

State of California . Natural Resources Agency . California State Parks

OHV Interpretation Training

May 1-6, 2016

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: April 21, 2016
To: Supervisor
From: Debbie Fredericks, Department Training Officer
Training Section
California State Parks
Subject: Employee Attendance at Formal Training
OHV Interpretation Training Group 3

An employee from your office will soon be attending the formal training program described in the attached. 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 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 meets with employee to discuss the evaluation.

Thank you for your assistance in seeing that the full benefit of training is realized.



Debbie Fredricks
Department Training Officer

Attachment
cc: Participant

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TRAINING SECTION STAFF

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Jason Smith	Academy Coordinator
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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.

Mission Statement Training Section

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

Mission Statement Off Highway Motor Vehicle Division (OHMVR)

The mission of the OHMVR Division is to provide leadership statewide in the area of off-highway vehicle (OHV) recreation; to acquire, develop, and operate state owned vehicular recreation areas (SVRAs), and to otherwise provide for a statewide system of managed OHV recreational opportunities through funding to other public agencies. To ensure that quality recreational opportunities remain available for future generations by providing for education, conservation, and enforcement efforts that balance OHV recreation impact with programs that conserve and protect cultural and natural resources.



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 the 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 participate 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. 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 through your District Office. No reimbursement for travel expense – including per diem cost – 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 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:** The Department provides your room and board expense, on a shared-room basis at Lake Natoma Inn only. No per diem allowance will be authorized for living off- grounds. This does not preclude living off-grounds at your own expense. 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 in the rooms unless registered beforehand at the front desk.

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 designated as smoking rooms, etc. Be prepared to handle this appropriately.

5. **REGISTRATION:** When you arrive at Lake Natoma Inn, proceed directly to the front desk for your room key.
6. **COURSE LEADERS:** The formal training you will attend is developed and, for the most part, conducted by experienced DPR employees in the 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 presentation, and provide a level of expertise difficulty to match.
7. **TRAINING MATERIALS:** 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. A conference binder or notebook may be issued to you at the training session for notes and convenience in handling materials. Bring your own pens, pencils, etc.
8. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important for 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 (except for POST RBC) 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 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. Limit those calls to your breaks.
10. **POST-TRAINING ASSIGNMENTS:** In connection with formal training, these are to be completed under the direction of your supervisor.

PROGRAM ATTENDANCE CHECKLIST

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

- _____1. Be sure to have read and understood the OHV Interpretation Training syllabus prior to your arrival.
- _____2. Arrange your travel through your Unit/District Office.
- _____3. Complete the following pre-training assignments on page 6 of the syllabus.
- _____4. Uniforms are not required for this program as noted in the Formal Training Guidelines, No. 8, Clothing, on page 3 of this syllabus.
- _____5. Bring the following with you to training:
 - Program syllabus.
 - Coffee cup, reusable water bottle, paper, pens, pencils, and alarm clock.

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

PRE-TRAINING ASSIGNMENTS

☐ Park Interpretation Program Reports

Prepare a presentation, 15 minutes or less in length, showcasing the education, interpretation, and outreach programs provided by your SVRA. You may want to focus your presentation on one program. If more than one interpretive staff member is attending the training from your SVRA, select one presenter. If you are using a PowerPoint Presentation, save it on the H drive / Interpretation Team / Interpretation Training / Interpretation Training Summit / 2016 / SVRA PPT Presentations by **Thursday, April 28th**. The PPT Presentations will be available on a laptop on Monday, May 2nd at the Environmental Training Center (ETC).

☐ Printed Media

- Compile samples (if possible, 7 copies of each type) of non-personal interpretive media, such as brochures, newsletters, program handouts, etc. currently available at your SVRA to place on the sharing table at the ETC.
- If your SVRA has a Jr. Ranger Activity Book and supplementary materials, bring one copy of each type.
- If you've collected NPS Junior Ranger Activity Guides or other kids' activity books, bring one copy for the Jr. Ranger table to help us generate the best ideas. You might want to place your name on your booklets.

☐ OHV Jr. Ranger Activity Book SVRA Project

The goal is to develop a Jr. Ranger Activity Book throughout the SVRA system with a consistent graphic design and messages. To help prepare for the kick-off session on Monday, May 2nd:

- Gather ideas: Review at least 5 different Jr. Ranger Activity Books on the H drive / Interpretation Team / Projects / Jr. Ranger Activity Books. In the Jr. Ranger Activity Books folder, you will find SVRA, State Parks, and NPS Jr. Ranger activity books.
- Based on your review of the Jr. Ranger activity books, be prepared to share 3 ideas regarding content and/or design for a sharing session.

☐ ROV Training Participants

Prior to the training, take the ROV e-course <https://cbt.rohva.org/> and bring a copy of your Certificate of Completion to the ROV Course on May 3rd.

