

Conservation Technologies

January 28-30, 2020

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: November 18, 2019

To: Supervisor

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

Subject: Employee Attendance at Formal Training

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



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
Eric Marks..... Leadership and Development Manager
Jack Futoran EMS and LFG Training Coordinator
Jeff Beach..... Training Consultant
Tamara Busman Training Consultant
Joel Dinnauer..... Training Consultant
Sara M. Skinner Training Consultant
Robert Waller Training Consultant
Vernon Reyes Instructional Designer
Jason Smith Academy Coordinator
Jeremy Alling Cadet Training Officer
Matt Cardinet Cadet Training Officer
Jaime Stamps Cadet Training Officer
Lisa Anthony Program Coordinator
Margaret Fowler..... Program Coordinator
Edith Alhambra Assistant Program Coordinator
Samantha Guida..... Assistant Program Coordinator
Ricky Roldan..... Assistant Program Coordinator
Pamela Yaeger Assistant Program Coordinator

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 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). 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. 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 training.

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 11:00 a.m. on the date of departure. The Department provides your room and board expenses at Deer Haven Inn only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Advise the Training Consultant 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 hour is 10:00 p.m.
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 Consultant 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 Mott Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.

6. MEALS: Meals provided, semi-cafeteria style, from dinner on the date of arrival through lunch on the date of departure. Meals 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. If you require a special diet, contact the Training Consultant Sara M. Skinner to request the Asilomar Dietary Restriction form no later than two weeks prior to the course start date. The Training Consultant will forward the form to the appropriate Asilomar Conference Grounds staff.

In order to assist participants with limited mobility, Asilomar provides a shuttle to and from the dining hall. Contact either Asilomar staff upon check-in, or Mott Training Center staff upon your arrival, for instructions on arranging a transport.

7. SMOKING: Smoking not permitted in the Mott Training Center or in any lodge or guest room on the Asilomar Conference Grounds.

8. **TRAINING CENTER:** The Mott Training Center is located on Asilomar Conference Grounds, part of Asilomar State Beach. The Conference Grounds are operated for our Department by a concessionaire. All lodging and food services are provided to us by employees of the concessionaire. Constant efforts are made to maintain a sound, harmonious working relationship between the Department and concessionaire. None of us can expect preferential treatment for any reason and, as a departmental employee; you will be expected to join in our continuing effort toward an effective relationship with each Asilomar concession staff member. On occasion, non-departmental groups may be staying in the same lodges. It is imperative that you represent the Department well on and off duty.
9. **REGISTRATION:** When you arrive at Asilomar Conference Grounds, proceed directly to the front desk at the Asilomar Administration Building for your dining room tickets. If you require vegetarian meals, notify the front desk representative and your meal ticket will be marked accordingly.
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 SECTION STAFF:** Sara M. Skinner is your Training Consultant and has been assigned the responsibility for your training group. That staff member usually serves as a Course Leader as well as a Coordinator. 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.
12. **TRAINING MATERIALS:** May be made available to you at both your unit and the Mott Training 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. Copies of DAM and DOM will be available to you for self-study. Bring your own pens and pencils.
13. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to 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 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.

14. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call the Center at (831) 649-2954. Calls after 5:00 p.m. or during weekends should be made to (831) 372-8016, Asilomar Conference Grounds, and the caller should tell the switchboard operator you are with a California State Parks training group. **Note: There are no longer pay telephones outside of the Mott Training Center. There are pay telephones located at the Asilomar Administration Building.**
15. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.
16. COFFEE BREAK REFRESHMENTS: Available throughout each session. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Bring your own coffee cup.

PROGRAM ATTENDANCE CHECKLIST / PRE-TRAINING ASSIGNMENT

To assist you in your preparation for formal training session at the William Penn Mott Jr. Training Center, the following list is provided:

- _____ 1. Read the Conservation Technologies program syllabus prior to your arrival at the Training Center.
- _____ 2. Arrange your travel through your Unit/District Office.
- _____ 3. **Pre-Training Assignment:**
Attendees should bring handheld data collection devices (phones) provided to their Districts by NRD and if available a laptop.
- _____ 4. Bring the following with you to training:
 - Program syllabus.
 - Uniforms are not required. Appropriate business attire.
 - Reusable coffee mug, refillable water bottle, notepaper, pens, and pencils

If you have any questions or need assistance, contact Training Consultant Sara M. Skinner at (831) 649-2961 or Sara.Skinner@parks.ca.gov.

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.

CONSERVATION TECHNOLOGIES

January 28-30, 2020

Tuesday

January 28

0730-0830	BREAKFAST	
0830-0930	Orientation/Introduction	Skinner/Valerio
0930-1045	ESRI Collector	Barve
1045-1100	BREAK	
1100-1200	Hands on Scavenger Hunt Using Collector	Group Activity
1200-1300	LUNCH	
1300-1400	Data Post Processing: Collector	Barve
1400-1445	Data Post Processing Exercise	Group Activity
1445-1500	BREAK	
1500-1600	Survey 123 and Quick Capture	TBD
1600-1700	Survey 123 Applied: Rare Plant Surveys in Red Rock	Gardner/Barve
1700-1730	Summary and Questions	Valerio
1800-1900	DINNER	

Wednesday

January 29

0730-0830	BREAKFAST	
0830-0840	Highlights of the Day/Announcements	Skinner/Valerio
0840-0915	Tuesday Questions/Wednesday Overview	Valerio/Barve
0915-1030	Survey 123: Pre-Field Setup	Barve/Group Exercise
1030-1045	BREAK	
1045-1130	Survey 123 Field Exercise	Group Activity
1130-1200	Survey 123 Post Processing	Barve
1200-1300	LUNCH	
1300-1330	Dashboards	TBD
1330-1430	Live Feeds and URLs	TBD
1430-1445	BREAK	
1445-1515	BioBlitzes and INaturalist	Gardner
1515-1600	Extracting Data from Partners	Barve
1600-1730	Story Mapping	TBD
1800-1900	DINNER	

CONSERVATION TECHNOLOGIES

January 28-30, 2020

Thursday

January 30

0730-0830	BREAKFAST	
0830-0840	Highlights of Day/Announcements	Skinner/Valerio
0840-1030	Using Collected Data	Barve/Valerio/Jelinski
1030-1045	BREAK	
1045-1100	Class Photo	
1100-1200	Open Question Forum/Conclusion	Valerio

CONSERVATION TECHNOLOGIES

OVERALL PURPOSE OF THE COURSE

Purpose: This course provides ongoing training to natural resource staff to maintain consistency and effective coordination of resource management functions in the Department. This course is intended to improve overall resource management through a formal process of exchanging information on the use of technology for natural resource management. Periodic exchanges are important to improve system-wide programs, maintain consistent data management, monitoring, and inventory practices, to present effective resource management techniques, and to provide a forum for collaboration.

Learning Objectives: By the end of the session the participant will

1. Develop familiarity with GIS Applications available to the Department for survey and monitoring of Natural Resources.
2. Identify and access technological applications that support the natural resource program functions of the Natural Resources Division including the vegetation program, the coastal program, scientific permitting, and others.
3. Identify and utilize open sources and partner data available for use for informing Natural Resources Management Actions.
4. Observe examples of successful natural resource usage of technology to inform management decisions.
5. Describe the usage of UDF, MAXIMO, and PID for Natural Resources.
6. Identify subject matter experts available in the Department.
7. Obtain information and examples on using various technological tools for use in conservation, resource management, research, data collection, and public story telling.