

OHV Interpretation Training

June 13-18, 2010

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: June 7, 2010
To: Supervisor
From: **Department of Parks and Recreation**
William Penn Mott Jr. Training Center
Subject: OHV Interpretation Training Group 1

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.



Tina L. Williams
Department Training Officer

Attachment

cc: Participant

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***Mission Statement
Training Section***

***The mission of the Training Section is to improve
organizational and individual performance productivity
through consulting, collaboration, training, and
development.***

TRAINING SECTION STAFF

Tina L. Williams Department Training Officer

Pat Bost Office Manager

Chuck Combs Training Specialist

Sara M. Skinner Training Specialist

Dave Galanti Training Specialist

Karyn Lombard Training Specialist

Matt Cardinet Cadet Training Officer

Dan Kraft..... Cadet Training Officer

Pamela Yaeger Assistant Program Coordinator

Bill Spencer..... Assistant Program Coordinator

Edith Alhambra Assistant Program Coordinator

Eric Marks..... Program Assistant

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 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). 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 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 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.) Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6.

4. HOUSING: Please request a travel advance for the training, which would include your hotel cost (at a maximum of \$84.00 per night plus tax), food and incidentals. Even though the cutoff for requesting and advance is June 14, your advance for this training needs to be requested ASAP. Once you have done that, please call the Folsom Residence Inn (link below) and tell them you are reserving your room under room block called OHV, Donna McGuire. You will need to give them your personal credit card to hold the room, but as long as you have your travel advance funds when you arrive, they will not charge your card. Link to Folsom Residence Inn by Marriott: <http://www.marriott.com/hotels/travel/sacfm-residence-inn-sacramento-folsom/>
5. CLOTHING: Comfortable casual business attire.
6. 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.
7. TRAINING MATERIALS: May be made available to you at both your unit and the Training Center. Handout materials issued at your unit should be brought to training for possible use. Bring your own pens and pencils.
8. 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 Specialist.
9. 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.
10. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor. See "Program Attendance Requirements" in this syllabus.

PROGRAM ATTENDANCE CHECKLIST

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

- _____ 1. Read and understand the program syllabus prior to your arrival at the training site.
- _____ 2. Complete the Pre-Training Assignments before the class begins.
- _____ 3. Your reporting location will be responsible for travel, lodging or costs for the entire training; please arrange travel through your unit or office.
- _____ 4. Bring a reusable coffee mug and reusable water bottle.
- _____ 5. Bring the OHV Interpretation 1 syllabus with you to the course.
- _____ 6. CLOTHING: Comfortable casual business attire.
- _____ 7. Lunch will differ per training site. Due to the remote location of Prairie City SVRA, we will be pre-ordering lunch in the a.m. of each day of training. Please bring plenty of small bills to make collection easier.
- _____ 8. The Adobe software is installed on training laptops for each of you to use during the training. The Adobe Suite will be installed onto your State computers, so unless other arrangements are made, please bring the computer (either a newer laptop or a PC tower) you plan to use at your unit/location with the Adobe Suite Software.

PRE-TRAINING ASSIGNMENTS

Please complete the Pre-Training Assignments before class begins or by the specified due date.

- Please request a travel advance for the training, which would include your hotel cost (at a maximum of \$84.00 per night plus tax), food and incidentals. Even though the cutoff for requesting and advance is June 14, your advance for this training needs to be requested ASAP. Once you have done that, please call the Folsom Residence Inn (link below) and tell them you are reserving your room under room block called OHV, Donna McGuire. You will need to give them your personal credit card to hold the room, but as long as you have your travel advance funds when you arrive, they will not charge your card.
- Link to Folsom Residence Inn by Marriott:
<http://www.marriott.com/hotels/travel/sacfm-residence-inn-sacramento-folsom/>
- Complete the SVRA Interpretation Programs Survey and email to Ellen Clark by **June 2, 2010**. (Please note: Some questions require the collaboration with your Supervisor and District Superintendent.)
- Compile samples of non-personal types of interpretive media (brochures, newsletters, program handouts, etc.) currently available at your SVRA to place on the sharing table during the Interpretation Training Classes at the Environmental Training Center, Prairie City SVRA.
- Prepare a PowerPoint Presentation, 5 -10 minutes in length, showcasing the safety, education and interpretation programs at your SVRA. If more than one interpretive staff member from your SVRA is attending the training, select one presenter. Be ready to present on Monday, June 14th.
- Read the Off-Road PALs Guide Book, 2000 version, emailed to you by Ellen Clark on May 24th, 2010. Think about six “interpretative significances” regarding your SVRA that might be used to develop a 30 minute interpretation segment for the Off-Road PALs Program. Your ideas will be important for a small group activity on Tuesday, June 15th.

