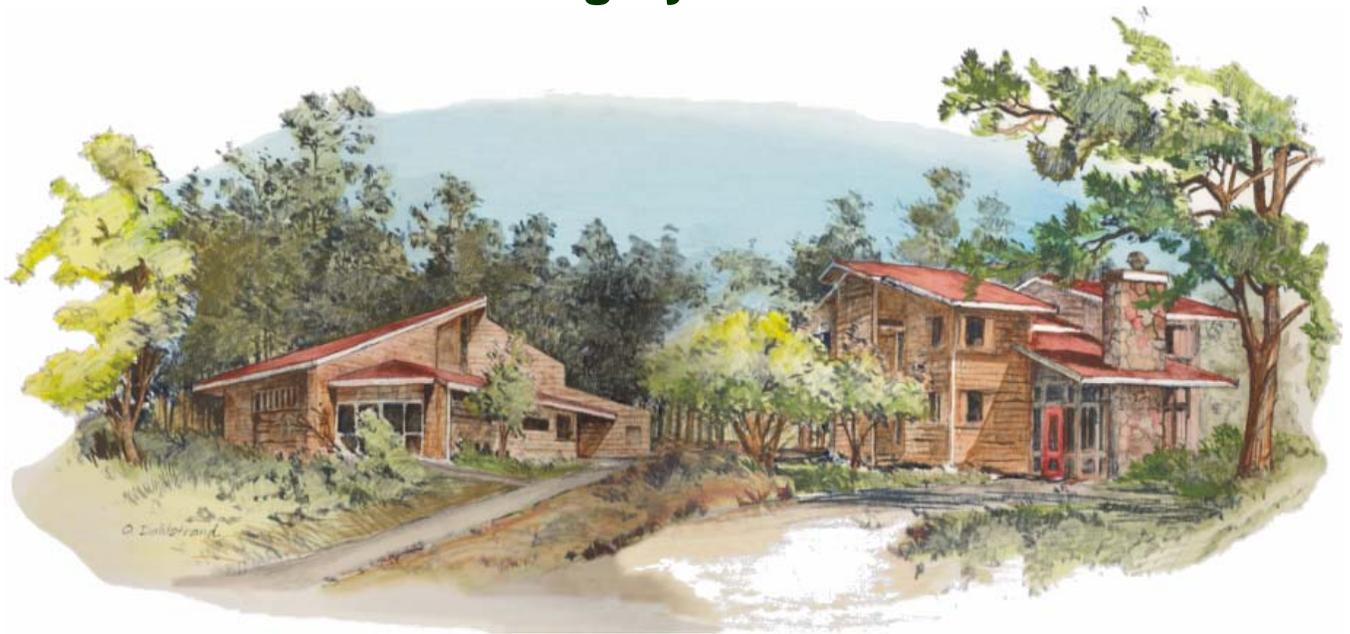


Resource Management: Natural/Introduction

January 22-26, 2007

Training Syllabus



William Penn Mott Jr. Training Center



State of California

Memorandum

Date: January 18, 2007

To: Supervisor

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

Subject: Employee Attendance at Formal Training
Resource Management: Natural/Introduction Group 14

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 Academy Coordinator
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 main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center and, most recently, the Two Rivers Training Facility in Sacramento. 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:** 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. Please advise the Department Training Officer no later than one week before your scheduled arrival if you plan to live off-grounds. 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.

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 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, notify the Marconi Conference Center no later than one week before your scheduled arrival.
6. CLOTHING: Field uniforms will be worn daily by all uniformed employees during formal training sessions **unless specified in the Program Attendance Checklist**. Non-uniformed employees should wear apparel normally worn on the job. Appropriate attire includes apparel suitable for casual 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.

7. 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.

8. **TRAINING OFFICE STAFF:** Sara Skinner is your Training Specialist and has been assigned the responsibility for your training group. You may be asked to assist Training Staff in the logistics of your training program, please work with Training Staff to help make your training experience pleasant and meaningful.
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. **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. Please bring your own pens and pencils.
11. **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.
12. **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.
13. **COLLEGE CREDIT:** Most Training Office 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.
14. **POST-TRAINING ASSIGNMENTS:** In connection with formal training are to be completed under the direction of your supervisor.

