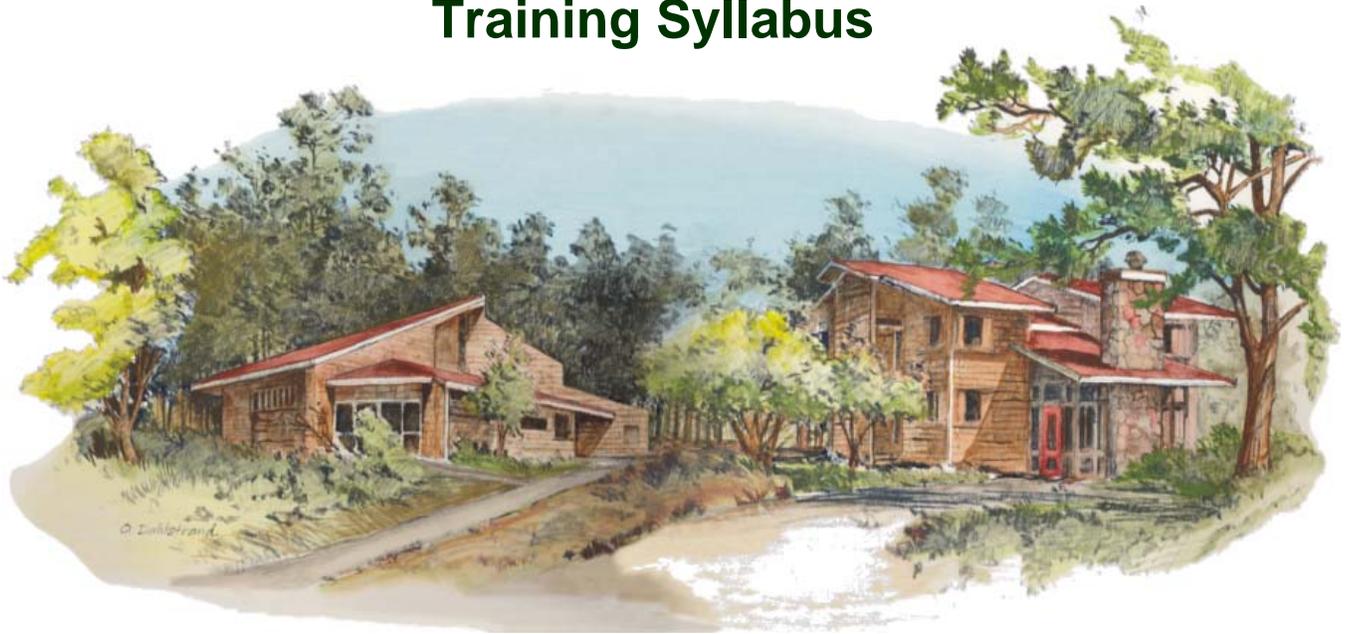


ADVANCED TRAILS PROGRAM: ESTIMATING

January 11-16, 2014

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: November 20, 2014

To: Supervisor

From: Theresa Bober, Department Training Officer
Training Section
Department of Parks and Recreation

Subject: Employee Attendance at Formal Training
Advanced Trails Program: Estimating Group 5

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 Coordinator.
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 and review the due date of the Post-Training Evaluation form.
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

TABLE OF CONTENTS

Formal Training Guidelines	1
Marconi Conference Center	4
Program Attendance Checklist.....	7
Post-Training Assignment	8
Agenda.....	9
Outline.....	11
Program Objectives.....	12

***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.***

MOTT TRAINING CENTER STAFF

Theresa Bober Department Training Officer
Ann D. Slaughter MTC Manager
Connie Breakfield Field Training Program Manager
Dave Galanti Training Specialist
Karyn Lombard Training Specialist
Sara M. Skinner Training Specialist
Matt Cardinet Cadet Training Officer
Travis Gee Cadet Training Officer
Lisa Anthony Program Coordinator
Edith Alhambra Assistant Program Coordinator
Pamela Yaeger Assistant Program Coordinator

THE MISSION

of the California Department of Parks and Recreation 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. 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). You should print a copy of the syllabus to bring with you to class. Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources.
3. **TRAVEL:** Arrange your travel to and from the training site 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). Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6.

