

EMPLOYEE DEVELOPMENT PLAN

Name: _____ Title: _____ Grade: _____ Location: _____ Date: _____
 Employee Signature: _____ Supervisor Signature: _____

EMPLOYEE DEVELOPMENT NEEDS		ACTION PLAN						FIRST EVALUATION			SECOND EVALUATION			COMMENTS
SUBJECT	ELEMENT	KSA LEVEL PRESENT	KSA LEVEL PLANNED	SELECTED TRAINING METHOD(S) (e.g. OJT, Formal Course, Training Module)	TRAINER OR FACILITY	DATE SCHEDULED	DATE COMPLETED	KSA LEVEL ACHIEVED	DATES & INITIALS		KSA LEVEL ACHIEVED	DATES & INITIALS		
A. Policy	Knowledge of NRCS Engineering policy and how it applies to the planning, design, and implementation of conservation engineering practices.													
B. Programs	Knowledge of USDA Conservation Programs and how they apply to implementation of conservation practices.													
C. Engineering Surveys	Knowledge of basic engineering surveying principles needed for planning, design, and implementation of conservation engineering practices. These principles include the types of surveys, types of equipment, note keeping, note reduction, and care and handling of survey equipment.													
	Bench level circuit													
	Cross-sections and profiles													
	Topographic													
	Construction layout													
	Construction check													
	Note keeping and note reduction													
	Checking and adjusting instruments													
	Care and handling of equipment													
	D. Hydraulics	Knowledge of and ability to appropriately apply hydraulics in the planning, design, and installation of conservation practices.												
Pipe Flow (inlet control and outlet control)														
Open Channel Flow – earth and vegetated														
Open Channel Flow – lined or armored														
Weir Flow														
Orifice Flow														
E. Hydrology	Knowledge of and ability to appropriately apply hydrology in the planning, design, and installation of conservation practices.													
	Watershed Delineation													
	Curve Numbers													
	Rainfall													
	Runoff													
	Time of Concentration													
	Peak Discharge													
	Hydrograph Development and Routing													
	Wetland Determination – Hydrology Factors													
	F. Construction Inspection	Ability to perform construction inspection to ensure the practice is installed in accordance with the approved construction drawings and specifications and in accordance with the applicable conservation practice standard(s). Includes the following functions and materials:												
Inspection documentation														
Sampling and Testing														
Safety														
Concrete														
Earthfill														