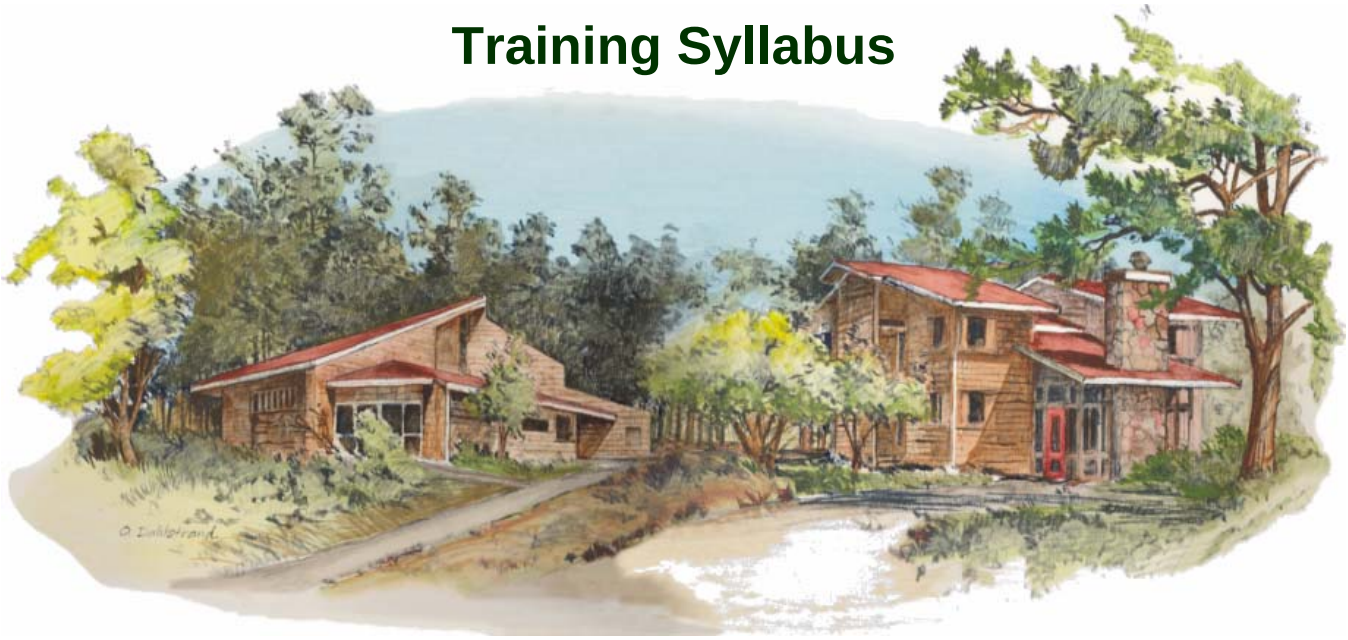
State of California Resources Agency Department of Parks and Recreation

Introduction to California State Parks

April 2-6, 2007

Training Syllabus



William Penn Mott Jr. Training Center

State of California

M e m o r a n d u m

Date: February 21, 2007

To: Supervisor

From: **Department of Parks and Recreation**
William Penn Mott Jr. Training Center

Subject: Employee Attendance at Formal Training
Introduction to California State Parks Group 35

An employee from your office will soon be attending the formal training program described in the attached. Please insure 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.

Prior to Three Months Following Training

1. Employee, after discussion with supervisor, must login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and logs in to the ETMS to complete the Training Effectiveness Assessment form.

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

Michael D. Green
Acting Department Training Officer

Attachment
cc: Participant

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Mission Statement
Training Office

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

MOTT TRAINING CENTER STAFF

Michael Green..... (Acting) Department Training Officer
Joanne Danielson .....Training Specialist
Chuck Combs.....Training Specialist
Dave Galanti .....Training Specialist
Sara Skinner .....Training Specialist
Michelle Gardner.....Cadet Training Officer
Connie Breakfield.....Cadet Training Officer
Pat Bost .....Assistant Program Coordinator
Pamela Yaeger .....Assistant Program Coordinator
Bill Spencer.....Assistant Program Coordinator
Edith Alhambra.....Assistant Program Coordinator
Summer Kincaid.....Assistant Program Coordinator
Brian Petersen .....Program Assistant

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 Training Center. The Department strives to enhance your learning and job performance with formal training of the highest quality. This fact demonstrates the commitment your Department has made to you in your service 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 and post training follow-through.