4. HOUSING: Housing will be assigned to you on a shared-room basis and will be available from 3:00 p.m. on the date of arrival to 10:00 a.m. on the date of departure. The Department provides your room and board expenses at the Marconi Conference Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in the buildings unless registered beforehand at the front desk in the Marconi Conference Center Administration Building.
5. **ENROLLMENT OR HOUSING 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. If you do not need lodging or must change or cancel your reservation for lodging, you must contact the Mott Training Center or Training Specialist assigned to the course at least 2 weeks prior to your date of arrival. Lodging, registration, and associated fees will be charged to the employee's District or Section/Office if a training cancellation is received with less than two weeks' notice.

The Training Section is committed to ensuring that the reservation that has been made for you is accurate and needed.

6. MEALS: Meals will be provided from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:00 a.m. for breakfast, 12:00 noon for lunch, and 6:00 p.m. for dinner. Hot or box lunches may be provided on some days. If you require a special diet, contact the Training Specialist Connie Breakfield no later than two weeks before your scheduled arrival.
7. CLOTHING: Field uniforms as found in "Description of Required Field Uniforms", DOM Chapter 2300, Uniform Handbooks, will be worn daily by all uniformed employees during formal training sessions **unless otherwise specified in the Program Attendance Checklist**. Non-uniformed employees shall wear apparel normally worn on the job. Appropriate attire includes apparel suitable for professional office dress. It does not include such items as shorts, t-shirts, tank tops, or sandals.

Because we are on the conference grounds with many other groups, and the image we project as State Park employees is important not only during working hours but off duty hours as well, your informal sportswear should be appropriate.

8. **COURSE LEADERS:** The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
9. **TRAINING SECTION STAFF:** Connie Breakfield is your Training Specialist and has been assigned the responsibility for your training group. Please Note: While at the training site Chuck Combs will be your Training Specialist. During the program, you may be asked to assist Training Section Staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Training Section Staff will do all within their power to make your training experience pleasant and meaningful.
10. **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.
11. **TRAINING MATERIALS:** May be made available to you at both your unit and at the Marconi Conference Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Bring your own pens and pencils.
12. **CELL PHONES:** As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Limit those calls to your breaks.

Remember that cell reception is poor at Marconi. There is a pay telephone which takes prepaid phone cards or coins. If you have a phone in your room you can also use a prepaid calling card. There is one computer available for checking email in the Administration Building. There is also free wi-fi access.

13. **TELEPHONE:** Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call (415) 663-9020.
14. **POST-TRAINING ASSIGNMENTS:** In connection with formal training are to be completed under the direction of your supervisor.

◆ **Marconi Conference Center**
 ◆ **PLANNING INFORMATION**

To make your visit as comfortable and satisfying as possible, please take a few moments to read the following.

◆ **CHECK-IN/CHECK-OUT**

Please check in at the Front Desk. Follow the signs for Check-in.

Check-in: 3 p.m. to 11 p.m.
 Check-out: 7 a.m. to 10 a.m.
 (Bring your key)

Late check-out (after 10 a.m.) will incur an additional day's charge.

◆ **DINING**

Meals are served in Redwood Dining Hall.

Breakfast buffet: 7 a.m. to 9 a.m.
 Lunch buffet: 11:30 a.m. to 1:30 p.m.
 Full service dinner: 6 p.m. to 8 p.m.

◆ **LODGING**

You may wish to bring: shampoo, flashlight, comfortable shoes for hilly trails. Please note cooking and other appliances, candles and incense are not allowed, and food should not be kept in your room as it attracts insects.

◆ **PARKING**

Please park in designated parking spaces only and observe the law regarding spaces for the handicapped. Campers, recreational vehicles and motor homes are not permitted.

◆ **DRIVING**

Please drive slowly and carefully, yielding to pedestrians, bicyclists and animals. The speed limit is 15 mph, and all signs and barriers must be observed.

◆ **GAS STATIONS**

The closest gas station is located in Point Reyes Station, 15 minutes to the south.

◆ **TELEPHONES**

Your guestroom has a private telephone number which you can give callers after you check in, as well as a port for your modem. All outbound telephone and modem calls require a toll-free 800 number. Bring your calling card for phone calls; check with your ISP for 800-number access. Most cellular phones DO NOT work at Marconi Conference Center.

