

The Museum System (TMS) Intermediate

November 7-10, 2016

Training Syllabus



McClellan Training Center



Memorandum

Date: September 27, 2016

To: Supervisor

From: Debbie Fredricks, Chief
Training Section
California State Parks

Subject: Employee Attendance at Formal Training
The Museum System (TMS) Intermediate Group 1

An employee from your office will soon be attending the formal training program described in the attachment. Please ensure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work. You can assist with capturing the full value of the training by taking the following steps:

Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Specialist.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace.
3. Support the employee's use of the training at the work place.

Three Months Following Training

1. Supervisor evaluates the effectiveness of the training on the employee's job performance and meets with employee to discuss the evaluation.

Thank you for your assistance in seeing that the full benefit of training is realized.



Attachment

cc: Participant

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***Mission Statement
Training Section***

***The mission of the Training Section is to improve
organizational and individual performance and productivity
through consulting, collaboration, training, and development.***

TRAINING SECTION STAFF

Debbie Fredricks Training Section Chief
Ann D. Slaughter Mott Training Center Manager
Jack Futoran..... EMS and LFG Training Coordinator
Sara M. Skinner..... Training Specialist
Dave Galanti..... Training Specialist
Karyn Lombard..... Training Specialist
Jeffrey Beach..... Training Specialist
Jason Smith..... Academy Coordinator
Matt Cardinet..... Cadet Training Officer
Jeremy Alling..... Cadet Training Officer
Lisa Anthony..... Program Coordinator
Pamela Yaeger..... Assistant Program Coordinator
Edith Alhambra..... Assistant Program Coordinator
Alex Franck..... Assistant Program Coordinator
Jessica Kohls..... Assistant Program Coordinator

THE MISSION

of California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.



FORMAL TRAINING GUIDELINES

Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center and other locations including the Marconi Conference Center and the McClellan Training Center. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). Print a copy of the syllabus to bring with you to class. Read and review the syllabus prior to attending class.
2. **TRAVEL:** Arrange your travel to and from the training through your District or Office. (No reimbursement for travel expense - including per diem costs - will be approved for travel not specifically authorized in advance by the District Superintendent or Office Manager). Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6.

The cost of your travel (airfare, mileage, rental car, etc.) is paid by your District or Office **to** and **from** the location of the training.

3. HOUSING: Hotel reservations are the responsibility of the participant and are eligible for reimbursement pursuant to the “allowable state rate” for Sacramento County on the Park Intranet website at http://isearch/?page_id=1295 or http://isearch.parks.ca.gov/default.asp?page_id=1216
4. ENROLLMENT CANCELLATION POLICY: To cancel participation in a course, the participant must have their District Superintendent or Section/Office Manager send an email to the Training Specialist assigned to the course requesting to remove the participant.
5. ADDRESS AND PARKING: Statewide Museum Collections Center (SMCC), Multi-Purpose Room, 4940 Lang Ave, McClellan, CA 95652 (also listed as Sacramento or North Highlands). The entry to the classroom is the last left door on the front side of the building. Park in front of or along the north side of the building, additional parking is available across the bridge adjacent to the service yard.
- 6 TRAVEL CLAIMS: Instructions on how to file a travel expense claims will be given prior to the last day of training. Training will reimburse those participants that meet the lodging and meal reimbursement requirements from lunch on the first day of training through lunch on the last day of training. Reimbursement rates and requirements can be found at the link: http://isearch.parks.ca.gov/default.asp?page_id=1216
7. REFRESHMENTS: The only onsite food and beverages are from a vending machine. You are welcome to bring your own lunch and refreshments. There is a refrigerator, microwave and break room onsite that you may use.
8. TRAINING MATERIALS: A conference binder will be issued to you at the training session.
9. ATTENDANCE: Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
10. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during the program.
11. TELEPHONE: Your on-site coordinator is Linda Walton, phone (530) 220-4032.

12. ADDRESS: Statewide Museum Collections Center (SMCC), Multi-Purpose Room, 4940 Lang Ave, McClellan, CA 95652 (also listed as Sacramento or North Highlands).

- Proceed to Exit 91 on I 80, Raley Blvd, exit north (south is Marysville Road, Del Paso Heights).
- Proceed to 2nd major intersection Main Ave (traffic light).
- Right on Main Ave, ¼ mile, Main terminates on Lang Avenue.
- Left on Lang Avenue along building row. Last bay by the flagpole is Parks lobby.
- Park in front of or along the north side of the building, additional parking is available across the bridge adjacent to the service yard.

Note: Many people enter McClellan at Peacekeeper (east side of base, the training event takes place on the other side, separated by the air strip) and get lost. Please use above bulleted directions to accurately locate the McClellan Training Center.

