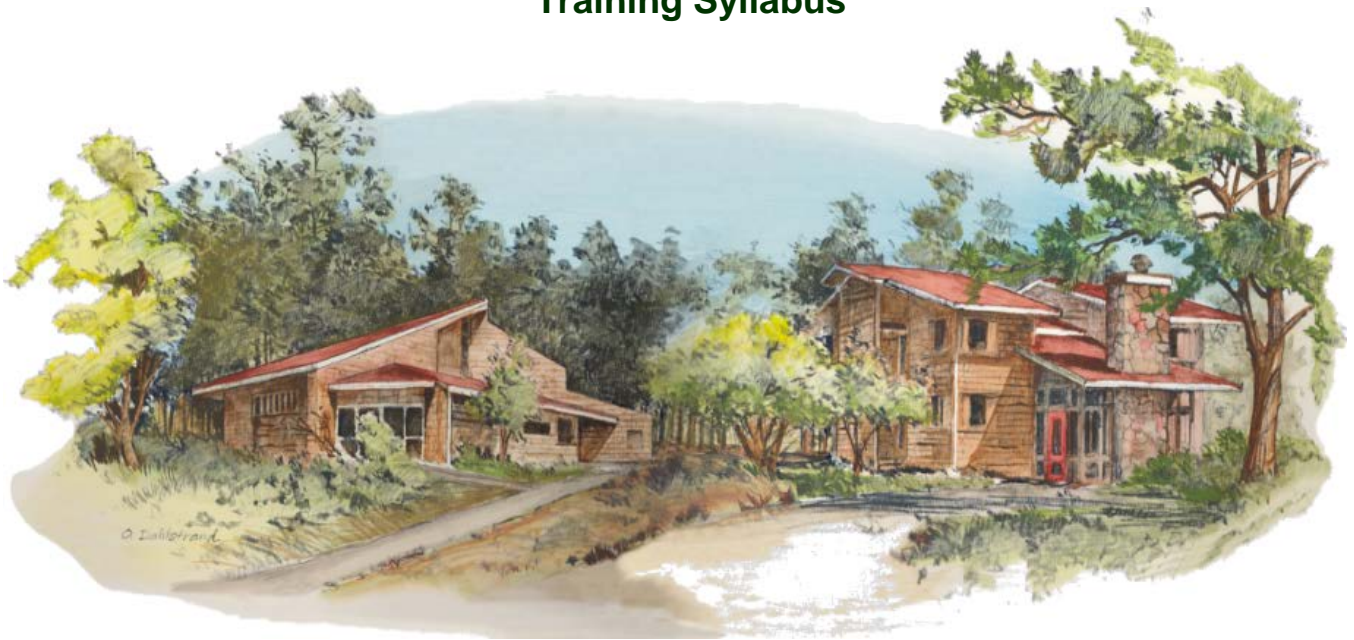


State of California . Natural Resources Agency . California State Parks

Academy Instructor Certification Course

October 3-7, 2016

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: September 16, 2016

To: Supervisor

From: Debbie L. Fredericks, Chief
Training Section
California State Parks

Subject: Employee Attendance at Formal Training
Academy Instructor Certification Course Group 4

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



Debbie L. Fredericks
Training Section Chief

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

THE MISSION

of the 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. 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 participate 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. **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 through your District Office. No reimbursement for travel expense – including per diem cost – 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 cost of your travel (airfare, mileage, rental car, etc.) is paid by your District or Office **to** and **from** the location of training.

4. HOUSING: The Department provides your room and board expense at the Oxford Suites Chico 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. Check-in will be from 3:00 p.m. on the date of arrival. Check out 12:00 noon on the date of departure.

Note: You may be assigned a room at a motel while attending training. If so, you may be asked to present a valid credit or debit card while checking in to your room. Many motels require a credit card to cover charges incurred such as telephone calls, damages to rooms and/or furnishings, fees to clean rooms that have been smoked in that are not designated as smoking rooms, etc. Be prepared to handle this appropriately.

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. 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 otherwise specified in the Program Attendance Checklist.** Non-uniformed employees shall wear apparel normally worn on the job. **It does not include such items as shorts, t-shirts, tank tops, or sandals.**

Because we are on the 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. **REGISTRATION:** When you arrive at the Oxford Suites Chico, 2035 Business Lane, Chico, CA 95928, (530) 899-9090, proceed directly to the front desk for your room key.
8. **COURSE LEADERS:** The formal training you will attend is developed and, for the most part, conducted by experienced DPR employees in the 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 presentation, and provide a level of expertise difficulty to match.
9. **TRAINING SECTION STAFF:** Jack Futoran is your Training Consultant and has been assigned responsibility for your training group. 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. **TRAINING MATERIALS:** 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 may be issued to you at the training session for notes and convenience in handling materials. Bring your own pens, pencils, etc.
11. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important for the success of this training. An absence of more than 10% of the course hours constitutes grounds for dropping a participant from the course. The Department Training Officer may modify (except for POST RBC) this requirement based upon participant knowledge level and/or the portion of the course missed. All absences, except those of an emergency nature, must be approved in advance by the Training Consultant.
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.
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 (805) 223-0562.
14. **POST-TRAINING ASSIGNMENTS:** In connection with formal training, these are to be completed under the direction of your supervisor.