◆ **MESSAGES, FAXES, MAIL**

If your callers would like to leave a message, give them this number:

Front Desk Telephone: (415) 663-9020

You may also want to give them your lodging building, room number and name of conference, to expedite receiving emergency messages.

We post messages for guests on the message board. We'll also post a notice if you receive mail or a package. *Emergency messages will be delivered.*

If you wish to receive a fax, use this number:

Front Desk Fax: (415) 663-1731

We will post a notice on the message board when your fax arrives and collect the service charge when you pick it up.

If you wish to receive mail, use this address:

(your name), (conference name)
 c/o Marconi Conference Center
 P.O. Box 789, 18500 State Route 1
 Marshall, CA 94940

We will post a notice on the message board and hold your mail at the Front Desk.

no charge. Our commissary sells snacks, cold drinks, personal hygiene items, flashlights/batteries, writing supplies, stamps. We have a selection of Marconi souvenirs such as shirts, hats, mugs and other items that make wonderful remembrances of your stay with us. Our Front Desk staff can also help you with local information.

◆ **BUSINESS CENTER**

The Business Center is located in the Pelican Building lounge and is open 7 am to 11 pm. For your convenience, we are pleased to provide **free of charge**, the following services:

- ◆ Internet / E-mail
- ◆ Computer with MS Office
- ◆ LaserJet Printer
- ◆ Photocopier

◆ **WALKING & EXPLORING**

Marconi Conference Center is a unit of the California State Park system and all natural elements such as branches, pine cones, mushrooms and flowers are protected by state law and may not be removed. Camping and campfires are not permitted.

We suggest walking on designated footpaths to avoid poison oak. The pine needles can be slippery—please use caution. We recommend flashlights at night.

◆ **SMOKING**

State law prohibits smoking in or within 50 feet of Marconi Conference Center buildings. Ashtrays are located at entrances, on decks and on patios. Smoke only in paved areas and please use extreme caution when smoking on the property.

◆ **PETS**

With the exception of guide dogs for the handicapped, *pets are not permitted* in Marconi

Conference Center buildings and cannot remain on the property overnight. Dogs must be on a leash at all times.

◆ **ENJOY!**

We hope that between highly productive meetings you'll have some time to appreciate the rich human and natural history that surrounds us here. Please let us know if there is anything we can do to enhance your stay.