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.

OHV INTERPRETATION TRAINING GROUP 1
June 13-18, 2010

Sunday
June 13

1500- Registration: *(Check-in at the Folsom Residence Inn by Marriott)*

Monday
June 14

Conference Room 1, OHMVR Division HQ

0800-0815	Welcome and Introductions	Clark
0815-0915	OHV 101 Interpretation and Vision	Greene/Jenkins
0915-1000	Icebreaker	Clark/Rex/Christiano
1000-1015	Break	
1015-1030	Survey Results	Clark
1030-1200	Class Program Presentations and Park Overview	Clark
1200-1300	Lunch and OHV Division Tour	
1300-1400	Near-Term: Important and Immediate Issues or Decisions with Staff and District Superintendents	Christiano/Leicester
1400-1500	Collaborating Regionally	Christiano/Leicester
1500-1515	Break	
1515-1630	Most Important Activities and Messaging	Christiano/Leicester
1630-1700	Reflections of the Day	Christiano/Leicester
1900-?	Optional Networking BBQ at Folsom Marriott Residence Inn	

OHV INTERPRETATION TRAINING GROUP 1
June 13-18, 2010

Tuesday

June 15

Environmental Training Center, Prairie City SVRA

0800-0830	Opening Activity	
0830-0900	Welcome from Donna Pozzi	
0900-1000	Volunteer Management in a Nutshell	Cowan
1000-1015	Break	
1015-1100	Building Partnerships	Mott
1100-1200	Award Winning Geocaching 101	Quartieri
1200-1300	Lunch	
1300-1500	Outreach Trailers - Diverse Uses	Quartieri/Munoz/ Scimeca/McGuire
1500-1515	Break	
1515-1700	Tread Lightly® Program-Effective Messages And Environmental Training Center Tour	McGuire/Zucker/ Schumaker

Wednesday

June 16

Environmental Training Center, Prairie City SVRA

0800-0815	Opening Activity	
0815-0945	Off-Road and Snow-PALS, Fun!	Zucker
0945-1015	OHV Web Site and Your Special Event Postings	Burgeson
1015-1030	Break	
1030-1200	Metcalf Jr. OHV Rangers Program, a Success Story	Ruhstorfer
1200-1300	Lunch	
1300-1400	Grants Program Overview	Canfield

OHV INTERPRETATION TRAINING GROUP 1
June 13-18, 2010

Wednesday
June 16

1400-1500	Found Stuff - the Real Skinny	Long/Perez
1500-1515	Break	
1515-1645	Law Enforcement Perspective: Interpretation	Division LE Staff
1645-1700	Check-in and Outdoor Learning Exercise	Clark

Thursday
June 17

Environmental Training Center, Prairie City SVRA

1000-1300	Practical Field Application of Adobe Suite	Contractor
1300-1400	Lunch	
1400-1700	Adobe Creative Suite Training	Contractor
1700-1715	Break	
1715-1900	Adobe Creative Suite Training	Contractor
1900-1930	Next Steps - Date and Topics for Next Training	Clark
1930-2000	Evaluation and Adjourn	Clark

