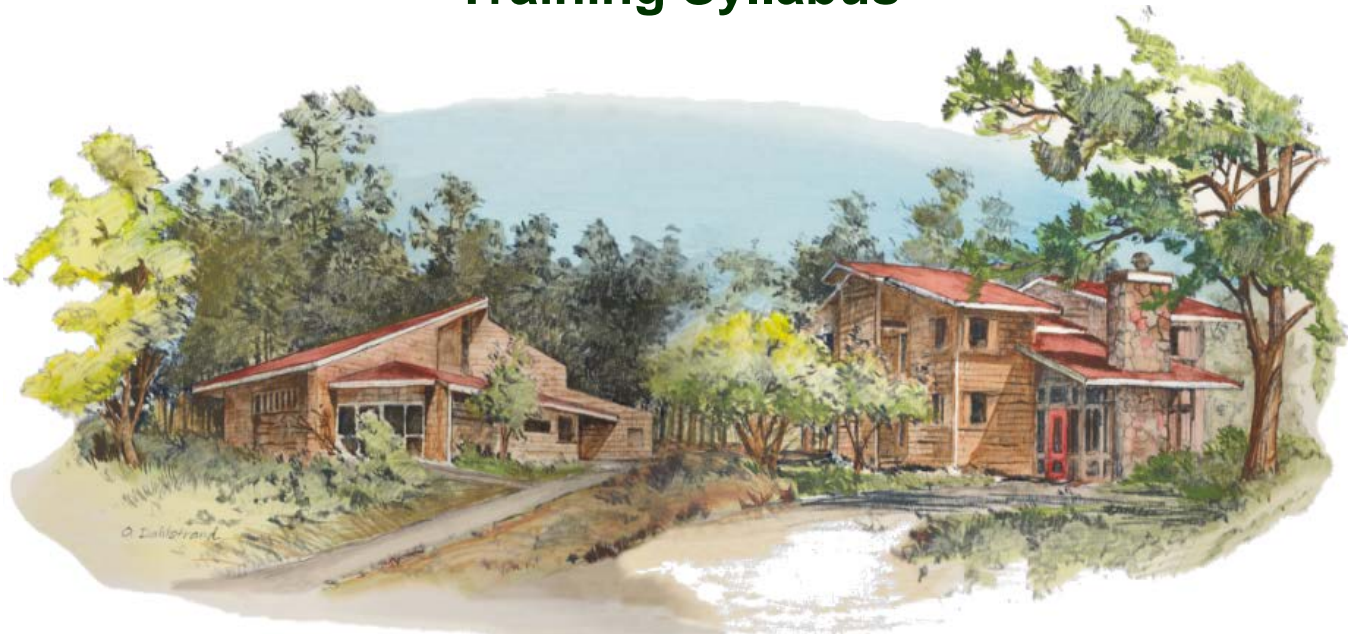


DISTRICT TRAILS COORDINATOR TRAINING

April 19-21, 2017

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: March 21, 2017

To: Supervisor

From: Debbie Fredricks, Chief
Training Section
California State Parks

Subject: Employee Attendance at Formal Training
District Trails Coordinator Training Group 8

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

TABLE OF CONTENTS

Formal Training Guidelines	1
Program Attendance Checklist.....	5
Post-Training Assignment	6
Agenda.....	7
Objectives	9
Location Maps.....	11

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 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 and 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) and on the Parks and Recreation website under the Learning/Training Section. You should print a copy of the syllabus to bring with you to class. 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 (other than reading) which involve either individual or group efforts or resources. **Training participants are required to research a road or trail deferred maintenance or capital improvement project for potential input into the Department's Park Infrastructure Database (PID) prior to the training.** Research information will be used to develop a project scope, description and cost estimate during the PID training session. Projects can include reconstruction, re-engineering, rerouting or new road or trail projects located within the participant's district. **In addition, participants are required to**

present one five minute long road or trail project in-progress or completed at the participant's district within the last two years. Presentations format should be no longer than five slides. Presentations should include photographs maps and graphics as necessary to communicate the project issues and solutions.

3. TRAVEL: Arrange your travel to and from the Hyatt Regency Monterey Hotel & Spa on Del Monte Golf Course 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. Contact them directly for the schedule.

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.

4. HOUSING: Housing will be at the Hyatt Regency Monterey Hotel & Spa on Del Monte Golf Course located at 1 Old Golf Course Road, Monterey, California 93940-4908. Reservations have been previously made so there is no need to contact the hotel directly. For additional information or assistance with hotel arrangements please contact the program manager Callie Hurd by telephone at (916) 324-0423 or via e-mail at Callie.Hurd@parks.ca.gov. Please refer to the location map on the last page of this syllabus.

HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact Callie Hurd by Friday, April 1st. Hotel lodging, registration and associated fees may be charged to the employee's District or Office if the training cancellation is received with less than 72 hour's notice.

5. REGISTRATION: When you arrive at the Hyatt Regency Monterey Hotel & Spa go directly to the Conference Registration Desk to receive your hotel room assignment, meal tickets, and conference packet. Note that hotel rooms must be secured with a personal credit card upon check in. The conference registration desk will be open Tuesday, April 18 from 1400 to 1800 and Wednesday, April 19 from 0700 to 1830.
6. MEALS: Dinner on April 18th will be purchased by attendees and is available for reimbursement per state travel regulations. Meal vouchers, for the Hyatt Regency Monterey Hotel & Spa, will be provided for Breakfast on April 19, 20 and 21. Complementary meals will be provided as follows, box lunch on April 19 at 1200, dinner on April 19 at 1830, lunch on April 20 at 1200, dinner on April 20 at 1830 and a box lunch on April 21 at 11:30. If you require a special diet, contact Callie Hurd (see above for contact info).

7. CLOTHING: Uniforms are not required for this program. (Special clothing requirements for your program are described in "Training Attendance Requirements" section.)

Because we will be at a very popular conference facility with other professionals, and the image that we project as trails professionals can have a lasting impact on the public, your attire should be appropriate even during off duty hours.

8. 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.
9. TRAINING CENTER STAFF: No Training Center staff is expected at this training. Course leaders will do all within their power to make your training experience pleasant and meaningful.
10. TRAINING MATERIALS: **Participants are required to bring at least one project for potential inclusion into the Departments Park Infrastructure Database (PID) and one five minute long road or trail project in-progress or completed at the participant's district within the last two years. Presentations format should be no longer than five slides.**
11. FAX: The Mott Training Center's FAX number is 831-649-2824.
12. TRAINING LOCATION: Training will be conducted at **Housing will be at the Hyatt Regency Monterey Hotel & Spa on Del Monte Golf Course located at 1 Old Golf Course Road, Monterey, California 93940-4908.** Please refer to the location maps on the last page of this syllabus.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for this training at the District Trails Coordinator Training the following checklist is provided:

1. Be sure you have read and understand the District Trails Coordinators Training Syllabus prior to the first scheduled session.
2. Bring the following items with you to training:
 - Training syllabus.
 - Pens and pencils.
 - Coffee cup.
 - Day pack and water bottle.
 - Hip waders, rubber boots or creek shoes necessary for crossing wetlands and streams.
 - Poison oak prevention and treatment products and clothing. Field visit will involve hiking in locations containing poison oak
3. **DO NOT** contact the Hyatt Regency Monterey Hotel & Spa to make any personal arrangements. All special arrangements must be made via the Trails Office. If you have questions or need help, contact the Callie Hurd at 916-324-0423 or Callie.Hurd@parks.ca.gov.
4. For general information about the Hyatt Regency Monterey Hotel & Spa you may visit it on the web at <https://monterey.regency.hyatt.com/en/hotel/home.html>

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.

DISTRICT TRAILS COORDINATOR TRAINING GROUP 8 – AGENDA

April 19-21, 2017

The classroom sessions and group meals and lodging will occur at the Hyatt Regency Monterey Hotel & Spa on Del Monte Golf Course.

Tuesday

April 18

1600-1800	Registration at Hyatt Regency Monterey Hotel & Spa	All
1800-2000	Dinner – Participants to purchase	All

Wednesday

April 19

0700-0800	Breakfast (Voucher) Hyatt Regency Monterey Hotel & Spa	All
0700-1830	Registration at Hyatt Regency Monterey Hotel & Spa	All
0800-0830	Introductions and Training Overview	Spann
0830-0900	Overview of Soberanes Fire issues	Hiles
0900-0915	Break/Pick Up Box Lunches	All
0930-1200	Site Visit to Discuss Fire Related Damage and Treatments to Roads and Trails in the Monterey District	All
1200-1300	Lunch (Box Lunch)	
1300-1500	Site Visit to Discuss Fire Related Damage and Treatments to Roads and Trails in the Monterey District	All
1500-1630	Accessible Trail Design and Maintenance at Point Lobos State Park	Nawrath/Spann/ Hiles/Turner
1630-1700	Return to Hyatt Regency Monterey Hotel & Spa	All
1830-2100	Welcome and Key Note Speaker Dinner	All