◆ **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:**

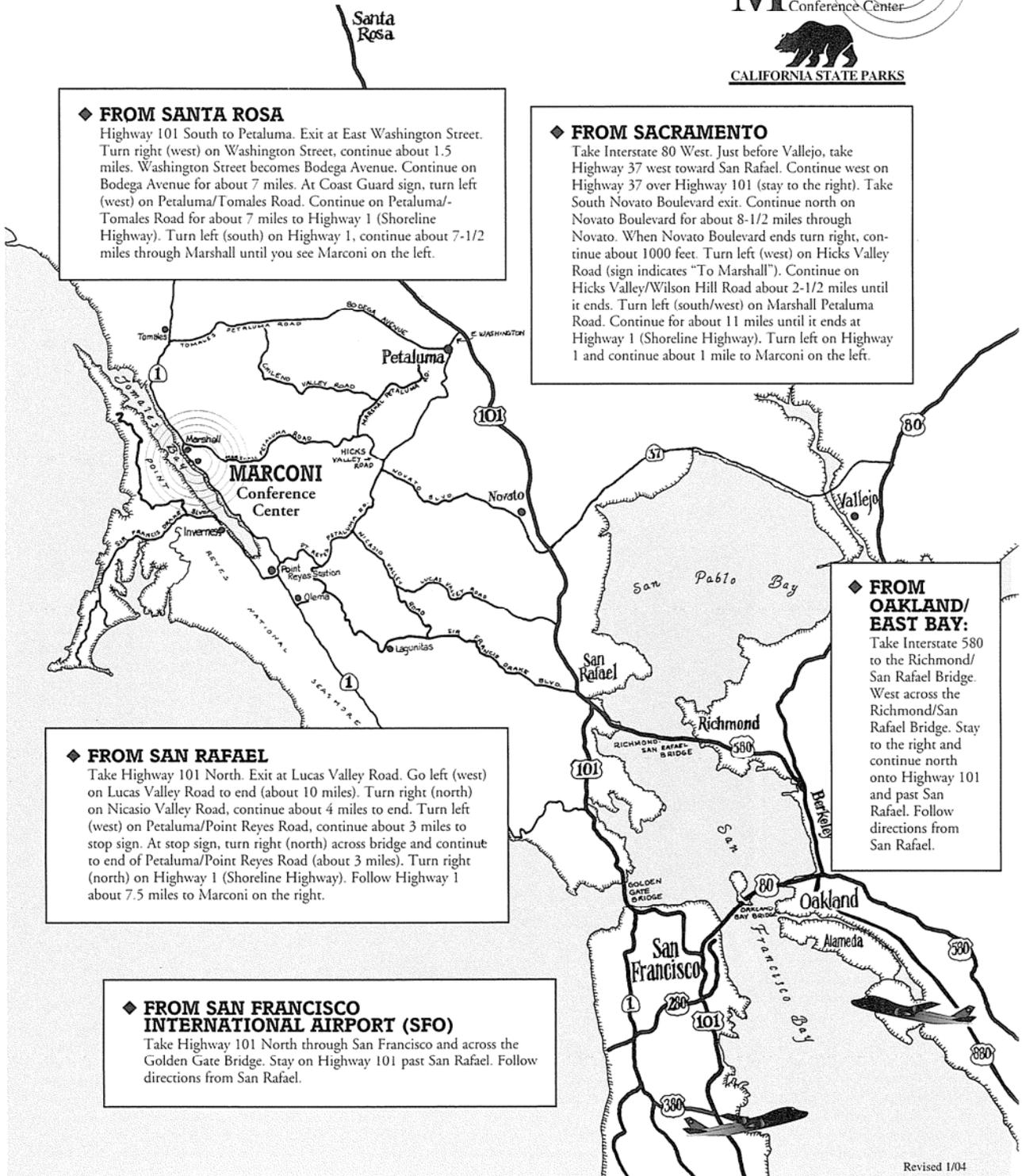
Take Interstate 580 to the Richmond/San Rafael Bridge. West across the Richmond/San Rafael Bridge. Stay to the right and continue north onto Highway 101 and past San Rafael. Follow directions from San Rafael.

◆ **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.

