

MAWA TRAINING FRAMEWORK

TRAINING CATEGORY	Managers / Administrators /Staff
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Human Resource

Performance Reviews- Administrator	Managers
Performance Reviews- Staff	Administrators
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	Administrators
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	