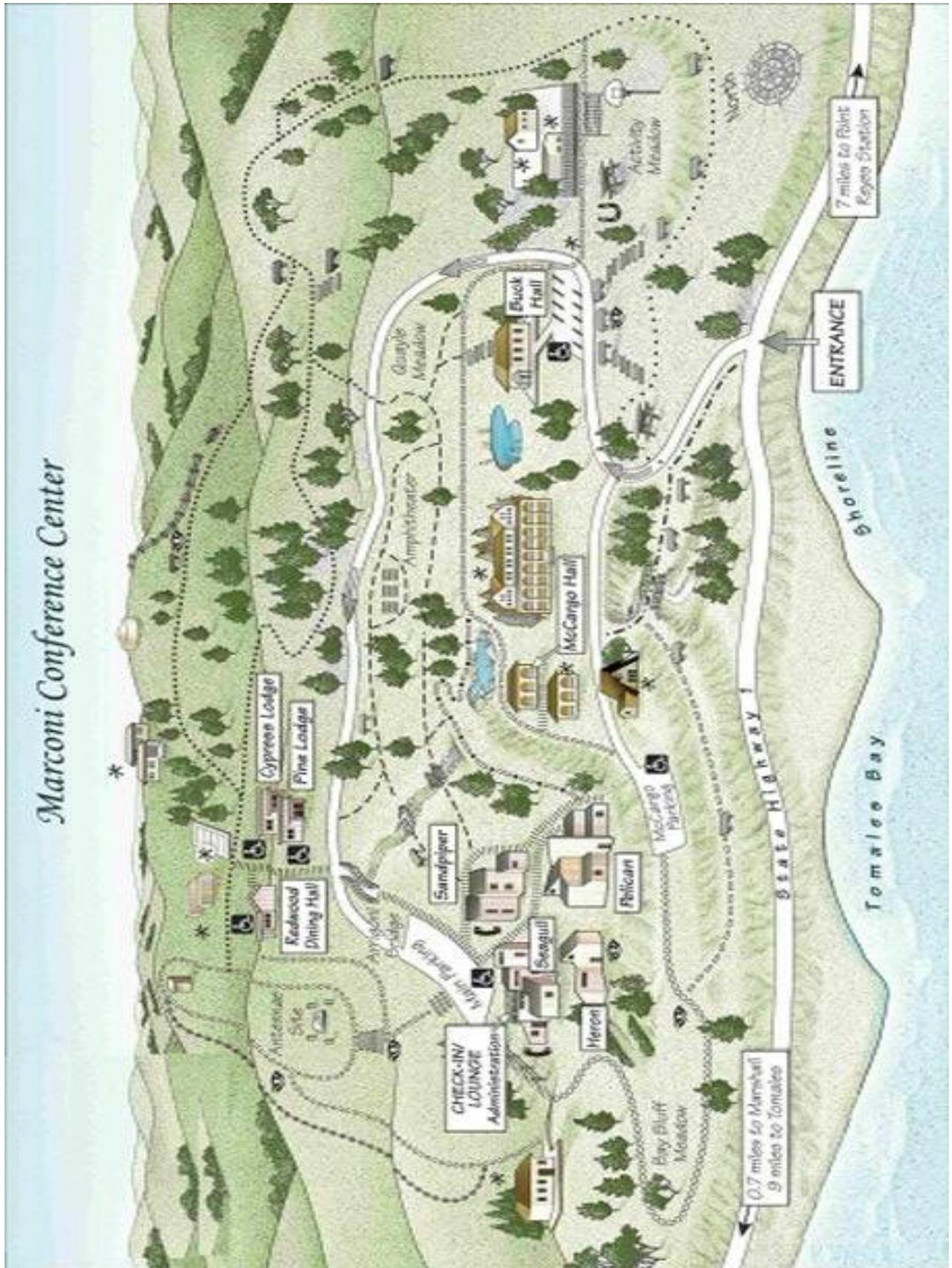
Marconi Conference Center's guestrooms overlook Tomales Bay

◆ **EMERGENCIES**

Between 11 p.m. and 7 a.m., the recorded message on (415) 663-9020 tells callers how to contact a guest or Marconi staff member in an emergency.

◆ **GUEST SERVICES**

In the front desk area we have games, reading material and a VCR with a selection of movie videos; volleyball, badminton and horseshoe equipment; ice, irons and ironing boards, all at



Marconi Conference Center

◆ **Marconi Conference Center**
 ◆ **GETTING TO MARCONI**
 (415) 663-9020



◆ **FROM SANTA ROSA**

Highway 101 South to Petaluma. Exit at East Washington Street. Turn right (west) on Washington Street, continue about 1.5 miles. Washington Street becomes Bodega Avenue. Continue on Bodega Avenue for about 7 miles. At Coast Guard sign, turn left (west) on Petaluma/Tomales Road. Continue on Petaluma/Tomales Road for about 7 miles to Highway 1 (Shoreline Highway). Turn left (south) on Highway 1, continue about 7-1/2 miles through Marshall until you see Marconi on the left.

◆ **FROM SACRAMENTO**

Take Interstate 80 West. Just before Vallejo, take Highway 37 west toward San Rafael. Continue west on Highway 37 over Highway 101 (stay to the right). Take South Novato Boulevard exit. Continue north on Novato Boulevard for about 8-1/2 miles through Novato. When Novato Boulevard ends turn right, continue about 1000 feet. Turn left (west) on Hicks Valley Road (sign indicates "To Marshall"). Continue on Hicks Valley/Wilson Hill Road about 2-1/2 miles until it ends. Turn left (south/west) on Marshall Petaluma Road. Continue for about 11 miles until it ends at Highway 1 (Shoreline Highway). Turn left on Highway 1 and continue about 1 mile to Marconi on the left.

