

Natural Resource Interpretation

March 26-30, 2018

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: February 26, 2018
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
Jack Futoran EMS and LFG Training Coordinator
Jeff Beach..... Training Consultant
Joel Dinnauer..... 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
Nate Steffen..... 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 the Mott Training Center 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 will be provided, semi-cafeteria style, from dinner on the date of arrival through lunch on the date of departure. Meals will be 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. 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. Appropriate attire includes apparel suitable for professional office dress. It does not include such items as shorts, t-shirts, tank tops, or sandals.

Because we are on the conference 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.

8. ALCOHOLIC BEVERAGES: Participants shall not possess or consume alcoholic beverages in common areas (living room) while on the Asilomar Conference Grounds unless provided and hosted by Concessionaire ARAMARK.
9. SMOKING: Smoking is not permitted in the Mott Training Center or in any lodge or guest room on the Asilomar Conference Grounds.
10. 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, and 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.
11. 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.
12. 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.
13. 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.

14. **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.
15. **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.
16. **VEHICLES:** All vehicles should be parked in the lots adjacent to the Mott Training Center. Any questions regarding use of a State vehicle while at the Mott Training Center should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Mott Training Center.
17. **BICYCLES:** If you bring your bicycle, store it in the bicycle shed next to the Mott Training Center. Bicycles may not be brought into any building nor chained to lamp posts, trees, etc. The Mott Training Center has a limited number of bicycles available for your use. Prior to your use, you are required to complete a safety inspection and sign a waiver which is posted in the bicycle shed.
18. **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.
19. **FAX:** The Mott Training Center's FAX number is (831) 649-2824.
20. **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.**
21. **LAUNDRY AND DRY CLEANING:** May be taken care of by you at one of several local establishments.

22. RECREATION: Facilities available on grounds include a heated swimming pool, pool tables, and a volleyball court. The Monterey area offers horseback riding, golf, tennis, racquetball, deep sea fishing, and many historical landmarks and scenic sights to explore.
23. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.
24. COFFEE BREAK REFRESHMENTS: Will be 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 ASSIGNMENTS

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 Natural Resource Interpretation program syllabus prior to your arrival at the Mott Training Center.
- _____ 2. Arrange your travel through your Unit/District Office.
- _____ 3. **Complete the following pre-training assignments:**
 - Bring a favorite active game or way to explain a scientific concept with a prop to demonstrate for Tuesday afternoon session
 - Download i-Naturalist on mobile phone
 - Bring a list of natural history books, field guides, music, quotes, props etc. that you use for resources and/or in natural resource interpretive programs
 - Read California Naturalist Handbook, Chapter 1 pages 1-26 — become familiar with the vocabulary presented (book will be sent to you)
- _____ 4. Bring the following with you to training:
 - Program syllabus
 - NO uniforms for this program. Proper attire required as noted in the Formal Training Guidelines, Number 7, Clothing, on page 3 of syllabus
 - Clothing appropriate for foul weather and shoes for walking/hiking outdoors; we will be offsite all day Wednesday, March 28th and Thursday, March 29th
 - 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 sit down and 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 Section in providing a return on the investment the Department has on training.

NATURAL RESOURCE INTERPRETATION GROUP 5 AGENDA
March 26-30, 2018

Monday

March 26

Beginning with Basics

0800-0815	Mott Training Center Orientation	Skinner
0815-0900	Introductions and Overview and Icebreakers	Williford/Arnett/ Stegner
0900-1000	California, Naturally: Surveying the Resource	Williford
1000-1200	Interpreting Natural Resources	Hammack/Lin
1200-1300	Lunch	
1300-1700	BEETLES Training	Holm/Skinner

Tuesday

March 27

Expanding the Boundaries

0800-1200	Capturing the Experience	Laws
1200-1300	Lunch	
1300-1500	NGSS and Natural Resource Interpretation	Sandage
1500-1700	Games and Natural Resource Interpretation	Stegner

