

# The Effective District Conservationist

## Documenting Training

Each component has a Learning Unit Summary which includes section materials as well as questions to assess understanding and a **box to document completion**. You and your supervisor need to initial completion of the unit. The learning units are in a fillable PDF format so you can complete the exercises electronically or manually.

*Note: Use the back key to return to previous document. Within a learning unit, you may need to access other documents through a link. To return to the learning unit document, use the back key. You will get a dialogue box. Click on open.*

An [Employee Development Plan](#) (EDP) template has been developed for this course in order to document completion of the requirements.

We recommend that you set up an “Effective DC Training” directory on your computer’s H: drive to post your finished work, EDP as well as your evaluations.

**Ag Learn** will track the training sessions associated with this class:

The Effective District Conservationist – East Region Pilot - Distance Learning Component

The Effective District Conservationist – East Region Pilot - Classroom Component.

HR Staff in Maine will enroll you in these sessions and enter completion data.

**Evaluations** – Your feedback is important to us. Please take the time to complete the evaluations as you complete each learning unit. After you have completed the entire distance learning curriculum, please email the complete set of evaluations to Pauline Paré, Curriculum Coordinator, at [pauline.pare@me.usda.gov](mailto:pauline.pare@me.usda.gov). Supervisors need to complete their evaluation of their enrollees as well and submit it to Pauline Paré.

If in the process of taking the class you discover that a link is not working or something is unclear, do not hesitate to contact Pauline Paré directly. You will benefit the whole class by providing timely feedback.