Thursday

April 20

0700-0800	Breakfast (Voucher) Hyatt Regency Monterey Hotel & Spa	All
0800-0830	Trails Handbook Update	Spann
0830-0930	CTGC Educational Breakouts	All
0930-0945	Break	All
0945-1045	CTGC Educational Breakouts Conference Session	All
1045-1100	Break	All
1100-1200	CTGC Educational Breakouts	All
1200-1330	Lunch Hyatt Regency Monterey Hotel & Spa	All
1330-1400	Ebike Policy Discussion	Spann
1400-1430	Sharing and Coordinating Road and Trail Resources	Turner
1430-1500	Road and Trail Funding Opportunities	Hurd/Spann/ Turner

DISTRICT TRAILS COORDINATOR TRAINING GROUP 8 – AGENDA
April 19-21, 2017

The classroom sessions and group meals will occur at the Hyatt Regency Monterey Hotel & Spa on Del Monte Golf Course.

Thursday

April 20 (continued)

1500-1530	Working with Volunteers	Sinclair/ Dascoulias/ Barker
1530-1545	Break	All
1545-1615	CCC/Cal Fire/ ACE/SB 204 Interagency Agreements	Spann/Turner
1615-1715	DTC Presentations	All
1830-2100	Conference Awards Dinner (Exhibit Halls C & D)	All

Friday

April 21

0700-0800	Breakfast (Voucher) Hyatt Regency Monterey Hotel & Spa	All
0800-0930	DTC Presentations	All
0930-1000	Building and Running a Trails Program	Hiles/Turner
1000-1015	Break	All
1015-1130	Call for District Road and Trail projects	Spann/Turner
1130-	Lunch to go (Box Lunch)	All

DISTRICT TRAILS COORDNATOR TRAINING

INTRODUCTION AND TRAINING OVERVIEW

Purpose: Participants will meet one another and course leaders. The group will share expectations for the training program. In addition, program content will be reviewed.

OVERVIEW OR SOBERANES FIRE ISSUES

Purpose: Participants will be provided an introduction, summary overview to the Soboranés Fire which burned areas of Garrapata State Park, Big Sur State Park and the Los Padres National Forest in the summer of 2016.

SITE VISIT TO SOBERANES FIRE DAMAGE LOCATIONS

Purpose: Participants will view and discussed road, trail and landscapes affected by the Soboranés fire and the associated stabilization and rehabilitation efforts conducted in these locations.

ACCESSIBLE TRAIL DESIGN AND MAINTENANCE AT LOBOS STATE PARK

Purpose: Point Lobos State Park has many miles of accessible trail. Participants will view and discussed accessible design elements implemented in the trail construction and the maintenance needs required to meet accessibility guidelines.

CTGC EDUCATIONAL BREAKOUTS CONFERENCE SESSION

Purpose: Participants will attend conference breakout sessions.

E-BIKE LEGISLATION

Purpose: Participants will be provided information regarding current and future policy on electric bicycle use in California State Parks.

SHARING AND COORDINATING ROAD AND TRAIL RESOURCES

Purpose: Participants will learn strategies and required communication necessary to share and coordinate labor, supervision, equipment, and materials on road and trail projects throughout the state.

TRAIL FUNDING OPPORTUNITIES

Purpose: Participants will be updated on potential road and trail funding sources available both within and outside of the department.

TRAIL HANDBOOK UPDATE

Purpose: Participants will be updated on the latest effort to update the departments Trails Handbook.

WORKING WITH VOLUNTEERS

Purpose: Participants will learn strategies on how to better recruit, organize, utilize and supervise volunteers use for road and trail projects.

CCC/CAL FIRE MASTER INTERAGENCY AGREEMENT UPDATE

Purpose: Participants will be provided an overview and update on the interagency partnerships between CCC and State Parks and Calfire and State Parks. They will be given a program overview and guidance on how to implement a partnership trails project using these master agreement contracting processes.

DISTRICT TRAIL COORDINATOR PRESENTATIONS

Purpose: Participants will prepare and present one five minute long road or trail project which is either in-progress or has been completed at the participant's district within the last two years.

BUILDING AND RUNNING A TRAILS PROGRAM

Purpose: Participants will be instructed on the staffing, equipment, experience and support required to develop and maintain a district trails program.