◆ **FROM OAKLAND/EAST BAY:**

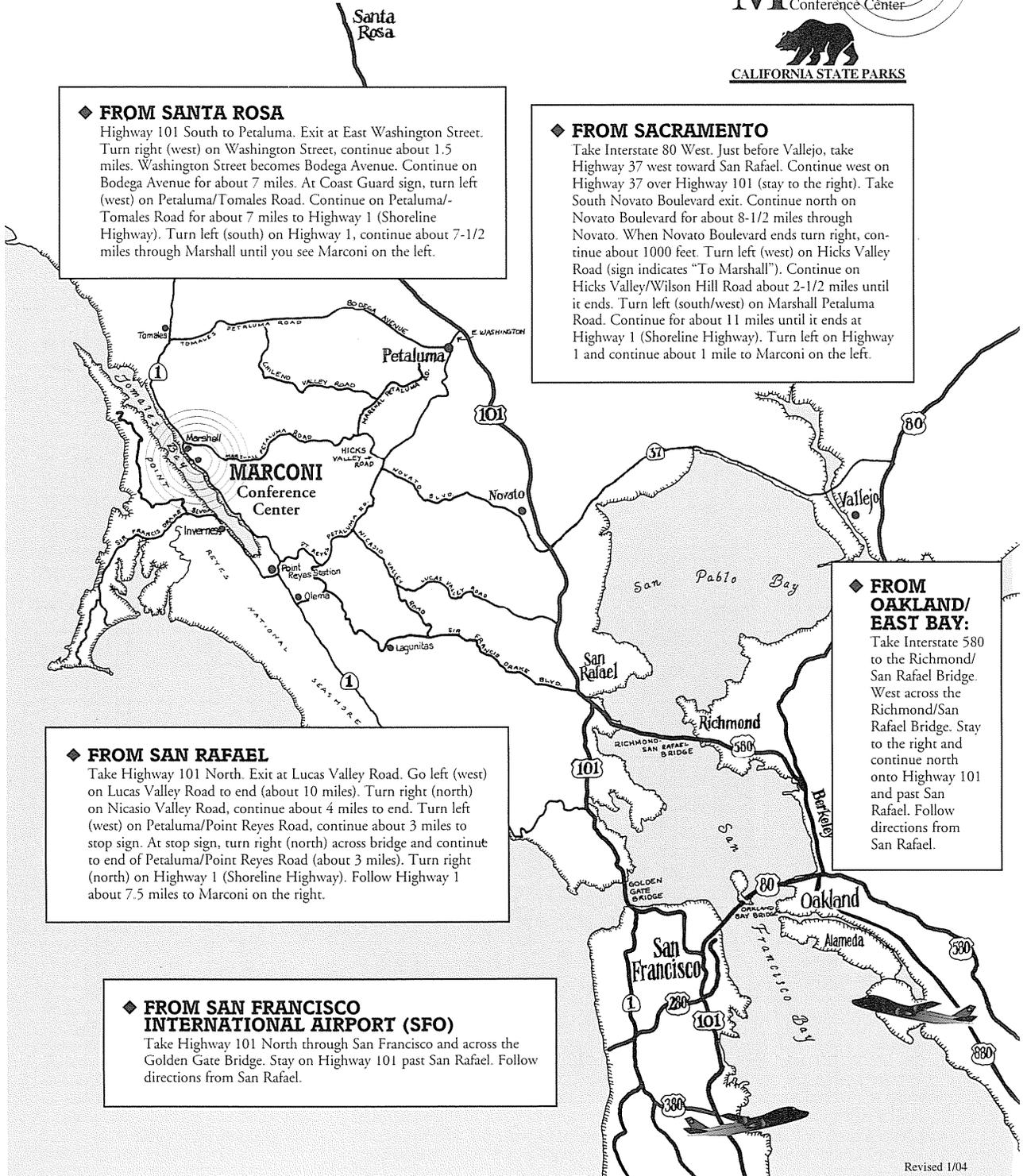
Take Interstate 580 to the Richmond/San Rafael Bridge. West across the Richmond/San Rafael Bridge. Stay to the right and continue north onto Highway 101 and past San Rafael. Follow directions from San Rafael.

