

**Indiana Conservation Partnership Training and Certification Program
Individual Development Inventory Tutorial**

The Individual Development Inventory (IDI) is a tool for collecting information on the present training needs of the Indiana Conservation Partnerships' (ICP) staff. The survey contains a list of various conservation topics and practices that you can click on to indicate you need training (as agreed upon by your Supervisor or employee training plan). This tutorial will answer key questions about the process.

- **Format:** please complete the online Google survey here: <https://goo.gl/forms/GQw4IFAsdnHFqbNC2>. If you are having problems with the link or survey, or you would prefer the survey in an Excel format, please contact Amy Work with the Indiana Association of Soil and Water Conservation Districts: amy-work@iaswcd.org
- **Components:** there are two key sections to the survey:
 - Your personal information (email, name, title, agency, and county in which you are employed). As well, please indicate the quadrant of the state in which you are employed. For purposes of this survey, please use the quadrants as indicated by this NRCS map: https://www.nrcs.usda.gov/wps/portal/nrcs/detail/in/soils/?cid=nrcs144p2_031075 .
 - IDI Training Subjects: training subjects are loosely divided into 10 categories. These categories include: conservation practices, general technical, soils, water, plants, animals, air, urban conservation, watershed planning & implementation and other. If a training need is not captured in one of these subjects, please take advantage of the “write-in” option at the end of the survey under the “Other” Category.

The survey is divided into 11 components, which encompass the items listed above. Approximately 140 training subjects are offered. We understand that many of these subjects are many-layered and that some people will need only an administrative level of training while others will need in-depth technical training. Please indicate your need for training even if you only need an administrative level of training.
- **Time:** Please allow up to 25 minutes to complete the survey. You cannot save the survey and return to it later.
- **Definitions of the Conservation Practices:** definitions in the Conservation Practices section can be found in the NRCS eFOTG at: http://efotg.sc.egov.usda.gov/efotg_locator.aspx?map=IN . Click on your county, on the next page select Section IV from the drop-down list on the left side of the page, and click on Indiana Standards folder. You will get a directory of all of the practices and can simply click on the folder for the practice in question and open the Statement of Work.
- **Deadline:** please complete and submit your survey no later than June 16th, 2017.

- **How will this information be used?**
 - ICP leaders receive a copy of training requests from within their agency. Names are included with this information.
 - A statewide summary report is provided to the ICP and the Indiana District Employees Association. Names are not included in this summary. These summaries show top training need requests statewide, by quadrant, etc. These results can help local, regional, and statewide training teams plan appropriate events.
 - The ICP Training and Certification Team hosts trainings each year based on the results. Past trainings have included pasture weed identification, forestry, rain gardens, and conservation selling skills. Many other groups within the ICP have used the data to plan trainings as well.
 - Statewide summary results will also be posted on the ICP Training and Certification Program website (see next bullet for link).
- **What is the ICP Training and Certification Team?** Please visit <http://icp.iaswcd.org/resources/training-opportunities/icp-training-and-certification-program-agreement/> to learn more.
- **Questions?**
 - For survey questions, please contact Amy Work at: amy-work@iaswcd.org
 - For questions on the ICP Training and Certification Program, please contact Laura Fribley at: lfribley@isda.in.gov

Thank you for your time, accuracy, and candid responses within the survey. Your responses will be used to assist the Partners in determining the types of trainings needing to be offered, in what regions of the state these should be offered, the number of trainings needed, etc. Your participation is appreciated.