OTHER TRAVEL INFORMATION:

Road Conditions

Caltrans Quick Map – Road conditions: <http://quickmap.dot.ca.gov/> or (800) 427-7623

CHP – Traffic incident information: <http://cad.chp.ca.gov/>

Maps with traffic speeds and accident reports: <http://www.sigalert.com/Map.asp>

Traffic, mass transit, and travel information: Dial 511

Weather Conditions

National weather service: <http://www.weather.gov/>

Weather.com: <http://www.weather.com/>

Traveling Preparedness

Winter driving tips and safety kit:

<http://www.dot.ca.gov/dist3/departments/mtce/drvgtip.htm>

Car safety and emergency safety kit: <http://www.ready.gov/car>

Roadside Emergency Kit: <http://www.ots.ca.gov/roadsideemergencykit.asp>

Transportation Security Administration (TSA) Guidelines:

<http://www.tsa.gov/traveler-information>

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Program Attendance Check-List

To assist you in your preparation for the formal training session at the Statewide Museum Collections Center (SMCC), Multi-Purpose Room, the following list is provided:

1. Read and understand the program syllabus prior to your arrival at the Training. If you have further questions or concerns about the Syllabus, the Pre-Training Review, the Pre-Training Assignment, please contact Linda Walton.
2. Arrange your travel through your Unit/Office.
3. Bring the following with you to training:
 - a. Program Syllabus
 - b. Pens, pencils, notebook paper
 - c. Professional business attire (uniforms are not required for this program)
4. Evaluation of the class will be via Survey Monkey and class credit will dependent upon completion of the survey. The Survey Monkey will be sent to you via email on the last day of class.

The Museum System (TMS) Intermediate

Course Objectives

Purpose: Provide DPR's museum collections staff "Intermediate" training in using The Museum System (TMS) our Department's statewide museum collections database to manage museum collection data/info, including following Department practices and procedures, processing and entering data correctly, performing Query and Advanced Query, utilizing reports, understanding the relationship of TMS Modules, and developing a better understanding of Museum Collections Management within TMS.

Program Objectives: By the end of the session, participants will be able to demonstrate with proficiency:

1. **Understanding** the organizational structure of TMS based on TMS modules and the relationships built between those modules.
2. **Using** TMS data fields correctly following our Standard Data Entry Procedures.
3. **Broadening** Query and Advanced Query searching skills to improve efficiency in workflow and collections management.
4. **Creating** DPR Activity documents within TMS (accessions, loans, transfers, incoming receipts and outgoing releases) rendering them ready for signature and understanding the importance of an object's relationship to these activity records.
5. **Strengthening** the use of the following modules: Exhibitions, Conservation, Media, and Constituents by following our Data Entry Standard Procedures and understanding the relationships between these modules and object records.
6. **Strengthening** familiarity and use of TMS Reports so that search results can be captured rendering the data useful for your needs.
7. **Resolve** in class any TMS or Museum Collections Management issues related to a Park Unit, Sector or District.
8. **Know** who to contact for questions related to collections management.

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Pre-Training Review

Required Pre-Training Review of Materials from the TMS Basic Training class:

1. **Registration Location Numbers (RLN).** Review this list and know what registration location number(s) are associated with the collections from your Park Unit, Sector, or District.
2. **TMS Basic Standard Data Entry Procedures.** Review and make sure you understand and can perform these basic procedures.
3. **Museum Collections Management Handbook, Practices and Procedures.** Make sure you are familiar with basic collections management practices pertaining to these Chapters:
 - Chapter 5: Registration
 - Chapter 6: Collections Activities
 - Chapter 7: Cataloging

Examples Include:

- What is an Accession Record?
- Do you have an Accession Registration Log at your Park Unit?
- How are Accession Records numbered? Do you know the difference between a general collections accession record and an archaeological accession record?
- What is an Object Record?
- How are Object Records numbered?
- Why are accession and objects records related to each other in TMS?
- What are X numbers?
- What are Z numbers?
- What are Activity Records?
- Are you familiar with the following DPR Activity forms?
 - DPR925 – Deed of Gift (Accession document)
 - DPR926 – Incoming Loan
 - DPR927 – Incoming Receipt
 - DPR928 – Outgoing Loan
 - DPR929 – Outgoing Release
 - DPR930 – Park to Park Transfer

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Pre-Training Review (Continued)

4. **Archaeological Collections.** For those of you who are archaeologists and will be working with archaeological collections only, please review the above information. Additional materials that may assist you in the pre-training review include:
 - a. TMS – Archaeological Catalog Data Entry Procedures
 - b. TMS – Archaeological Training Plan

The Museum System (TMS) Intermediate Group 1

Pre-Training Assignment

1. **Perform the entire Pre-Training Review.** Come to class prepared with any questions or comments you may have about any of the review materials, especially pertaining to TMS:
 - a. Registration Location Numbers (RLN)
 - b. Standard Data Entry Procedures
 - c. Museum Collections Management Handbook, Practices and Procedures
 - d. Archaeological Collections
 - e. DPR Activity Records

2. **TMS Reports.** Become familiar with TMS reports.
 - a. Come to class prepared to share reports you like to use.
 - b. If you don't find a report that fits your needs, come to class prepared to explain what type of report you need that would help you with your reporting needs.