◆ **FROM SAN RAFAEL**

Take Highway 101 North. Exit at Lucas Valley Road. Go left (west) on Lucas Valley Road to end (about 10 miles). Turn right (north) on Nicasio Valley Road, continue about 4 miles to end. Turn left (west) on Petaluma/Point Reyes Road, continue about 3 miles to stop sign. At stop sign, turn right (north) across bridge and continue to end of Petaluma/Point Reyes Road (about 3 miles). Turn right (north) on Highway 1 (Shoreline Highway). Follow Highway 1 about 7.5 miles to Marconi on the right.

◆ **FROM SAN FRANCISCO INTERNATIONAL AIRPORT (SFO)**

Take Highway 101 North through San Francisco and across the Golden Gate Bridge. Stay on Highway 101 past San Rafael. Follow directions from San Rafael.



Revised 1/04

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training the following list is provided:

1. Read the Advanced Trails Program: Estimating syllabus prior to your arrival at the Marconi Conference Center.
2. Arrange your travel through your District Office.
3. Review the Post-Training Evaluation form at the end of the syllabus with your supervisor. Discuss the projects you will be assigned in the next twelve months that will utilize the skills developed during the training program.
4. Remember to bring the following with you to training:
 - ✓ Program syllabus
 - ✓ Personal safety equipment (eye, hand, and head protection)
 - ✓ Appropriate work clothing and rain gear with good work boots
 - ✓ Day pack, Abney hand level and/or clinometer, and water bottle/canteen
 - ✓ Alarm clock, pens, pencils
 - ✓ A laptop computer running at least Microsoft Office 10. If you are not able to bring one please email Chuck Combs at Chuck.Combs@parks.ca.gov by December 30, 2014.
4. Do not contact the Marconi Conference Center to make any personal arrangements. All special arrangements must be made through the Mott Training Center office. If you have questions or need help, contact the Program Specialist, Connie Breakfield at (831) 649-2958 or e-mail at Connie.Breakfield@parks.ca.gov.

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 training participant, supervisor, and Training Section in providing a return on the investment the Department has on training.

ADVANCED TRAILS PROGRAM: ESTIMATING GROUP 5 – AGENDA
January 11-16, 2015

Sunday

January 11

1500 REGISTRATION: *Check-in at Marconi Conference Center* All

Special Notice: This program will be conducted at the Marconi Conference Center, 18500 State Route 1, Marshall, California. Vans will transport you to and from several parks in western Marin County on the field exercise days. The vans will leave the Marconi Conference Center promptly at 0800 daily and return by 1700.

Monday

January 12

0800-0830	Program Orientation	Combs
0830-0930	Trail Construction Cost Estimating Overview and Class Review	Knapp
0930-1100	Trail Design and Layout Refresher	Allsop
1100-1200	Trail Prescription and Trail Construction Work Logs	Turner
1200-1300	Lunch	
1300-1530	Trail Construction Cost Spreadsheets	Knapp
1530-1630	Trail Project Timeline and Logistical Support Development and Cost Development, Auditing and Tracking	Fisher
1630-1700	Preparation for the Tuesday and Wednesday Field Exercises	All

Tuesday

January 13

0800-0830	Van Pool to Field Exercise Location, West Marin, Assigned Groups	All
0830-1200	Trail Construction Layout Field Exercise	
1200-1300	Box Lunch	
1300-1630	Trail Construction Layout and Prescription Field Exercise	
1630-1700	Return to Marconi Conference Center	

Wednesday

January 14

0800-0830	Van Pool to Field Exercise Location, Big Rock Trail, Assigned Groups	All
0830-1200	Trail Construction Prescription Field Exercise	
1200-1300	Box Lunch	
1300-1630	Trail Construction Prescription Field Exercise	
1630-1700	Return to Marconi Conference Center	

ADVANCED TRAILS PROGRAM: ESTIMATING GROUP 5 – AGENDA
January 11-16, 2015

Thursday
January 15

0800-1200	Computer Lab – Trail Work Logs, Trail Construction, Equipment Support and Logistical Support Worksheets	All
1200-1300	Lunch	
1300-1700	Computer Lab - Trail Construction, Equipment Support, and Logistical Support Worksheets	

Friday
January 16

0800-1100	Computer Lab - Trail Construction, Equipment Support, and Logistical Support Worksheets	All
1100-1145	Trail Construction Contract Development	Fisher
1145-1200	Program Wrap Up and Evaluations	Combs
1200	Lunch and Departure	