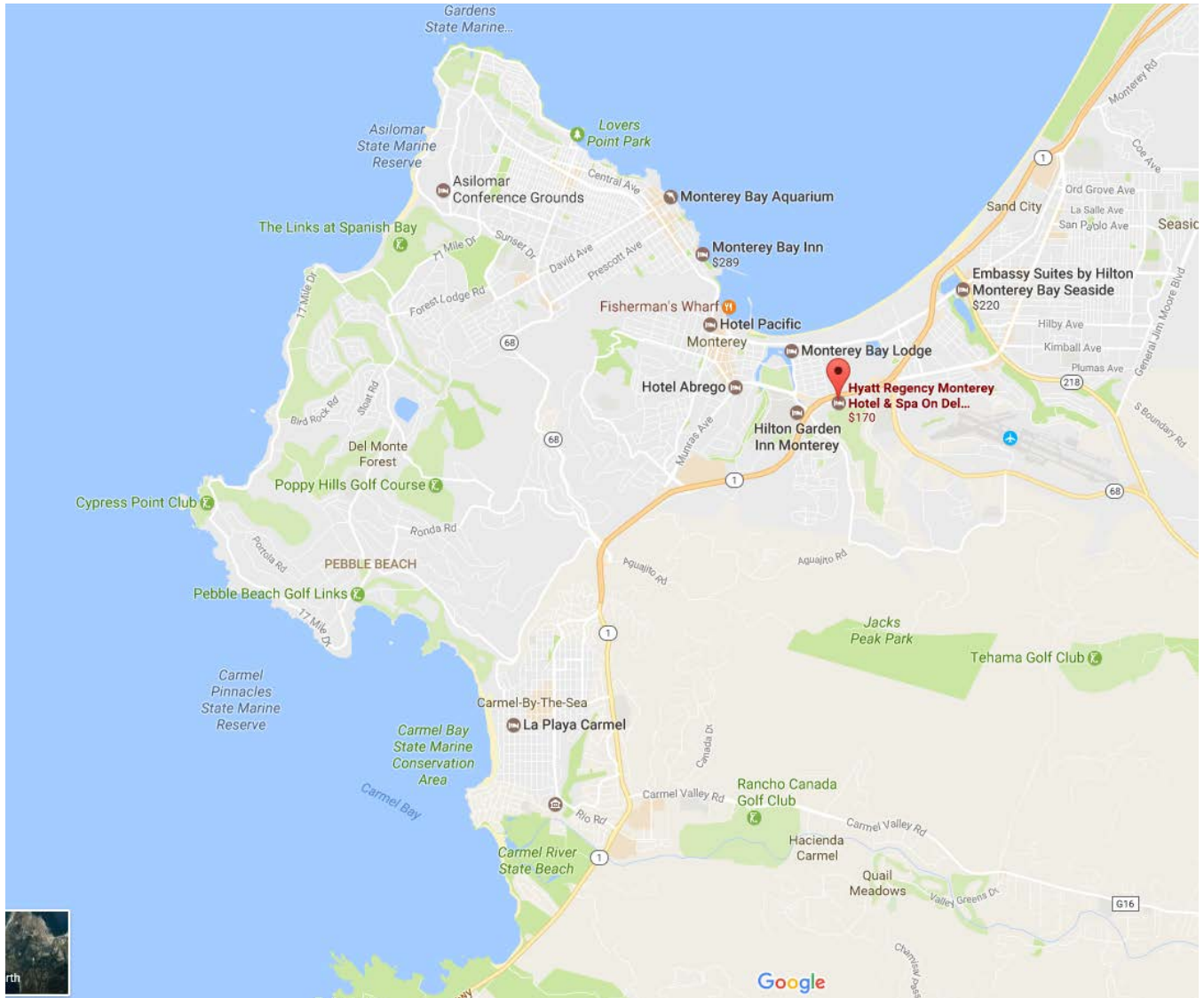
CALL FOR DISTRICT ROAD AND TRAIL PROJECTS

Purpose: Participants will be required to bring at least one project for potential inclusion in the Departments Project Infrastructure Database (PID). Information will be used to further develop the project through district and Facilities Management Division coordination.

DISCUSSION WITH DIRECTOR LISA MAGNAT AND KARL KNAPP (IF TIME AND OPPORTUNITY ALLOW)

Purpose: Participants will have the opportunity to receive departmental updates from DPR Director Lisa Magnat and Facilities Management Division Chief Karl Knapp as well as participate in a question and answer session and open dialogue.

LOCATION MAPS



LOCATION MAPS