Wednesday

March 28

The Power of Place

0800-1030	Field Training Excursion: Point Lobos State Natural Reserve— Environmental Science and Natural Resource Interpretation— South Shore Bluff Restoration Project	Bachman/Fields/ Sinclair
1030-1200	Snapshot California with Cal Academy of Science	Johnson/Young
1200-1300	Lunch	
1300-1700	Field Training Excursion: Whalers Cove—Bringing Interpretation into the New Millenium—Technology and Natural Resource Interpretation	Stolfi/Williford

Thursday

March 29

Deeper into the Field

0800-1200	Field Trip Excursion: Pfeiffer Big Sur State Park	Arnett/Staff
1200-1300	Lunch	
1300-1700	Field Trip Excursion: Andrew Molera State Park	Arnett/Staff

Friday

March 30

Bringing it Home

0800-0900	Climate Change and California State Parks	Shafer
0900-1030	Climate Change and Natural Resource Interpretation	Arnett
1030-1115	NRI and CA State Parks: The Bigger Picture	Fraser
1115-1145	Conclusion / Group Discussion	Williford/Arnett
1145-1200	Overall Course Conclusion and Summary	Skinner
1200	Lunch and Departure	

NATURAL RESOURCES INTERPRETATION GROUP 5

	<u>HOURS</u>
<u>PROGRAM OUTLINE</u>	
INTRODUCTION AND SUMMARY	2.0
Welcome, Applications, and Course Review	
Evaluation and Summary	
BEGINNING WITH BASICS	7.0
California, Naturally: Surveying the Resource	
Interpreting Natural Resources	
BEETLES Training Science and Teaching for Field Instructors	
EXPANDING THE BOUNDARIES	8.0
Capturing the Experience	
NGSS and NRI	
Connecting your Audience to the Resource	
THE POWER OF PLACE	8.0
Field Training Excursion: Point Lobos State Natural Reserve	
South Shore Bluff Restoration: Environmental Science and Interpretation	
California Snapshot Session	
NRI and Technology	
Nature Walk and Activities	
DEEPER INTO THE FIELD	8.0
Field Training Excursion: Big Sur Pfeiffer State Park and Andrew Molera State Park	
BRINGING IT HOME	3.0
Climate Change and California State Parks	
Climate Change and NRI	
NRI and CA State Parks: The Bigger Picture	
TOTAL HOURS	36

NATURAL RESOURCES INTERPRETATION GROUP 5

PROGRAM PURPOSE AND OBJECTIVES

General Purpose: To help participants become more highly motivated and skilled interpreters of natural history.

General Objectives: By completing this program, the participant will acquire a diverse array of new ideas, techniques, and materials that they will use to develop new interpretive programs and to improve the quality of existing ones.

BEGINNING WITH BASICS

Purpose: Instill in participants a renewed sense of the opportunity, value, and meaning of natural resources interpretation by taking a fresh look at the subject matter.

California, Naturally: Surveying the Resource

Purpose: Participants will engage audio-visually with the vast array of natural resources available to be interpreted in California.

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

1. Identify the various geologic, climatic, biological, and aesthetic resources that serve as “raw materials” for interpreters in California’s state parks.
2. Recognize thematic connections between these diverse natural resources.

Interpreting our Natural Resources

Purpose: To demonstrate the interpretive potential of basic scientific/natural resource information.

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

1. Describe ways to effectively convey elemental scientific/natural resource information essential to understanding the natural world through demonstrations, hands-on devices, and engaging explanations.
2. Obtain ideas and techniques for making interpretive presentations more effective, distinctive, and memorable.

NATURAL RESOURCES INTERPRETATION GROUP 5

BEETLES Training Science and Teaching for Field Instructors

Purpose: To provide participants with a hands-on introduction of the BEETLES approach to providing quality, outdoor education programs based on current research and understandings about how people learn.

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

1. Discuss how the BEETLES activities foster equity and inclusivity among students.
2. Identify how the BEETLES activities may be incorporated into their education programs.
3. Explain how "thinking like a scientist" can empower a student and change how they view nature.

EXPANDING THE BOUNDARIES and GATHERING RESOURCES

Purpose: To expose participants to new ideas and useful techniques for observing, recording, and sharing memorable experiences in nature.

Capturing the Experience

Purpose: To show the connection between observation, identification, journaling, and art as ways to more fully appreciate a park experience and to acquire a sense of place.