PROGRAM: ADVANCED TRAILS PROGRAM: ESTIMATING

36 HOURS

<u>PROGRAM OUTLINE</u>	<u>Total Hours</u>
<u>PROGRAM ORIENTATION AND INTRODUCTION</u>	1.5
<u>TRAIL DESIGN AND LAYOUT REFRESHER</u>	1.5
Identify Construction Design Criteria	
Control Points-Destinations	
Trail Corridor Identification	
Major Control Points.....	
Visual Assessment	
Reconnaissance.....	
Trail Lay-Out Concepts	
<u>TRAIL PRESCRIPTION DEVELOPMENT</u>	17.0
Trail Prescription Process	
Trail Structure/Feature Identification	
Trail Structure/Feature Quantification	
Trail Construction Work Logs	
<u>TRAIL CONSTRUCTION COST IDENTIFICATION</u>	12.0
Trail Construction Cost Spreadsheet Use	
<u>TRAIL PROJECT LOGISTICAL SUPPORT IDENTIFICATION</u>	2.0
Crew Day Quantification.....	
Spike Camp Requirements	
Materials Need Identification/Quantification	
Tool and Equipment Identification	
<u>TRAIL CONTRACTING</u>	1.0
Work Unit Quantification.....	
Specifications and Standards.....	
Working Drawings	
Contract Management.....	
Crew Management.....	
<u>PROGRAM EVALUATION</u>	<u>1.0</u>
TOTAL HOURS	36.0

ADVANCED TRAILS PROGRAM: ESTIMATING

PROGRAM ORIENTATION

Purpose: Participants will meet one another and the program coordinator and facilitator. The group will share expectations for the training program.

Performance Objectives: By the close of the session the participant will

1. Review program content, procedure, and evaluation processes.
2. Share and record expectations with group members.
3. Review the week's activities and expectations.

TRAIL DESIGN AND LAYOUT REFRESHER

Purpose: Review the process for designing and laying out trails. Participants will receive a brief overview of how to design and layout trails as they will be required to complete this process by developing prescriptions for trail structures that are identified while laying out and flagging trails.

Performance Objectives: By the close of the session the participant will

1. Demonstrate the understanding of trail layout and design techniques needed to put in a new trail.
2. Recognize and identify major and minor control points related to new trail alignment.
3. Use topography and curvilinear alignment for appropriate drainage design and stream crossing.
4. Identify the linear grades between control points and flag between control points.

TRAIL PRESCRIPTION PROCESS

Purpose: Participants will gain a working knowledge of how to identify and quantify trail structures and features required to construct a trail.

Performance Objectives: By the close of the session the participant will

1. Demonstrate the understanding of selecting the most appropriate trail structures required to construct a new trail or trail reroute.
2. Select the most appropriate materials to construct trail structures.
3. Identify the size of the trail structures required and quantify the volume of materials and work units in those structures.
4. Develop trail construction work logs with standardized feature, action, and units of work descriptions.

TRAIL CONSTRUCTION COST ESTIMATING

Purpose: Introduce the participants to trail construction cost worksheets used to estimate trail construction projects.

Performance Objectives: By the close of the session the participant will

1. Organize data from trail construction work logs and enter it into electronic spreadsheets to develop project cost estimates.
2. Use spreadsheets to quantify material, labor, and equipment requirements.

TRAIL CONSTRUCTION PROJECT LOGISTICAL PLANNING

Purpose: Develop the participant's knowledge of trail construction cost estimate spreadsheets to quantify material, labor and tool/equipment needs.

Performance Objectives: By the close of the session the participant will

1. Use electronic spreadsheets to identify material, labor, and tool/equipment needs.
2. Use these totals to develop purchasing strategies, use of onsite materials, and selection of labor sources, plan the allocation of tools and equipment, and select project start dates.

TRAIL CONSTRUCTION CONTRACTING

Purpose: Participants will learn how to develop contracts for performing trail construction projects that adequately identify the work to be performed, identify the units of work for payment and identify specifications and standards for performance.

Performance Objectives: By the close of the session the participant will

1. Demonstrate the knowledge and understanding of developing trail construction contract specifications and performance requirements.
2. Quantify units of payment for contract work and be able to accurately measure and compensate contractors for services rendered.