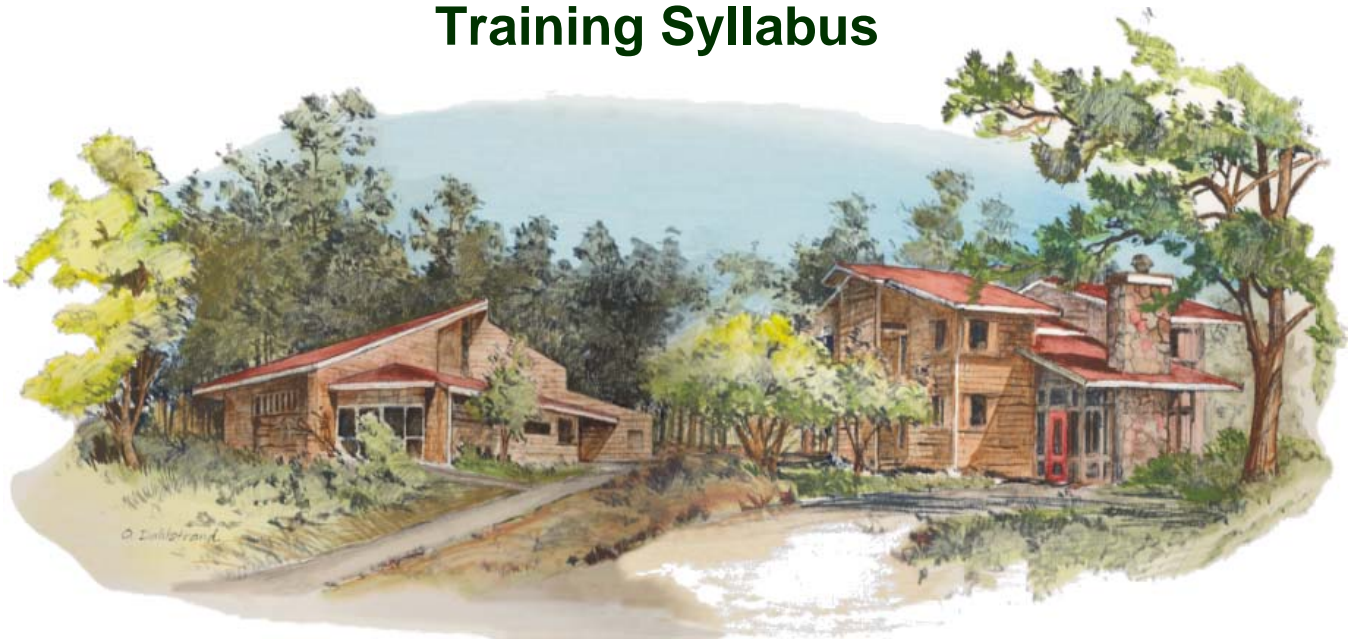


ADVANCED TRAILS PROGRAM: MAINTENANCE AND MANAGEMENT

June 24-29, 2012

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: June 5, 2012

To: Supervisor

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

Subject: Employee Attendance at Formal Training
Advanced Trails Program: Maintenance and Management Group 8

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 the supervisor 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 login 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.



Joanne Danielson
Academy Director, Acting

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 and collaboration, training and human resources development.

TRAINING SECTION STAFF

David Saxby Department Training Officer, Acting
Joanne Danielson Academy Director, Acting
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Pat Bost Office Manager
Chuck Combs..... Training Specialist
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Karyn Lombard..... Training Specialist
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Dan Kraft..... Cadet Training Officer
Nikki Shannon Cadet Training Officer
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Ellen Dewsnap Assistant Program Coordinator
Rogers Williams Program Assistant
Socorro Wallace..... Program Assistant
Joanne Ciccone Program Assistant
Ginger Henry..... 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

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. (Pre-training assignments are listed in the "Program Attendance Checklist" section.)
3. **TRAVEL:** Arrange your travel to and from Palm Springs, CA 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 are entitled to claim the Incidental Allowance as

outlined in DAM 0410.5. There will be a vanpool to take you from The Saguaro Palm Springs to the training sites.

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 12:00 noon on the date of departure. The Department provides your room and board expenses at The Saguaro Palm Springs 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 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. Quiet hours are 22:00 to 08:00 hours.

Please 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 designed as smoking rooms, etc. Please be prepared to handle this appropriately.

5. **ENROLLMENT OR HOUSING CANCELLATION POLICY:** For **DPR participants** 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 72 hours prior to your date of arrival. Lodging, requisition and associated fees will be charged to the employee's District or Section/Office if a training cancellation is received with less than 72 hours notice.

For **outside agency participants** to cancel without cost, you must cancel more than two weeks before the check in date for the class. Otherwise you will be invoiced one half (\$500) the class tuition as a cancellation fee.

The Mott Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.

6. **MEALS:** Meals will be provided as part of the accommodations 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. Box lunches will be provided on some days. If you require a special diet, notify the Program Coordinator no later than two weeks before your scheduled arrival.