OHV INTERPRETATION TRAINING

33 HOURS

PROGRAM OUTLINE

<u>INTRODUCTION AND EVALUATION</u>	2.0
Welcome, Introductions and OHV 101 Interpretation Vision	
Icebreaker	
Next Steps - Date and Topics for Next Training	
Evaluation and adjourn	
<u>COMMUNICATION AND COLLABORATION</u>	8.0
Class Program Presentations.....	
Survey Results	
Near-Term: Important and Immediate Issues or Decisions with Staff and District Superintendents	
Collaborating Regionally	
Most Important Activities and Messaging.....	
<u>PROGRAMMING AND PROGRAM MANAGEMENT</u>	16.0
Welcome from Donna Pozzi	
Award Winning Geocaching 101	
Volunteer Management in a Nutshell	
Tread Lightly® Program-Effective Messages	
Development of Self-Guided Tours	
Outreach Trailers - Diverse Uses	
Large Special Event Coordination.....	
Division Outreach Trailer Overview and Value.....	
Off-Road and Snow-PALS, Fun!	
OHV Web Site and Your Special Event Postings.....	
Metcalf Jr. OHV Rangers Program.....	
Grants Program Overview.....	
Found Stuff - the Real Skinny	
Law Enforcement Perspective: Interpretation.....	
Check-in and Outdoor Learning Exercise.....	
Children in Nature Campaign	
<u>SOFTWARE TRAINING</u>	7.0
Practical Field Application of Adobe Suite.....	
Adobe Creative Suite Training	
TOTAL HOURS	33.0

OHV INTERPRETATION TRAINING

INTRODUCTION AND EVALUATION

Purpose: Participants will meet one another and the program facilitators. They will also be informed of the Off-Highway Motor Vehicle Recreation Division interpretation vision.

Performance Objectives: By the close of these sessions, participants will:

1. List the salient points of the OHV vision for interpretation.
2. Develop knowledge of each class participant.
3. Identify tools that lead to effective planning steps.
4. Effectively evaluate class sessions.

COMMUNICATION AND COLLABORATION

Purpose: To introduce participants to programs at all of the SVRA's and to identify their long-range plans.

Performance Objectives: By the close of these sessions, participants will:

1. Discuss individual programs at each SVRA.
2. Identify survey results collectively.
3. Explain their important and immediate issues with the District Superintendents.
4. Develop specific strategies for regional collaboration.

PROGRAMMING AND PROGRAM MANAGEMENT

Purpose: To identify and discuss OHV field interpretive programs and operations relating to interpretation; to provide participants with an overview of the Interpretation and Education Division's core program support; to inform participants of the law enforcement perspective and relationships between interpretation and law enforcement staff.

Performance Objectives: By the close of these sessions, participants will:

1. List CSP resources from the Interpretation and Education Division.
2. Identify the various programs offered and incorporate them into their program offerings.
3. Develop effective program announcements for incorporation into the OHV web site.
4. Develop strategies for effective team work with law enforcement staff.

SOFTWARE TRAINING

Purpose: To provide participants with the tools needed to utilize the Adobe computer program.

Performance Objectives: By the close of these sessions, participants will:

1. Participate in monthly follow-up training teleconferences.
2. Develop effective outreach materials with Adobe Acrobat.

MAPS AND DIRECTIONS

- **Folsom Residence Inn by Marriott:**

<http://www.marriott.com/hotels/maps/travel/sacfm-residence-inn-sacramento-folsom/>

- **OHMVR Division Headquarters:**

Telephone: (916) 324-4442

Physical Address:

1725 23rd Street, Suite 200
Sacramento CA 95816

This link will get custom directions:

<http://www.mapquest.com/maps?city=Sacramento&state=CA&address=1725+23rd+St&zipcode=95816-7100&country=US&latitude=38.56717&longitude=-121.47955&geocode=ADDRESS>

- **Environmental Training Center, Prairie City SVRA:**

13300 White Rock Road
Rancho Cordova, CA 95742

This link will get custom directions.

<http://www.mapquest.com/maps?city=Rancho+Cordova&state=CA&address=13300+White+Rock+Road>

Please come in the gate and tell the kiosk staff that you are in the class at the ETC. Continue down the road and you will pass a large round stucco building on the left. Pass it and go left on the next road. The ETC is at the end of the road.