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

1. Sharpen their observational skills by applying them to drawing and writing exercises.
2. Demonstrate basic identification and classification techniques by paying close attention to the features of natural objects.
3. Employ these skills and techniques in interpretive programs they present.

Next Generation Science Standards and NRI

Purpose: To become familiar with the new national science education standards and how they relate to CA State Parks K-12 school programs.

NATURAL RESOURCES INTERPRETATION GROUP 5

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

1. Learn more about what NGSS is and how it applies to park interpretive programs, especially school programs.
2. Find out what California Regional Environmental Education Community (CREEC) is doing to connect teachers and non-formal educator providers.
3. Have an opportunity to discuss ways to incorporate these science standards into the park's interpretive programs.
4. Describe how to make interpretive presentations more relevant to school groups through a knowledge of curriculum content standards.

Connecting your Audience to the Resource

Purpose: To explore a range of activities and games that are useful in connecting diverse audiences to our natural resources.

Learning Objectives: By the close of this session participants will

1. Select age appropriate activities for their interpretive programs.
2. They will be able to conduct Icebreakers and observation activities that can enrich their program and help the audience connect with the resource.
3. They will be able to incorporate complex ideas of natural science in an active way for students and adults.
4. They will be able to use games and activities to guide the pace of their interpretive programs and create meaning making through hands on activities.

THE POWER OF PLACE

Field Training Excursion: Point Lobos State Natural Reserve

Purpose: To consider multiple approaches to natural resource interpretation and management in relation to a setting of great ecological and historical significance: Point Lobos State Natural Reserve, and the CA State Park System as a whole.

NATURAL RESOURCES INTERPRETATION GROUP 5

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

1. Explore a variety of natural habitats including rocky shore, Monterey cypress and pine forest, northern coastal scrub, and coastal bluff.
2. Observe guided nature walk techniques.
3. Describe the connection between natural resource management and interpretation, as well as project partnerships.
4. Experience ways to incorporate the use of technology and citizen science into natural resource interpretive programs.
5. Discuss and use new technological tools aimed at enhancing park visitor experience.
6. Consider the interconnectedness of natural and cultural history at Point Lobos SNR and elsewhere.
7. Practice perceptive exercises that will enhance participants' "sense of place".
8. Use travel time productively for orientation, discussion, and debriefing.

DEEPER INTO THE FIELD

Field Training Excursion: Pfeiffer Big Sur and Andrew Molera State Parks

Purpose: To observe examples of natural resource interpretation in different park settings, discuss various methods of interpretation through partnership projects and see the broad range of positions needed to support it. Pfeiffer Big Sur State Park and Andrew Molera State Park.

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

1. Explore a redwood forest and learn about critical resource issues.
2. Observe guided nature walk techniques and nature awareness principles.
3. Visit several different interpretive panels and tour the Ewoldsen Nature Center.
4. See partnerships in action through current interpretive projects and meet some of the planning team members.

NATURAL RESOURCES INTERPRETATION GROUP 5

5. Consider the interconnectedness of natural and cultural history.
6. Visit the Condor discovery center and learn from wildlife biologists.
7. Describe Natural Resource management and battling invasive species.
8. Use travel time productively for orientation, discussion, and debriefing.

BRINGING IT HOME-THE WEEK SUMMATION

Purpose: To complete the course by viewing interpretation as an opportunity for ongoing personal and professional growth and to bring closure to the week-long session by summarizing, in an inspiring manner, the lessons conveyed and the lasting value of his training to participants and to State Parks.

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

1. Demonstrate a higher level of knowledge, enthusiasm, confidence, and commitment about providing top-quality natural resource interpretation.

Climate Change, CA State Parks, and Interpretation

Purpose: To provide participants with an overview of the climate change issue as it pertains to state parks, and to provide tools to interpret this subject to the public.

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

1. Identify the causes and consequences of climate change as well as the science behind official claims and predications.
2. Identify what CA State Parks is doing in response to this environmental threat.
3. Interpret climate change-related policies and practices more confidently and effectively to the public.

Training Center, 837 Asilomar Blvd., Pacific Grove, CA 93950