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should discuss the impact and assess the effectiveness this program has had on the employee.

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the employee, supervisor, and Training Section in providing a return on the training investment to the Department.

THE MUSEUM SYSTEM (TMS) INTERMEDIATE GROUP 1 – AGENDA
November 7-10, 2016

Monday
November 7

1300-1400	Introduction	Walton
	Administrative Details	“ ”
	Election Day	
	Daily Sign in Sheets	
	Housing Problems/Questions	
	Nearby Restaurants	
	General Questions	“ ”
	Participant and Staff Introductions	“ ”
1400-1600	TMS Review	Moxley
	Accession and Object Records and Their Relationship	“ ”
	Searching for Your Objects in TMS	“ ”
	Creating Object Packages	“ ”
	Finding Reports that Fit Your Needs	“ ”
1600-1700	Q&A	All

Tuesday
November 8

0900-1000	Exhibition Module	Moxley
	Preview the Exhibition Module	“ ”
	What it can do for you?	“ ”
1000-1200	Practice Creating an Exhibition Record	“ ”
	Using our Standard Data Entry Procedures	“ ”
	Link Object Records to the Exhibition Record	“ ”
	Practice Creating Another Exhibition Record	“ ”
1200-1300	LUNCH	
1300-1400	Loans Module	Moxley
	Creating a Loan or Transfer to Link to the	“ ”
	Exhibition Record	“ ”
	Incoming Loan – DPR926	“ ”
	Park to Park Transfer – DPR930	“ ”
	Link to your Exhibition Record	“ ”
1400-1500	Shipping Module	“ ”
	Create an Outgoing Release or	“ ”
	Incoming Receipt to Link to your Exhibition Record	“ ”
	Incoming Receipt of Objects – DPR927	“ ”
	Outgoing Release of Objects – DPR929	“ ”
	Link to your Exhibition Record	“ ”
1600-1700	Q&A	All

THE MUSEUM SYSTEM (TMS) INTERMEDIATE GROUP 1 – AGENDA
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Wednesday
November 9

0800-0900	Exhibition Review Q&A about the Exhibition Module	Moxley All
1000-1100	Conservation Module Creating a Conservation Record Creating a Line Item Review Media – Drag and Drop Practice Drag and Drop – if possible, entire class Taking a “Good” Image for TMS	Moxley “ ” “ ” “ ” “ ”
1100-1200	Constituents Module Searching for Constituents Adding a Constituent Standard Data Entry Procedures	Krantz, Walton Moxley “ ” “ ” “ ”
1200-1300	LUNCH	
1300-1400	Building a Query Assistant Search Come prepared with your questions about the types of searches you would like to perform	Moxley
1400-1500	Building Advanced Query Searches Learning the “How To” of Putting Together an Advanced Query Search	“ ”
1500-1600	Reports Come prepared to share the types of reports that you use and the types of reports that you would like developed for your particular needs	“ ”

Thursday
November 10

0800-0900	Review Searches and Reports	All
0900-1000	Packages The Many Use of Packages to Enhance and Improve Work Flow Creating Packages Knowing How to Create and use Folders: Public, Shared, Move Assistant, and Favorites Alert Queue Standard Naming Conventions for Packages	Moxley
1000-1130	eMuseum Planning for the Future Standard Data Entry Procedures eMuseum Show	“ ”
1130-1200	Q&A	All
1200-	Departure	

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PROGRAM OUTLINE	HOURS
Training Introduction and Orientation, Participant Introductions.....	2.0
Pre-Training Assignment.....	4.0
Review all TMS Basic Training Materials (provided)	
The Museum System (TMS) Intermediate Training.....	24.0
Standard Data Entry	
Exhibition Module	
Constituents Module.....	
Loans Module	
Shipping Module.....	
Insurance Module	
Media Module	
Conservation Module.....	
Events Module.....	
Package Explorer	
Query and Advanced Searches.....	
Reports.....	
Helpful Tips.....	
 Total Hours	 30.0