7. PER DIEM: There will be no Per Diem offered for this training

NOTE: Your travel and incidentals are to be charged to your district.

8. CLOTHING: Uniforms are not required for this program. Special clothing requirements for your program are described in "Training Attendance Requirements" section. Your informal sportswear should be appropriate during off duty hours.
9. REGISTRATION: When you arrive at the Saguaro Palm Springs, go directly to the registration desk for check-in and your room assignment. Rooms at the Saguaro Palm Springs are equipped with telephones which you may have to secure with a personal charge card for payment.
10. 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.
11. 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.
12. TRAINING MATERIALS: The Department of Parks and Recreation Trails Handbook will be used during this program; please bring your copy with you. No additional copies will be available during the program.
13. TRAINING LOCATION: Training will be conducted at The Saguaro Palm Springs in Palm Springs, CA and in Mount San Jacinto State Parks near Palm Springs, CA. Please refer to the location maps in this syllabus.
14. SAFETY/COMFORT REMINDER: Palm Springs is below sea level in the Lower Sonoran, life zone and Mount San Jacinto is in the Upper Canadian. Conditions in Palm Springs will be hot and dry during the training period. It can vary between 30 to 50 degrees F in the two locations. Be prepared for these conditions. Bring sun screen, extra water bottles, breathable clothing, layered clothing (the mornings may be cool up on the mountain). In addition to your hard hat, you may want to bring a hat to shade your head for those field exercises that do not require a hard hat.

15. 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. Also note – due to remote, rural location most cell phones only work marginally, if at all in this area. Be prepared with calling cards or alternate means to make telephone calls.

PROGRAM ATTENDANCE CHECKLIST/PRE-TRAINING ASSIGNMENT

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

- ___ Make arrangements for lodging and meals as described in the Housing and Meals sections of the Training Guidelines.
1. Read and understand the Advanced Trails Program Maintenance and Management Syllabus prior to your arrival at the training.
 - Be prepared to discuss the projects you will be assigned in the next twelve months that will utilize the skills developed during the training program.
 2. Remember to bring the following with you to training:
 - Program syllabus and Trails Handbook.
 - Personal safety equipment (safety glasses, ear protection, gloves, hardhat, sunscreen, **wading shoes and pants for the bridge assessment exercise**).
 - Appropriate work clothing and rain gear with good work boots.
 - Daypack to carry any personal items and drinking water.
 - Alarm clock, pens, pencils.
 3. Complete the Pre-Training Assignment:
 - 5 Image Program: Class participants are requested to prepare a brief slide or PowerPoint presentation on trail projects undertaken within their district, park or geographic area of responsibility. Subject matter is limited to trail repair and maintenance activities, i.e., trail construction/reconstruction, bridge construction, retaining wall construction, steps construction, etc. Before and after shots are desirable. Presentations will be limited to a maximum of five minutes. Please have your images pre-arranged in your media (flash drive or CD) to expedite the presentations.
- NOTE:** Completion of the pre-training assignments and bringing your Personal Protective Equipment is mandatory and will count for 20% of your program grade.
4. **Do not contact** The Saguaro Palm Springs to make any personal arrangements. All special arrangements must be made via the Training Center office. If you have questions or need help contact the Program Coordinator, Chuck Combs, by telephone at (831) 649-7124 or via e-mail at chuck@parks.ca.gov .

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).

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.

ADVANCED TRAILS PROGRAM: MAINTENANCE MANAGEMENT GROUP 8
A G E N D A – June 24-29, 2012

The first meeting and subsequent classroom sessions will take place in the Sage Room of The Saguaro Palm Springs. Field sessions will take place on Mount San Jacinto State Park and Wilderness. We will be vanpooling from The Saguaro Palm Springs to the Valley Tram Station and take the Palm Springs Aerial Tramway to the mountain top. The tram runs on a tight schedule and special trams have been scheduled for us. Your punctuality is required to successfully complete this class.

If you are late you will be left behind!

Sunday

June 24

1500-2100 *(DPR Participants Register for your accommodations at The Saguaro Palm Springs)* All

Monday

June 25

0700-0800	Breakfast in the Courtyard of The Saguaro	All
0800-0900	Program Orientation/MPC Registration	Combs
0900-1000	Intermediate Class Review	Knapp
1000-1200	Bridge Design and Construction Lecture	Beers
1200-1300	Lunch and Transportation to Mount San Jacinto	All
1300-1600	Trail Bridges Assessment Practical Lab (wear wading shoes and clothes)	Beers/Allsop/ Knapp/Fisher/ Shannon/Spann/ Turner
1600-1700	High Lead Rigging Demonstration	Turner
1700-1830	Transportation from Mount San Jacinto	All
1830-	Dinner in the Courtyard of The Saguaro	All

Tuesday

June 26

0700-0800	Breakfast in the Courtyard of The Saguaro	All
0800-0900	Transportation to Mount San Jacinto	All
0900-1600	Rotating Labs: Puncheon Construction-RED TEAM Stage 1 Bridge Construction-GREEN TEAM Stage 2 Bridge Layout -BLUE TEAM	Knapp/Spann Fisher/Shannon/ Turner Allsop/Beers
1200-1300	Lunch in the Field	
1600-1700	Transportation from Mount San Jacinto	All
1800-	Dinner in the Courtyard of The Saguaro	All
1900-2100	Participant Presentations	All

ADVANCED TRAILS PROGRAM: MAINTENANCE MANAGEMENT GROUP 8
A G E N D A – June 24-29, 2012

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If you are late you will be left behind!