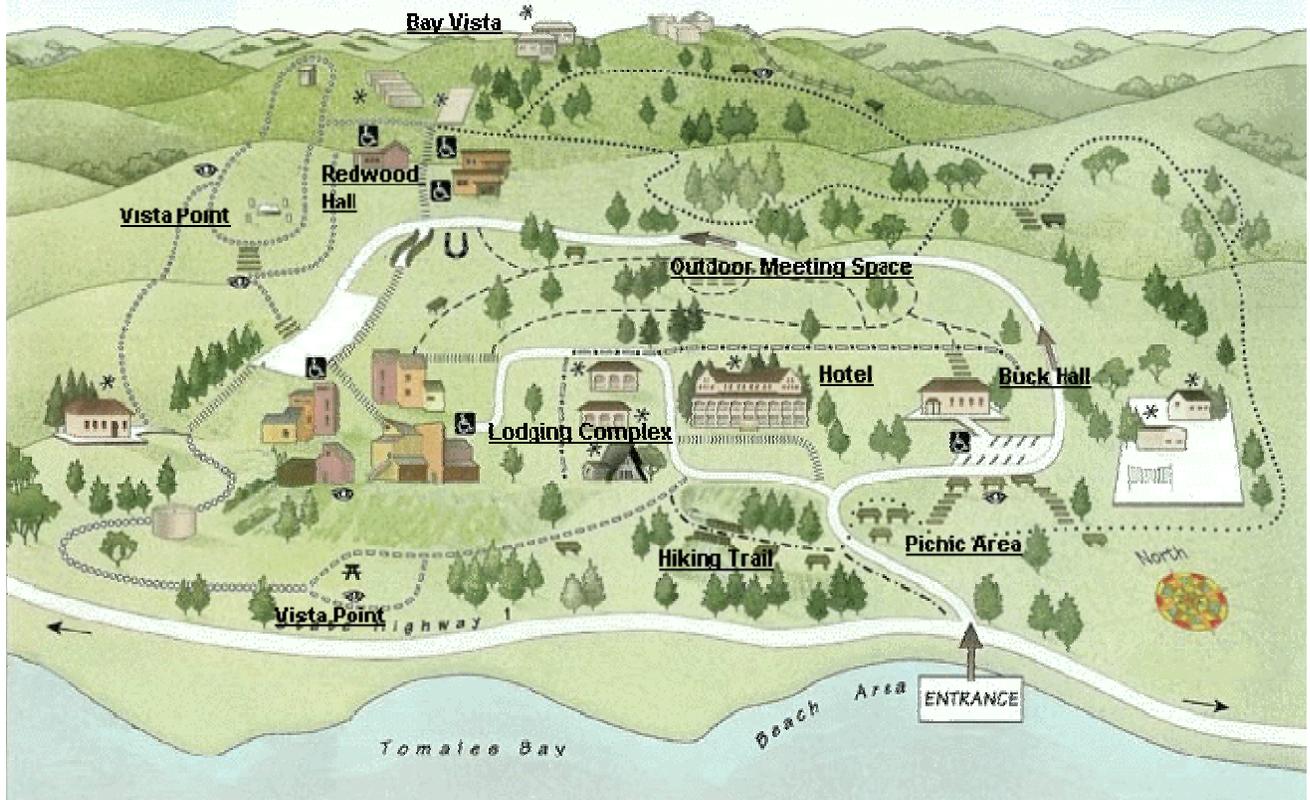


Revised 1/04

Click on a link to see a photo

Marconi Conference Center

368 Photo Tour



PROGRAM ATTENDANCE CHECKLIST

To assist you in preparation for formal training at the Marconi Conference Center, the following list is provided:

Pre-Training Assignments:

1. Please consider Succession Management as it is currently applied in your District.
 2. Please come with your questions about contracts or the contracting process to ask the Contracts experts at Thursday's session.
- Arrange your travel through your District/Unit Office.
- Remember to bring the following with you to training:
1. **At least one of the District's Thales MobileMapper CE digital data collection handheld devices per District (see January 16 e-mail from Arthur Fong for more information).**
 2. Alarm clock
 3. Pens and pencils
 4. Day pack (optional)
 5. Camera (optional)
- Uniforms not required - suitable office attire.

POST-TRAINING ASSIGNMENT

Prior to 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.