PROGRAM ATTENDANCE CHECKLIST/PRE-TRAINING ASSIGNMENT

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

- _____ 1. Read and understand the Academy Instructor Certification Course program syllabus prior to the first scheduled session.
- _____ 2. Arrange your travel through your Unit/District Office.
- _____ 3. Clothing: Formal uniforms not required for this class. The dress for this course will be EITHER:
 - Uniform: uniform pants (BDU style or the type authorized for wear on duty), polo shirts and boots or athletic shoes and no shorts or sandals. If you choose to wear a non-uniform polo shirt, the style and any decorations must be professional in appearance.
 - Business casual: collared shirt and pants (no: sandals, t-shirts, shorts, or swimsuits).

As required by the uniform handbook all items shall be in good condition without visible wear or damage. We will be conducting scenarios in the warehouse and outside so bring plenty of layered clothing.

- _____ 4. Bring the following with you to training:
 - **Laptop computer recommended**
 - **Thumb drive**
 - Reusable coffee cup, refillable water bottle, pens, and pencils
 - Your POST ID Number
- _____ 5. **Pre-Training Assignment:**
 - NONE
 - Be prepared for jumping right into the course as the pace will be quick.

If you have any questions or need assistance, contact Training Consultant Jack Futoran at (805) 223-0562 or Jack.Futoran@parks.ca.gov.

TRAVEL EXPENSE CLAIMS INFORMATION

You will need to submit a Travel Expense Claim (TEC) in a timely manner after the class. As a reminder:

- Districts are responsible for your time, your travel to/from training, and incidentals
- Training covers meals and lodging
- For your claim: If you were in the hotel, select “Department Paid” and the following on CalATERS:
 - Charge to: “AICC Group 4”
 - Select “Detail Accounting” and enter the following
 - Field one: 2016 (Fiscal Year)
 - Field two: Index Number (Your reporting location index number)
 - Field three: 14001 (PCA)
 - Field four: Leave blank
 - Field five: 067LET00 (Project Number)(This is the account and settings to charge your room and food)

If you receive error messages, contact Assistant Program Coordinator Pamela Yaeger at (831) 649-2954 or Pamela.Yaeger@parks.ca.gov at the Mott Training Center to have you added to the system.

NOTE: List Ann D. Slaughter as an Additional Approver on your claim

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

POST ACADEMY INSTRUCTOR CERTIFICATION COURSE GROUP 4 AGENDA

October 3-7, 2016

Sunday

October 2

1500 REGISTRATION: *Check-in at Oxford Suites Chico, CA* All

Monday

October 3

0800-0900 Introduction and Orientation Futoran
0900-1000 Pre-thinking Dinnauer/Rocca
1000-1100 Goals/Outcomes/Concepts Dinnauer
1100-1200 Assessment through Rubrics Rocca
1200-1300 Lunch
1300-1700 Adult Learning Concepts Futoran/Rocca

Tuesday

October 4

0800-0900 Ice Breakers Rocca
0900-1000 Competency Verification Process Dinnauer
1000-1100 Blooms Cognitive Taxonomy Futoran/Dinnauer
1100-1200 Domains of Learning Rocca
1200-1300 Lunch
1300-1400 Presentation vs. Facilitation Futoran
1400-1500 Learning Methodologies and Concepts Rocca/Dinnauer
1500-1700 The Emerging Learner Futoran/Dinnauer

Wednesday

October 5

0800-1000 Classroom and In-progress Learning Assessment Dinnauer
1000-1200 Learning Activities Rocca/Dinnauer
1200-1300 Lunch
1300-1400 Learning Activities Rocca/Dinnauer
1400-1500 Instructional Ethics and Legal Issues Futoran
1500-1700 Lesson Planning Dinnauer

POST ACADEMY INSTRUCTOR CERTIFICATION COURSE GROUP 4 AGENDA

October 3-7, 2016

Thursday

October 6

0800-0900	Paralanguage and Platform Skills	Futoran/Rocca
0900-1000	Critical Thinking and Coaching Questions	Dinnauer/Rocca
1000-1100	POST Basic Instructional Design System	Futoran/Dinnauer
1100-1200	Safety Issues	Dinnauer
1200-1300	Lunch	
1300-1500	IDI Program Overview	Futoran
1500-1700	Competency Verification and Facilitation	Rocca/Dinnauer

Friday

October 7

0800-1200	Student Presentations	All
1200-1300	Lunch	
1300-1600	Student Presentations	All
1600-1700	Review and Program Evaluation	All