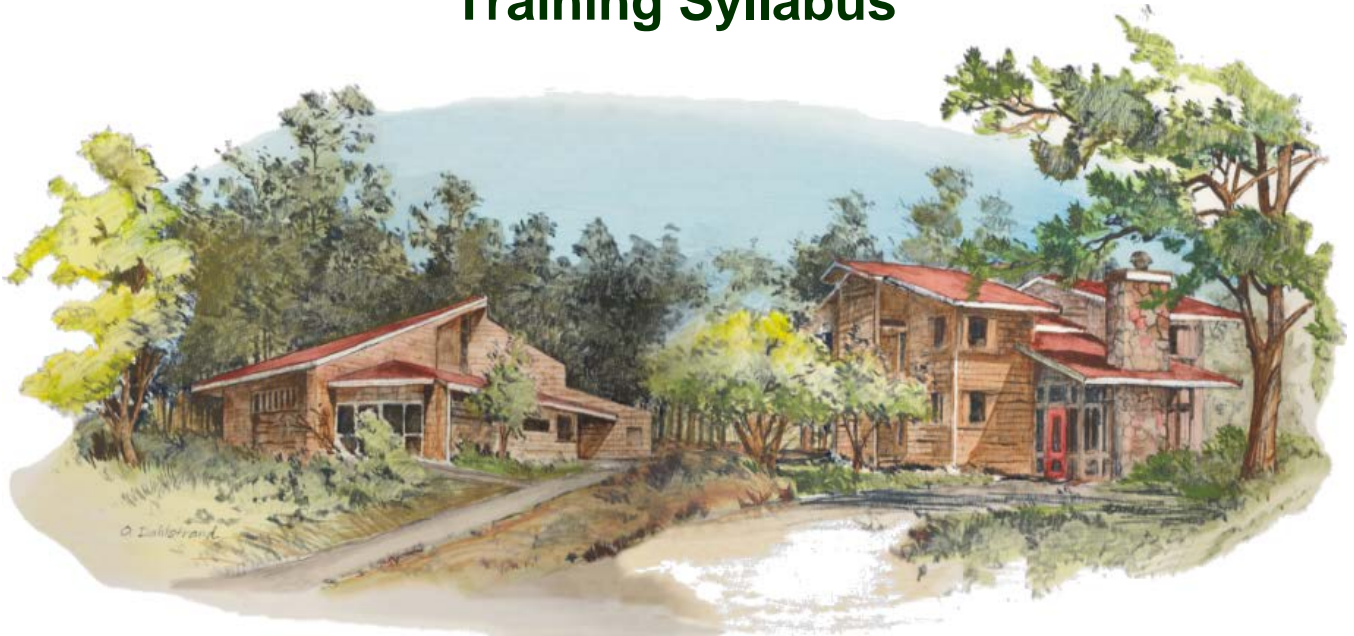


Transformation Team and Department Leadership Training

December 6-9, 2015

Training Syllabus



William Penn Mott Jr. Training Center



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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

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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. 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) and on the Parks and Recreation website under the Learning/Training Section. 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. **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 Mott Training Center does not have the capability to provide transportation to/from Monterey airport.

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:** 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 12:00 noon on the date of departure. The Department provides your room and board expenses at the Mott 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. 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 10:00 p.m.
4. **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, 12:00 noon for lunch, and 6:00 p.m. for dinner. Hot or box lunches may be provided on some days.
5. **CLOTHING:** Dress is business casual. Uniforms are not required. 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.
6. **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 ARAMARK.
7. **SMOKING:** Smoking is not permitted in any lodge or guest room on the Asilomar Conference Grounds.
8. **REGISTRATION:** When you arrive at Asilomar Conference Grounds, proceed 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.
9. **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.

TRANSFORMATION TEAM AND DEPARTMENT LEADERSHIP TRAINING-AGENDA
December 6-9, 2015

Sunday

December 6

1500- REGISTRATION: *Check in at the Asilomar Administration Building for those staying on grounds.* All

Monday

December 7 **Training Location: Chapel (Across from Dining Hall)**

0800-0845	Welcome and Message from the Director	Mangat
0845-0930	Leadership Through and Beyond Transformation Panel	Amann, Conlin, Bardo
0930-1000	Leading Transformational Change	Quinn
1000-1010	Success Vignette-Thursdays Adventures with the Superintendent	Elliott
1010-1025	Break	
1025-1035	Success Vignette-Refugio Oil Spill Response	Rozzelle
1035-1105	Equipment Operation by Non-Equipment Operators	Belltawn
1105-1150	DIP/DAR Sub-Account and Enterprise Funds	Ketterer, McGuirk
1150-1300	Lunch in Seascape Dining Room	
1300-1700	Programmatic Breakout Groups – (Natural/Cultural, Superintendents, Administration, Facilities, Interpretation and Education—with rotating presentations from A&D, Administrative Services HQ, Leadership)	Program Leads
1800-	Dinner in Seascape Dining Room	

Tuesday

December 8 **Transformation Tuesday**
Training Location: Chapel (Across from Dining Hall)