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. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)

3. 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.) Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6. The Training Center does not have the capability to provide transportation to/from Monterey Airport.

4. HOUSING: Housing will be assigned to you on a shared-room basis and will be available from 3 p.m. on the date of arrival to 12 noon on the date of departure. The Department provides your room and board expenses at the Training Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Please advise the Department Training Officer no later than one week before your scheduled arrival if you plan to live off-grounds. No animals are permitted in Asilomar housing. 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 Asilomar's Administration Building. Quiet hour for lodge living areas is 10 p.m.

HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact the Training Center at least 72 hours prior to your date of arrival. The Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.

5. MEALS: Meals will be provided, semi-cafeteria style, from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:15 a.m. for breakfast, 12 noon for lunch, and 6 p.m. for dinner. Hot or box lunches may be provided on some days. If you require a special diet, notify the Asilomar Chef at 831-372-8016 no later than one week before your scheduled arrival.

6. OFF-GROUNDS ACCOMMODATIONS: When authorized to stay off-grounds by the Department Training Officer, the Training Center will pickup the cost of your room and meals at the current DPR Asilomar rate. If you stay off grounds and have meals on grounds, the Training Center will authorize only what the Department pays Asilomar for lodging.

7. CLOTHING: Field uniforms as found in “Description of Required Field Uniforms”, DOM Chapter 2300, Uniform Handbooks, not including optional items, will be worn daily by all uniformed employees during formal training sessions **unless specified in the Program Attendance Checklist**. Non-uniformed employees shall wear professional business attire.

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. ROOM SAFES: Two safes have been installed in each of the lodge rooms used by the Training Center (Live Oak, Tree Tops, and Deer Lodge). These safes are a type that allows the user to input their own combination of numbers to facilitate opening and closing. The Training Center has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.

9. WEAPONS: Weapons are permitted in rooms under the following conditions. Authorized firearms and magazines stored while at the Training Center shall be in a safe condition and stored in one of the following locations: your room safe in Live Oak, Tree Tops, or Deer Lodge, one of the Training Center's safes in the Whitehead Room or secured in your vehicle.

10 ALCOHOLIC BEVERAGES: Participants shall not possess or consume alcoholic beverages in common areas (living room) while on the Asilomar Conference Grounds unless provided and hosted by Concessionaire Delaware North.

11. SMOKING: Smoking is not permitted in the Training Center or in any lodge or guest room on the Asilomar Conference Grounds.

12. TRAINING CENTER: The Training Center is located on Asilomar Conference Grounds, part of Asilomar State Beach. The Conference Grounds are operated for our Department by a concessionaire, and all lodging and food services are provided to us by employees of the concessionaire. Constant efforts are made to maintain a sound, harmonious working relationship between the Department and concessionaire. None of us can expect preferential treatment for any reason and, as a departmental employee, you will be expected to join in our continuing effort toward an effective relationship with each Asilomar concession staff member. On occasion, non-departmental groups may be staying in the same lodges. It is imperative that you represent the Department well on and off duty.

13. REGISTRATION: When you arrive at Asilomar Conference Grounds, go directly to the front desk at the Asilomar Administration Building for your room key and dining room ticket. If you require vegetarian meals, notify the front desk representative and your meal ticket will be marked accordingly.

14. 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.

15. TRAINING CENTER STAFF: A Training Center staff member has been assigned responsibility for your training group as well as for your training program. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Center staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Center staff will do all within their power to make your training experience pleasant and meaningful.

16. TRAINING MATERIALS: May be made available to you at both your unit and the Training 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. Copies of DAM and DOM will be available to you for self-study. Bring your own pens and pencils.

17. 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.

18. COLLEGE CREDIT: Most training programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.

19. VEHICLES: All vehicles should be parked in the lots adjacent to the Training Center. Any questions regarding use of a State vehicle while at the Training Center should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Training Center.

