams cover 7 topics, but specialist only need to pass 5 for progression

District Specialist Testing (Must pass 5 of 7)
Conservation Practices
Soils
Survey
Conservation Planning
District Operations
Financial
MoSWIMS

- Topics are both technical and administrative so not all training comes from us
- Historically done as in person paper exams through a 3rd party contractor, or using program staff
- Expensive in terms of travel cost and staff time
- Most District Specialists would take all exams in one session

Online Testing

- Looked into various LMS technologies, but eventually settled on retrofitting existing DNR applications
 - WIMS-Well Information Management System
 - MoSWIMS-MO Soil and Water Information Management System
- Available outside state network
- No cost to the program
- Completely Automated
- Adaptable and expandable



Missouri Department of Natural Resources Soil & Water Information Management System

[Home](#)[Cost-Share](#)[System Setup](#)[Financial](#)[Financial Setup](#)[Reports](#)[Online Testing](#)[Log Out](#)

Logged In

Program Office Level

Welcome JAKE WILSON

The current user last logged in 10/11/2022 8:17:06 AM

[Update User Preferences](#)

Log to a District:

[Sort Alpha](#)[Sort #](#)[Log to the Selected District](#)

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[Admin Login](#)

[Logout](#)

Exam Selection

Name: JAKE WILSON

All exams have a ninety minute time limit that starts when you choose a topic from the following menu. If you exceed the time limit, the test will automatically close and be graded. Any unanswered questions will be receive zero points. A passing grade will be received if you score a 70% or higher on the exam. If you fail an exam, you will be locked out of that topic for seven days. There is no limit on the number of times that you may attempt an individual exam.

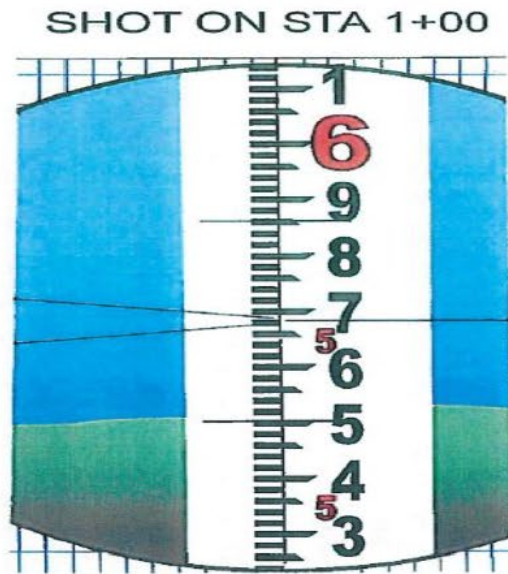
To navigate within the exam, use the buttons at the bottom of the screen. **Do not use the browser Back button.**

Test Selection

Conservation Planning Exam

Next

Shot on stadia 1+00



- A) 5.68
- B) 6.68
- C) 6.7
- D) 5.7

[Previous](#)
[Save & Next](#)
[Review](#)
[Submit Exam](#)


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Online Testing Summary

- Compliments training programs (tech and admin) very well
 - Tests can be taken one at a time as training is completed
- Available when and where it is convenient for District Specialists
- Reduced cost to the program
- Drastically reduced time investment
- Manual grading, data entry and record keeping eliminated.

Thank You!

Questions?