RESOURCE MANAGEMENT: NATURAL/INTRODUCTION GROUP 14
January 22-26, 2007

Monday

January 22

- | | | |
|-------|---|-----|
| 1500- | REGISTRATION: <i>Check in at the Marconi Conference Administration Building</i> | All |
| 1930- | Optional Viewing of "An Inconvenient Truth" | |

Tuesday

January 23

- | | | |
|-----------|--|--|
| 0800-0830 | Orientation and MPC Registration | Skinner |
| 0830-1000 | Organizational Updates with Introduction | Rayburn |
| 1000-1200 | Global Climate Change | TBA |
| 1200-1300 | Lunch | |
| 1300-1700 | Forest Succession Management
Sierra District
North Coast Redwoods District
Calaveras District
Biodiversity Forest Management | Bakken
Adams
Underwood
Harrison
Nakamura |

Wednesday

January 24

- | | | |
|-----------|--|----------|
| 0800-0900 | Woodland Succession Management | McBride |
| 0900-1000 | Baccharis Encroachment into Grassland | McBride |
| 1000-1100 | Coastal Scrub Succession, Wildlife Corridor Management | Peregrin |
| 1100-1200 | TBA | TBA |
| 1200-1300 | Lunch | |
| 1300-1400 | Southern California Shrublands and Fire | Witter |
| 1400-1700 | Mimicking Native American Burning Practices | Hylkema |

Thursday

January 25

- | | | |
|-----------|---|-----|
| 0800-0830 | Travel to Point Reyes National Seashore | All |
| 0830-1200 | National Park Service Presentations in "Red Barn" Classroom
Coastal Prairie Restoration
Tomales Bay Watershed Management
Post-Fire Succession - 1995 Point Reyes Vision Fire | |

RESOURCE MANAGEMENT: NATURAL/INTRODUCTION GROUP 14
January 22-26, 2007

Thursday
January 25

1200-1230	Lunch	
1230-1300	Return to Marconi	
1300-1700	The Conundrum of Contracts	Fosbrink
	The Basics	Chancey
	Operational Needs	Richards
	Timing/Execution of Contracts	Beresford
	Dialogue with Experts	Panel
	Contracting Questions and Answers	Panel/All

Friday
January 26

0800-1000	Using Thales Mobile Mapper CE and ArcPad Quick Forms	Fong
1000-1200	TBA Including Wrap-Up and Evaluations	Schaub

RESOURCE MANAGEMENT: NATURAL/INTRODUCTION

28 HOURS

PROGRAM OUTLINE

Welcome, Orientation, Organizational Updates2.0

Global Climate Change2.0

Forest Succession Management4.0
 District Presentations
 Biodiversity Forest Management Practices

Woodland Succession Management.....1.0

Baccharis Encroachment into Grassland1.0

Coastal Scrub Succession, Wildlife Corridor Management1.0

TBA1.0

Southern California Shrublands and Fire1.5

Mimicking Native American Burning Practices2.5

Field Trip Travel1.0

National Park Service Presentations in “Red Barn” Classroom.....3.0
 Coastal Prairie Restoration
 Tomales Bay Watershed Management
 Post-Fire Succession - 1995 Point Reyes Vision Fire

The Conundrum of Contracts4.0

Using Thales Mobile Mapper CE and ArcPad Quick Forms.....2.0

Evaluations and Round Table Discussion2.0

TOTAL HOURS28.0

RESOURCE MANAGEMENT: NATURAL/INTRODUCTION GROUP 14

PROGRAM ORIENTATION

Purpose: This course provides ongoing training to natural resources specialist staff to maintain effective coordination of natural resources management functions in the Department. Periodic exchanges are important to improve system-wide programs, to present effective resource management techniques, and to provide a forum for collaboration. The training follows from last year's course and annual workshops held since 1978, all of which have aimed at improving the quality of resource management programs and projects.

The course is intended to improve overall resource management through a formal process of exchanging natural resource management information and through the use of outside experts from the academic community and other agencies and organizations.

Performance Objectives: By the conclusion of this program participants will

1. Define the current direction of natural resource management in the State.
2. Describe the predictions of global climate change theory as applied to California ecosystems and biota.
3. Consider and discuss the implications of global climate change to management of California State Parks' natural resources.
4. Discuss realistic and meaningful succession management goals and strategies for forests, woodlands, shrublands, grasslands and meadows.
5. Describe how to develop goals and objectives for succession management.
6. Identify National Park Service succession management following the 1995 Vision Fire; Tomales Bay watershed management; and coastal prairie restoration.
7. Describe the "Conundrum of Contracts" including the basics: law, DPR/DGS processes, contract types; scoping of deliverables, timelines, and payments.
8. Identify skills for successful contract management from colleagues and from Contracts and Asset Management Section staff through a panel discussion and through a question and answer session.
9. Describe the use of the Thales Mobile Mapper CE and ArcPad Quick Forms for capture of natural resource data.
10. Identify the District natural resource management efforts through presentations by several District Environmental Scientists.