20. BICYCLES: If you bring your bicycle, store it in the bicycle shed next to the Training Center. Bicycles may not be brought into any building nor chained to lamp posts, trees, etc. The Training Center has a limited number of bicycles available for your use. Prior to your use, you are required to complete a safety inspection and sign a waiver which is posted in the bicycle shed.

21. MAIL: Mail forwarded to you during your time at the Center should be addressed to you in care of:

    Department of Parks and Recreation
    WILLIAM PENN MOTT JR. TRAINING CENTER
    P. O. Box 699, Pacific Grove, CA 93950

22. 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. Please limit those calls to your breaks.

23. FAX: The Training Center's FAX number is (831) 649-2824.

24. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call the Center at (831) 649-2954. Calls after 5 p.m. or during weekends should be made to (831) 372-8016, Asilomar Conference Grounds, and the caller should tell the switchboard operator you are with a Department of Parks and Recreations training group.

25. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments. An iron is available for 24-hour checkout from the Training Center front desk.

26. RECREATION: Facilities available on grounds include a heated swimming pool, ping-pong and pool tables, and a volleyball court. The Monterey area offers horseback riding, golf, tennis, racquetball, deep sea fishing, and many historical landmarks and scenic sights to explore.

27. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor. See "Program Attendance Requirements" in this syllabus.

28. COFFEE BREAK REFRESHMENTS: Will be available throughout each session at the Center. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Please bring your own coffee cup.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at the William Penn Mott Jr. Training Center, the following list is provided:

_____1. Read and understand the program syllabus prior to your arrival at the Training Center.

_____2. Complete the following pre-training assignments:

- ❑ Discuss the program with your supervisor. What specific changes in your abilities and performance are expected to result from your attendance at this training?
- ❑ Review the Post-Training Assignment page in this syllabus with your supervisor.

_____3. Arrange your travel through your Unit/Office.

_____4. **Remember to bring** the following with you to training:

- ❑ Your unit's organizational chart and your current duty statement. This information is available from your supervisor.
- ❑ Program syllabus.
- ❑ Loose fitting clothing to be worn during the Back Injury Prevention training session.
- ❑ Walking shoes for the Asilomar Ramble, Field Exercise, and Back Injury Prevention training sessions.
- ❑ Proper field uniform (Review DOM 2300). Note: shorts are not appropriate uniform attire.
- ❑ Coffee cup, alarm clock, pens, pencils.

POST-TRAINING ASSIGNMENT

Ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed). Once you login to the ETMS, you will need to fill out the evaluation form before you will be able to do anything else.

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 Center in providing a return on the investment the Department has on training.

INTRODUCTION TO CALIFORNIA STATE PARKS GROUP 35 – AGENDA
April 2-6, 2007

Monday
April 2

1500-	Registration: *(Check-in at the Asilomar Administration Building)*	All

Tuesday
April 3

0800-0830	Orientation	Skinner
0830-0900	Welcome to Department of Parks and Recreation	Jackson
0900-1100	California State Park History	Gould
1100-1200	California State Park Mission and Philosophy	Gould
1200-1300	Lunch	
1300-1400	Department Statutory Authority	Dall
1400-1500	Department Organizational Structure	Dall
1500-1600	Asilomar Ramble	Breakfield
1600-1800	Aquatic Safety and Rescue	Peabody

Wednesday
April 4

0800-1030	Personnel	Schaub/Myers
1030-1200	Workers' Compensation and Safety	Castillo
1200-1300	Lunch	
1300-1400	Cooperating Associations, Volunteers and Publications	Saunders
1400-1500	Interpretation	Skinner
1500-1600	Individual Development and ETMS	Green
1600-1700	Off-Highway Motor Vehicle Recreation	Stavro

Thursday
April 5

	Group: Alpha	
0800-1200	Back Injury Prevention	Hector
1200-1300	Lunch	
1300-1400	Natural Resources	Swolgaard
1400-1500	Cultural Resources	Lindahl
1500-1700	Field Exercise	All Alpha
	Group: Zed	
0800-0900	Natural Resources	Swolgaard
0900-1000	Cultural Resources	Lindahl
1000-1200	Field Exercise	All Zed
1200-1300	Lunch	
1300-1700	Back Injury Prevention	Hector