0800-0810	Success Vignette – Mt. Tamalpais Collaborative Management Practices	Rodriguez
0810-0840	Transformation Intro and Update	Szalay, Sandoval Mangat
0840-0850	Success Vignette-Bolsa Chica Concession Agreement	Lewis
0850-0905	Break	
0905-1020	Transformation Rotating Workshops- (Service Based Budgeting, Ops/HR, Partnerships/ Relevancy, Committees, Natural and Cultural Resources—with 10 minute transition between rotations)	
1020-1030	Transition	

TRANSFORMATION TEAM AND DEPARTMENT LEADERSHIP TRAINING-AGENDA
December 6-9, 2015

Tuesday

December 8

Transformation Tuesday

1030-1145	Transformation Rotating Workshops- (Service Based Budgeting, Ops/HR, Partnerships/Relevancy, Committees Natural and Cultural Resources-with 10 minute transition between rotations)	
1145-1300	Lunch in Seascape Dining Room	
1300-1415	Transformation Rotating Workshops – (Service Based Budgeting, Ops/HR, Partnerships/Relevancy, Committees Natural and Cultural Resources - with 10 minute transition between rotations)	
1415-1425	Transition	
1425-1540	Transformation Rotating Workshops- (Service Based Budgeting, Ops/HR, Partnerships/Relevancy, Committees Natural and Cultural Resources - with 10 minute transition between rotations)	
1540-1555	Break	
1555-1625	Leadership Wrap-Up Discussion	Amann, Conlin, Bardo
1625-1725	Business Chemistry	Cook, Quinn
1800-	Dinner in Seascape Dining Room	

Wednesday

December 9

Training Location: Chapel (Across from Dining Hall)

0800-0900	Revenue Enhancements Implementation Best Practices	Ketterer, McGuirk
0900-1000	Housing Program Update	Schoppman
1000-1010	Success Vignette-Gold Bluffs Beach Dunes Restoration	Bomke
1010-1025	Break	
1025-1035	Success Vignette-PORTS Program	Krey
1035-1055	Discussion on Broadening the Parks and Rec Specialist Classification	Mangat, Knapp
1055-1120	Discussion on Recent Legislation	McGuirk
1120-1150	Google Trekker Demonstration	Sandoval
1150-1205	Closing, Summary, and Next Steps	Mangat
1205-	Departure	

PROGRAM: LEADERSHIP TRAINING

20 HOURS

<u>PROGRAM OUTLINE</u>	<u>Hours</u>
<u>PROGRAM ORIENTATION AND INTRODUCTION</u>	0.75
<u>LEADERSHIP</u>	6.0
Discussion	
Leadership Success Vignettes	
Change Management.....	
Broadening Classifications	
<u>EQUIPMENT OPERATION BY NON-EQUIPMENT OPERATORS</u>	0.50
<u>REVENUE GENERATION</u>	1.75
DIP/DAR/Sub Account/Enterprise Funds	
Revenue Enhancements Implementation Best Practices	
<u>TRANSFORMATION</u>	5.5
Update.....	
Organization Structure	
Human Resources	
Partnerships	
Relevancy	
Natural and Cultural Resources	
Service Base Budgeting.....	
<u>HOUSING PROGRAM</u>	1.0
<u>GOOGLE TREKKER</u>	0.50
<u>PROGRAMATIC BREAKOUTS</u>	4.0

TRANSFORMATION TEAM AND DEPARTMENT LEADERSHIP TRAINING

PROGRAM ORIENTATION

Purpose: Participants will meet one another, the Director, Director Staff 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. Identify expectations with group members.

LEADERSHIP

Purpose: Participants will receive an introduction to basic traits and expectations of leaders. Through presentation, discussion and workshop format participants will be exposed to critical leadership elements.

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

1. Demonstrate the knowledge and understanding of different levels of park leadership
2. Identify specific qualities of leadership and experience real life examples of leadership techniques through "Success Vignettes"
3. List the basics of organizational change management

REVENUE GENERATION

Purpose: Participants will gain a working knowledge of new newer revenue generation programs to encourage and foster enhanced revenue generating models and the ability to recognize funding accounts for development and operation.

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

1. Demonstrate the understanding DIP/DAR/Sub Account/Enterprise funds
2. Recognize and identify major and minor revenue enhancements and be able to identify which and what type of revenue techniques are applicable.

TRANSFORMATION

Purpose: Provide the participants an update and progress evaluation of the Department's transformation process

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

1. Identify where the Department is currently at with transformation initiatives and projects.
2. Identify newly implemented programs, procedures and modernization projects being undertaken.

EQUIPMENT OPERATION BY NON-EQUIPMENT OPERATORS

Purpose: Participants will understand new proposed guidelines for operation of heavy equipment by non-equipment operators.

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

1. Demonstrate the knowledge and understanding of types of equipment that non-equipment operators can operate

HOUSING PROGRAM

Purpose: Participants will understand new proposed guidelines for state housing

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

1. Identify designations of required and non-required housing with related tax implications
2. List the current implementation of rental rates.

GOOGLE TREKKER

Purpose: Provide the participants with the knowledge of GOOGLE Trekker partnership

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

1. Describe the history and application of GOOGLE Trekker as relevancy and modernization tool.

PROGRAMATIC BREAKOUTS

Purpose: Participants to break into groups by programmatic orientation and have focused discussion on specific areas of interest to segregated group.

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

1. Receive specific updates for each program area
2. Have leadership discussion on succession management
3. Have specific instruction from HQ Administration and Acquisition and Design Executive staff.