Wednesday

June 27

0700-0800	Breakfast in the Courtyard of The Saguaro	All
0800-0900	Transportation to Mount San Jacinto	All
0900-1600	Rotating Labs: Puncheon Construction-GREEN TEAM Stage 1 Bridge Construction-BLUE TEAM Stage 2 Bridge Layout-RED TEAM	Knapp/Spann Fisher/Shannon/ Turner Allsop/Beers
1200-1300	Lunch in the Field	
1600-1700	Transportation from Mount San Jacinto	All
1800-	Dinner in the Courtyard of The Saguaro	All
1900-2100	Participant Presentations	All

Thursday

June 28

0700-0800	Breakfast in the Courtyard of The Saguaro	All
0800-0900	Transportation to Mount San Jacinto	All
0900-1600	Rotating Labs: Puncheon Construction-BLUE TEAM Stage 1 Bridge Construction-RED TEAM Stage 2 Bridge Layout-GREEN TEAM	Knapp/Spann Fisher/Shannon/ Turner Allsop/Beers
1200-1300	Lunch in the Field	
1600-1700	Transportation from Mount San Jacinto	All
1800-	Dinner in the Courtyard of The Saguaro	All

Friday

June 29

0700-0800	Breakfast in the Courtyard of The Saguaro	All
0800-0930	Motorized Trail Equipment Lecture	Allsop
0930-1100	Trail Budgeting and CAMP	Knapp
1100-1130	Course Review	Fisher/Shannon
1130-1200	Program Evaluation and Departure	Combs

PROGRAM: ADVANCED TRAILS PROGRAM: MAINTENANCE MANAGEMENT

PROGRAM OUTLINE

<u>PROGRAM ORIENTATION AND MPC REGISTRATION</u>	1.0
<u>PUNCHEON AND BRIDGE LAYOUT AND CONSTRUCTION</u>	30.0
Assessment.....	
Construction Lab	
Lecture	
Layout	
<u>MOTORIZED EQUIPMENT</u>	1.5
Environmentally Sensitive Techniques	
Cost Benefit.....	
<u>TRAIL BUDGETING</u>	1.5
473's.....	
CAMP.....	
<u>STUDENT PRESENTATIONS</u>	4.0
Preparation.....	
Program Review.....	
<u>CLASS REVIEW AND FINAL EXAM</u>	1.5
<u>PROGRAM EVALUATIONS</u>	<u>0.5</u>
TOTAL HOURS.....	40.0

ADVANCED TRAILS PROGRAM: MAINTENANCE MANAGEMENT

PROGRAM ORIENTATION AND MPC REGISTRATION

Purpose: Participants and Trainers will become reacquainted with each other and the Program Coordinator. The group will be given information on the logistics of the week's training program. Each participant will share how they have applied the knowledge gained in the two previous programs at their district and what expectation they have for this program. In addition, the program content will be reviewed.

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

1. Review program content, procedure and evaluation processes.
2. Share and record expectations with group members.

BRIDGE LAYOUT AND CONSTRUCTION

Purpose: Develop the participant's knowledge of trail bridge construction and maintenance techniques, proper site planning and crossing alternatives.

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

1. Identify the necessity and design of different types of trail bridges.
2. Demonstrate sound project management principles that are required to properly locate, layout and construct a trail bridge on park land.
3. Develop knowledge of skills and techniques to layout and safely construct a complete wooden trail bridge.

MOTORIZED EQUIPMENT

Purpose: To develop an understanding of the appropriate use of motorized equipment in a Trail Maintenance and Management Program.

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

1. Avoid the environmental impacts of trail construction and maintenance utilizing motorized equipment.
2. Evaluate the cost benefits of motorized equipment in construction and maintenance projects on trails.

3. Gain a working knowledge of the logistical support requirements for utilizing motorized equipment.
4. Work safely on trails with support crews and motorized equipment at the same time.

TRAIL BUDGETING

Purpose: Learn to develop labor, material, tool and equipment cost estimates for trail maintenance activities and to input the data in a Maximo data base program.

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

1. Recognize the importance of performing trail inventories such as UTAP or trail logs.
2. Input the trail feature data into budget spreadsheets (473's) to develop annual trail labor, material, equipment and contract costs.
3. Put budget spreadsheet data into Maximo job plans.
4. Use trail inventories and trail structure assessments to develop trail rehabilitation costs.