INTRODUCTION TO CALIFORNIA STATE PARKS GROUP 35 – AGENDA
April 2-6, 2007

Thursday
April 5

1730-1830	Dinner-Barbecue	All
1830-1930	Campfire	TBA

Friday
April 6

0800-1100	Human Rights and EEO	Sathre/Colston
1100-1200	Wrap-up and Program Evaluation	Skinner
1200-	Lunch and Departure	

INTRODUCTION TO CALIFORNIA STATE PARKS **30 HOURS**

PROGRAM OUTLINE	**Hours**
Orientation	.5
Welcome to Department of Parks and Recreation	.5
California State Park History	2
California State Park Mission and Philosophy	1
Department Statutory Authority	1
Department Organizational Structure	1
Asilomar Ramble	1
Aquatic Safety and Rescue	2
Personnel	2.5
Workers' Compensation	1
Individual Development	1.5
Human Rights Office	2
Off-Highway Motor Vehicle Recreation Division	1
Back Injury Prevention	3
Concessions, Reservations and Fees Division	1
Cultural Resources-Field Exercise	2
Natural Resources-Field Exercise	2
Campfire Program	1
Cooperating Associations, Volunteers and Publications	1
Interpretation	2
Program Evaluations and Closing	1
TOTAL HOURS	**30**

INTRODUCTION TO CALIFORNIA STATE PARKS

ORIENTATION

Purpose: The course content and logistics of the Training Center will be reviewed. Formal registration materials for Monterey Peninsula College will be completed.

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

1. Be registered through Monterey Peninsula College.

2. Review course content, procedure, grading and evaluation process.

3. Adhere to all Training Center Guidelines.

WELCOME TO THE DEPARTMENT OF PARKS AND RECREATION

Purpose: Participants will be welcomed to public service in the Department of Parks and Recreation.

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

1. Identify the current challenges facing California State Parks.

2. Review the opportunities within California State Parks.

3. Describe the Director's personal vision for the California State Park System.

CALIFORNIA STATE PARK HISTORY

Purpose: The participant will be introduced to the California State Park System's history and philosophy.

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

1. Describe how California State Parks has fulfilled its mission.

2. Review how the Department and its mission have changed over time.

3. Identify origins, accomplishments and direction of the California State Park System.

CALIFORNIA STATE PARK MISSION AND PHILOSOPHY

Purpose: To understand the mission of the Department of Parks and Recreation, the principles of stewardship and the philosophy of service.

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

1. Describe how the California State Park System was created and who defines the mission and what it is founded on.

2. Identify how, as an individual, you can contribute to achieving the Department's goals.

3. Demonstrate the principles of stewardship and the philosophy of service.

DEPARTMENT STATUTORY AUTHORITY

Purpose: To learn how the Department was created and some of its fundamental statutory duties.

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

1. Review of the structure of California's government and the legislative process.

DEPARTMENT ORGANIZATIONAL STRUCTURE

Purpose: To learn the role of California State Parks within the Resources Agency and as part of California State Government.

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

1. Describe the Department's organization.

2. Identify their role in the Department's organizational structure.

ASILOMAR RAMBLE

Purpose: This walking tour will familiarize the participant with Asilomar Conference Grounds.

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

1. Describe how the Asilomar Conference Grounds got its name.

2.Identify some of the flora and fauna found on the Asilomar Conference Grounds.

3. Describe unique facilities found on the Asilomar Conference Grounds.

AQUATIC SAFETY AND RESCUE

Purpose: The participant will acquire a basic understanding of the history, organization, and operation of the Department's Aquatic Safety Program.

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

1. Review the history, organization, and operation of the Department's Aquatic Safety Program.

2. Identify the aquatic safety responsibilities each employee has in the California State Park System.

3. Observe a live rescue demonstration on Asilomar State Beach.

PERSONNEL

Purpose: To provide the participant with an overview of Personnel Services.

