

Administrative Officers Training Group 3

February 14-16, 2017

Training Syllabus



Memorandum

Date: February 6, 2017

To: Supervisor

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

Subject: Employee Attendance at Formal Training
Administrative Officers Training Group 3

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 Specialist.
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. Fredricks..... 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
Raymund Nanadiego Cadet Training Officer
Lisa Anthony Program Coordinator
Edith Alhambra Assistant Program Coordinator
Alex Franck..... Assistant Program Coordinator
Jessica Kohls..... Assistant Program Coordinator
Pamela Yaeger Assistant Program Coordinator

THE MISSION

of 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 and the McClellan Training 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). Print a copy of the syllabus to bring with you to class. 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 or Office Manager). 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 the training.

3. HOUSING: Hotel reservations are the responsibility of the participant and are eligible for reimbursement pursuant to the “allowable state rate” for Sacramento County on the Park Intranet website at http://isearch/?page_id=1295 or http://isearch.parks.ca.gov/default.asp?page_id=1216
4. ENROLLMENT 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.
5. ADDRESS AND PARKING: Stanford Gallery, 111 “I” Street, Sacramento, CA.
6. MEALS: There are restaurants in close proximity of the Stanford Gallery.
7. TRAVEL CLAIMS: Training will reimburse those participants that meet the lodging and meal reimbursement requirements from lunch on the first day of training through lunch on the last day of training. Reimbursement rates and requirements can be found at the link: http://isearch.parks.ca.gov/default.asp?page_id=1216
8. REFRESHMENTS: You are welcome to bring your own lunch and refreshments.
9. TRAINING MATERIALS: A conference binder will be issued to you at the training session.
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 Consultant.
11. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during the program.
12. TELEPHONE: Your on-site coordinator is Karyn Lombard, phone (916) 709-5510.
13. ADDRESS: Stanford Gallery, 111 “I” Street, Sacramento, CA.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at the Stanford Gallery, the following list is provided:

- _____ 1. Read and understand the program syllabus prior to your arrival at the Training Center.
- _____ 2. Arrange your travel through your Unit/Office.
- _____ 3. Bring the following with you to training:
 - Program syllabus.
 - Professional business attire.
 - Pens and pencils.
- _____ 4. If you are commuting by car, please park in the City Parking lot at 2nd and "I" Streets.
 - The daily rate is approximately \$10.00 - \$15.00.
 - The rate may change daily due to events taking place downtown.
 - **Please DO NOT park in back of the Stanford Gallery.**
 - If you park in back of the Stanford Gallery, your car may be ticketed and towed.

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 (you will need a receipt from the hotel)
- For your claim: If you were in the hotel, select “Department Paid” and the following on CalATERS:
 - Charge to: “AOT Group 3”
 - 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: 067ADM00 (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 employee, supervisor, and Training Section in providing a return on the training investment to the Department.

ADMINISTRATIVE OFFICERS TRAINING GROUP 3
February 14-16, 2017

Tuesday
February 14

0830-0840	WELCOME <ul style="list-style-type: none"> • Introduction of Facilitators • Course Norms and Standards • Bring your syllabus 	Contreras/Lombard
0840-0850	Administration Introductions and Fun Facts	Carriker
0850-0915	Say "No" to Myths <ul style="list-style-type: none"> • Laws, Rules, Regulations • Consequences • Common Requests/Inquiries • How to work with "No" and find a path to "Yes" 	Carriker/Simpson/Gutierrez " " " " " " " "
0915-0940	Separation of Duties <ul style="list-style-type: none"> • AO authority Fiscal Rules and Timelines <ul style="list-style-type: none"> • FYE deadlines • SCO 	Carriker/Simpson/Gutierrez " " Carriker/Gutierrez " " " "
0940-1010	"Extra Money Bucket Myth" <ul style="list-style-type: none"> • Why change was made • Overhead • Budget allocation process • Tie to SBB • Positions Pool • DIP/DAR 	Carriker/Burgess/Simpson " " " " " " " " " "
1010-1025	Job Analysis	Fraser
1025-1145	Performance Management <ul style="list-style-type: none"> • Organization-Programmatic-Individual <ul style="list-style-type: none"> ○ Progressive Discipline Workforce Management <ul style="list-style-type: none"> • Succession Planning Personnel Risk Management <ul style="list-style-type: none"> • Sexual Harassment, Discrimination, Reasonable Accommodation 	Summers/Sexton Freeman " " " " " " " " "
1145-1245	LUNCH	
1245-0130	Labor Relations <ul style="list-style-type: none"> • Strikes • Performance Management perspective 	Honeycutt " " " "
0130-0200	Panel <ul style="list-style-type: none"> • Open Questions and Answers 	All

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Tuesday
February 14

0200-0430	Information Technology	Minas/Blesi/McGee
	• Fun Facts	“ ”
	Security and Administrative Rights	“ ”
	• Why we say “no”	“ ”
	• What we do to address threats	“ ”
	Mobile Devices and Public Records Act	“ ”
	Today’s Needs and Tomorrow’s Innovations	“ ”
	• Investment	“ ”
	• Interconnectedness with other programs	“ ”
	• Future of databases/IT systems	“ ”
0200-0430	IT Change Coming	“ ”
	• 90-day email	“ ”
	• VOIP	“ ”
	• Radios	“ ”
	Data Management	“ ”
	• Nomenclature	“ ”
	• Storage best practices	“ ”
	Citrix	“ ”

Wednesday
February 15

0830-1145	FI\$CAL	Del Valle/Felsenstein
1145-1245	LUNCH	
1245-0300	Hiring Processes and Barriers	Contreras/Farrell
0300-0430	Recognition Programs	Liberty-McGarity

Thursday
February 16

0900-1000	R2S2	Kirwan/Walton
1000-1100	Lessons Learned and Implementation	Contreras/Lombard
	• Questions and Answers	All
	WRAP-UP/CLOSE:	Contreras/Lombard
	• Evaluation	All

Administrative Officers Training

Administration

By the close of the training session the participants will:

1. Discuss statewide and departmental system improvement initiatives and identify their impacts on Districts.
2. Describe Headquarters administrative functions and identify available tools and other resources.
3. Explain the budgetary and position allocation processes as well as budget development and management at the District level.
4. Describe the relationship between workforce management and performance management.
5. Discuss Headquarters and District administrative functions.
6. Describe strategies to improve their comfort in managing IT.
7. Describe strategies to address misuse and risk to the department.
8. Describe the role of IT and the impacts of enterprise-level IT implementations.
9. Discuss trends in IT and how they can benefit the department and field operations.