## MAWA TRAINING FRAMEWORK

### TRAINING CATEGORY

#### Human Resource
- Performance Reviews - Administrator
- Performance Reviews - Staff
- Position Descriptions and Roles - Managers, Staff
- Pay Equity Reports – Classification/Compensation
- Hiring (recruiting, selection, compliance with applicable laws – samples forms, letters, checklists
- Discipline and Termination – understanding the laws, practices, and policies (resignation, retirement, involuntary discharge)
- Personnel Policy – Updated
- Types of Benefit Plans
- How to run an effective Meeting
- Succession Planning

#### Policies
- Data Practices
- Records Retention
- Financial - Budgets – Travel Expenses
- Credit Card, Expenses,
- Beaver Control
- Cell Phone and Social Media Use

#### Contract Management
- RFP for Contracted Services
- Insurance Requirements/Recommendations
- Financial Tracking/Billing/1099’s
- Joint Services Agreements - types
- Consultant lists

#### Financial
- Software Options
- Tips/Tricks for record keeping & Grant Tracking
- Financial Reporting
- Payroll, Insurance, benefits, taxes tracking

#### Shared Services Agreements/Contracts
- Healthcare
- Payroll
- Engineering, GIS, Monitoring

#### Emerging Topics / Issues
- Clean Water Funding for WD’s & Statewide Allocation
- Buffer Enforcement
- Storm water Management
- Flood Management
- Better Civic Engagement / use of advisory committee

#### Technical
- Data Analysis – nutrient loading models, trends
- Data Collection – lakes, rivers, stormwater facilities
- Stormwater practices – nutrient removal calculations
- GIS – ways to use it
- Drones and legalities
- PTM tool (prioritizing and Targeting where conservation is needed most)
- Updates on Nitrogen Fertilizer Rule; Updates on Buffer;
- Conservation Drainage Management – Effective culvert design for healthy streams
- Stormwater rules - Building in ecosystem resiliency – water quality goals