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

1. Describe an overview of Personnel Services and its responsibilities.

2. Identify where an employee's personnel file is stored.

3. Review what should and should not be in an employee's personnel file.

4. Identify whom to contact for information about employees' benefits.

5. Participate in a question and answer segment.

WORKERS' COMPENSATION AND SAFETY

Purpose: To present the Department's policies and legal responsibility in regards to workplace safety and injury.

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

1. Describe the use and purpose of the Injury and Illness Prevention Program.

2. Identify their role in having safe work practices.

3. Demonstrate what to do in case of workplace injury.

4. Describe their role in returning back to work after an injury.

INDIVIDUAL DEVELOPMENT

Purpose: The participant will receive an introduction to the Department's Career Development Program, including a familiarization with Department training opportunities.

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

1. Demonstrate how to manage their accomplishments in a personal folder for use in resumes, interviews, and a Career Development Plan.

2. Describe how to complete a DPR 911-Appraisal and Development Plan.

HUMAN RIGHTS OFFICE

Purpose: To provide the participant with an overview of the Human Rights Office.

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

1. Review an overview of the Human Rights Office and its responsibilities.

2. Describe the State Mediation Program.

3. Demonstrate current knowledge on the following topic areas:

    a. Discrimination Process

    b. Sexual Harassment

    c. Hostile Work Environment Prevention

    d. With All Due Respect

    e. Culture Diversity

    f. Conflict Resolution

OFF-HIGHWAY MOTOR VEHICLE RECREATION DIVISION

Purpose: Learn the mission and operational structure of the Off-Highway Motor Vehicle Recreation Division.

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

1. Identify the mission and operational structure of the Off-Highway Motor Vehicle Recreation Division.

2. Describe how the OHMVR Division is funded.

3. Review the differences between Off-Highway Vehicle units and other State Park units.

4. Identify who the audiences are and what activities go on in an Off-Highway Vehicle unit.

BACK INJURY PREVENTION

Purpose: Learn how to prevent back injury while on the job and in every-day lifting activities.

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

1. Demonstrate proper ergonomics for prevention of back injuries.

2. Review the techniques and knowledge for safely lifting and moving various sized objects and conditions.

3. Identify the spinal anatomy, causes of injury, and personal methods for prevention.

4. Describe general principles of injury recovery.

CONCESSIONS, RESERVATIONS AND FEES DIVISION

Purpose: To provide the participant with an overview of the Concessions, Reservations and Fees Division.

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

1. Describe responsibilities and processes involved in the concessions and reservation programs.

2. Identify whom to contact for help with concession and reservation problems.

CULTURAL RESOURCES - FIELD EXERCISE

Purpose: To provide the participant with a hands-on look of the Department's cultural resource protection and management functions.

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

1. Describe what cultural resources are and why it is important to protect and preserve them.

2. Identify who is responsible for cultural resource protection and how it is done.

3. Participate in a walking tour of Point Lobos State Reserve.

NATURAL RESOURCES - FIELD EXERCISE

Purpose: To provide the participant with an overview of the Department's natural resource protection and management functions and a walking tour of the area's natural resources.

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

1. Describe what natural resources are and what resource protection means.

2. Identify who is responsible for natural resource protection and how it is done.

3. Participate in a walking tour of Point Lobos State Reserve.

CAMPFIRE PROGRAM

Purpose: To provide the participant with a fun and traditional campfire program.

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

1. Describe what campfire programs are all about and how they build communication and an understanding of the park unit.

2. Identify the importance of a campfire program.

COOPERATING ASSOCIATIONS, VOLUNTEERS AND PUBLICATIONS

Purpose: The participant will have a better understanding of the services offered by the Interpretive Publications Section.

