



**CONSERVATION DISTRICT  
STAFF CONFERENCE  
March 8 & 9, 2017  
The Ramada Inn, State College PA**

**Wednesday – March 8, 2016**

**Ballroom A**

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|------------------|--|
| 9:00 – 9:30 AM   | <b>Registration</b>  |
| 9:30 – 10:00 AM  | <b>Welcome and Overview</b><br><i>Mike Lovegreen – LD Coordinator</i>  |
| 10:00 – 12:00 AM | <b>Working in a Multi-generational Office Environment</b><br><b>Speaker - ???</b>  |
| 12:00 – 1:00 PM  | <b>Lunch – Atrium</b>  |
| 1:00 – 3:00 PM   | <b>Good Communication Skills and How to Break Bad Habits</b><br><b>Speaker - ???</b>   |
| 3:00 – 3:15 PM   | <b>Break</b>   |
| 3:15 – 4:15 PM   | <b>Working with Youth to Achieve Program Goals</b><br><b>Speaker - ???</b>   |
| 4:00 – 5:00 PM   | <b>Concurrent Sessions:</b><br><br><b>1. Strategies For Developing Program Funding &amp; Successful Grant Writing</b><br><b>Speaker – ???</b><br><br><b>2. Public Speaking Skills</b><br><b>Speaker - ???</b><br><br><b>Dinner – On your own</b> |

**Thursday – March 9, 2017**

7:00 – 8:00 AM	<b>Breakfast</b> – on your own, included with your room
8:00 – 10:00 AM	<b>Developing and Maintaining a Safe Working Office Environment</b> <b>Speaker - ????</b>
10:00 – 10:15 AM	<b>Break</b>
10:15 – 11:45 AM	<b>Principles and Components for Organizing and Holding Successful Targeted Training Outreach</b> <b>Speaker - ????</b>
11:45 – 12:30 PM	<b>Lunch – Ballroom B</b>
12:30 – 1:30	<b>Concurrent Sessions</b> <b>1. District Panel on Holding Farmer Trainings</b> <b>Speakers - ???</b> <b>2. District Panel on Holding Municipal &amp; General Public Trainings</b> <b>Speakers - ???</b> <b>3. Board Meetings – Preparation &amp; Note Taking</b> <b>Speakers - ???</b>
1:30 – 2:30	<b>Concurrent Sessions (repeated)</b> <b>1. District Panel on Holding Farmer Trainings</b> <b>Speakers - ???</b> <b>2. District Panel on Holding Municipal &amp; General Public Trainings</b> <b>Speakers - ???</b> <b>3. Board Meetings – Preparation &amp; Note Taking</b> <b>Speakers - ???</b>
2:30 – 2:45	<b>Wrap-up Discussion &amp; Evaluations - Safe Journey Home!</b>

## **BIOGRAPHIES OF PRESENTERS & AGENDA BRIEFS**

### **Working in a Multi-generational Office Environment**

District offices are more and more inclusive of a multi-generational staff. This is a positive development, reflecting our diverse constituency, reflecting a diversity of opinions, working styles and views and resulting in a more innovative team. This diversity can also potentially result in conflict of working styles and approaches. This goal of this session is to explore these differences and offer strategies for easing conflict and achieving maximum potential.

### **Good Communication Skills and How to Break Bad Habits**

Not only do we deal with a diverse audience within our offices but also our Board members and the various elements of our Communities, each having their unique communication needs. How we present ourselves and our programs is critical in getting our point across. The goal of this session is to recognize those various communication needs of our audience and be able to recognize our strengths and weaknesses in addressing them.

### **Working with Youth to Achieve Program Goals**

The Youth of our Communities are the future of our programs. Incorporating strategies to integrate their opinions and include them in achieving our goals is an investment in that future. The goal of this session is to explore some strategies to develop and work with our youth.

### **Concurrent Sessions:**

#### **1. Strategies For Developing Program Funding & Successful Grant Writing**

How we strategize, organize and develop our proposals for the support of projects is critical to our success. This session will feature speakers that have been consistently successful in that process and the steps they take to achieve that success.

#### **2. Public Speaking Skills**

No matter what position we fill at the District, ultimately we find ourselves before an audience. The goal of this session is to present tips from the experts in how to present effectively and clearly.

### **Developing and Maintaining a Safe Working Office Environment**

As staff of a public office and representing agencies and programs that interface with the public we sometimes find ourselves dealing with irate and sometimes outwardly hostile clients. Additionally the threats of fire and natural catastrophes can threaten both the staff and future operations of the district. This session's goals are to offer tips and suggestions on how to develop plans to safely deal

with potentially hostile clients, develop emergency plans as well as a continuity plan in the event of a physical loss of office.

### **Principles and Components for Organizing and Holding Successful Targeted Training Outreach**

One of the historic primary goals of the district is provide information and training to various targeted audiences. As a district team, we all have a role in assuring the success of those efforts be it in developing a dynamic approach to the nitty gritty of materials preparation. No matter what the audience, there are basic components and steps that help us achieve success in these efforts. The goals of this session is to explore and share these steps.

### **Concurrent Sessions**

#### **1. District Panel on Holding Farmer Trainings**

The goals of this session is for districts that have held successful training and outreach programs for the farming community to share those stories and elements that made them successful.

#### **2. District Panel on Holding Municipal & General Public Trainings**

The goals of this session is for districts that have held successful training and outreach programs for municipal officials and the community in general to share those stories and elements that made them successful.

#### **3. Board Meetings – Preparation & Note Taking**

One of the keys to any successful board meeting is in its preparation. As official public meetings, the notes and minutes of district board meetings are critical public official documents. The goals of this session are to offer guidance on how to properly address both these issues