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

1. Describe the goals of the Cooperating Association Program and how it benefits our Department.

2. Identify the goals of the Volunteer Program and how to assist in recruiting volunteers.

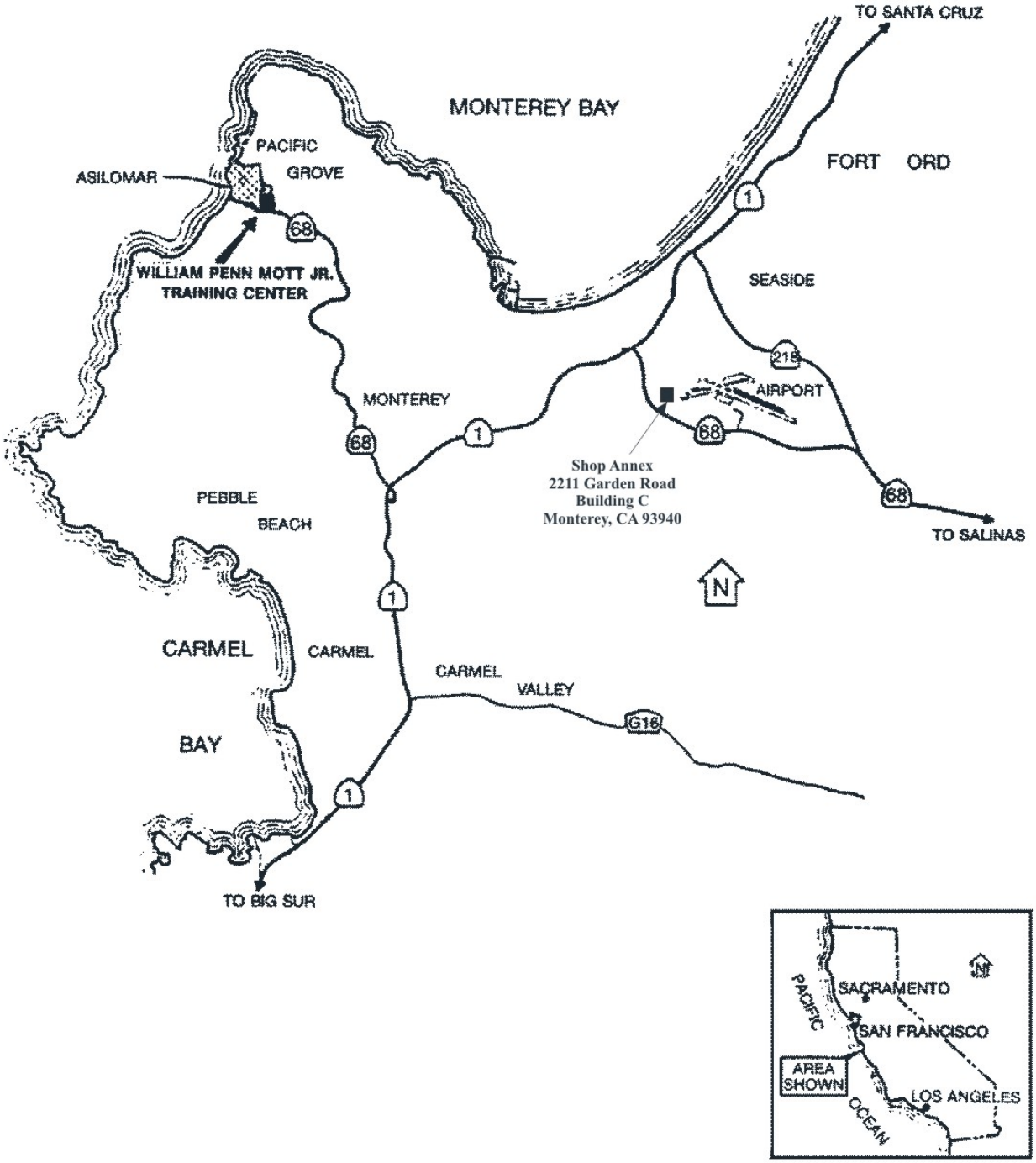
3. Describe what intellectual property is and how it is managed by the Department.

INTERPRETATION

Purpose: To provide the participant with an overview of the art of interpretation.

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

1. Describe what interpretation is and how it is done.

2. Identify how interpretation relates to the daily activities of all park employees.

location map for
WILLIAM PENN MOTT JR. TRAINING CENTER
837 ASILOMAR BLVD.
PACIFIC GROVE, CALIFORNIA 93950