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 training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

OHV INTERPRETATION TRAINING AGENDA GROUP 3

May 1- 6, 2016

Acquire Interpretive Tools for Today's Audience

Sunday

May 1

1500 REGISTRATION: *Check-in at Lake Natoma Inn*

Monday

May 2

0800-0830 Welcome, Introductions, Icebreaker
0830-0945 Interpretive Program Presentations (Pre-Training Assignment)
0945-1000 *Break*
1000-1045 Interpretive Program Presentations (Pre-Training Assignment)
1045-1100 *Break*
1100-1200 OW and HQ RC Jeep Program Presentations; Share Ideas for Best Practices
1200-1300 *Lunch*
1300-1400 OHV Junior Ranger Activity Guide Kick-off for Division Media Project
1400-1500 Travel to Snell Memorial Foundation
1500-1630 Snell Memorial Foundation Tour
1630 Depart for Lake Natoma Inn

Tuesday

May 3

0800-0830 Statewide OHV Training Program Overview and Vision Greg Schumaker
0830-0845 *Break*; Divide into 3 Groups: ROV Training, Trailer Training or PC Tour
0845-1215 ROV, Trailer Training or PC Tour Schumaker/Sisson/Ostroskie
1215-1315 *Lunch*
1315-1645 Flip-flop Training Groups (Trailer Training and ROV)
1645-1700 Questions, Discussion, Summary

OHV INTERPRETATION TRAINING AGENDA GROUP 3

May 1- 6, 2016

Wednesday

May 4

0800-0830	Panasonic Toughpad Demo Graphic Design Basics for Heritage Interpreters	Greg Lewis
0830-1200	Introduction Color Theory and Using Color Logos Using Images	Paul Caputo
1200-1300	<i>Lunch</i>	
1300-1700	Type Typography for Publications Composition Discussion/Examples	
1700	Optional: Networking Potluck and BBQ at Prairie City SVRA	

Thursday

May 5

0800-0830	Interp Tech and Innovation Sharing Ideas Social Interpretation	Munoz/Ostroskie Patterson/Price
0830-1200	Introduction Tilden What is Social Media? Pros and Cons, Goals, Best Practices Twitter, Twitterese, Hashtags	Paul Caputo
1200-1300	<i>Lunch</i>	
1300-1700	Facebook, Algorithms, Statistics Instagram, Pinterest, Snapchat QR Codes, Blogging, Going Viral Conclusion	

OHV INTERPRETATION TRAINING AGENDA GROUP 3

May 1- 6, 2016

Friday

May 6

0800-0850	Accessibility Standards for Interpretive Media	Jason Stora
0850-0900	<i>Break</i>	
0900-0950	Opportunities to Interpret Cultural Resources	Jay Baker
0950-1000	<i>Break</i>	
1000-1030	OHMVR Division Statewide Interpretation Program	Maria Mowery
1030-1100	State of Interpretation in California State Parks	Brian Cahill
1100-1145	Open Discussion, Summary, and Next Steps	All
1145-1200	Evaluations	
1200	Adjourn and Travel Safely!	

OHV INTERPRETATION TRAINING

ACQUIRE INTERPRETIVE TOOLS FOR TODAY'S AUDIENCE

PURPOSE AND PERFORMANCE OBJECTIVES

INTERPRETATION PROGRAM PRESENTATIONS

Purpose: SVRA Interpreters will present overviews of their interpretation programs that address the OHMVR Division's Strategic Plan and the SVRA's public program goals.

Performance Objectives: By the close of the presentations participants will

1. Develop knowledge of class participants and areas of expertise.
2. Identify what programs are unique to a SVRA and what programs are common throughout the SVRAs.
3. Provide support and inspiration to each other for program ideas, development, promotion, implementation, best practices, and management.

TREAD LIGHTLY REMOTE CONTROL JEEP PROGRAM PRESENTATIONS

Purpose: Learning and fun come together! Implementing the RC Jeep Program with eager, energetic young Jeep operators for eight hours a day can be challenging on the program tools and the presenters' energy levels. Ocotillo Wells staff will present how they effectively teach and reinforce the Tread Lightly principles during their RC jeep program on a simulated trail through Ocotillo Wells that's complete with mini Ocotillo plants. The Division Headquarters outreach team will share tips and techniques to make a mobile program relevant and meaningful to the general audience at county fairs and community events while making it more manageable for the presenters.

Performance Objective: By the close of the session participants will

1. Develop a list of interpretive tools that include methods, strategies, and techniques to teach the Tread Lightly principles during the remote control Jeep program in a meaningful, memorable, and manageable way to conserve on ources and make this very popular program work effectively to address education and interpretation program goals.
2. Share ideas of best practices to effectively present the Tread Lightly Jeep Program.

OHV JR. RANGER ACTIVITY BOOK KICK-OFF

Purpose: Each SVRA will develop content for an OHV Jr. Ranger Activity Guide that has a Division-wide consistent graphic design format and consistent educational messages.

Performance Objectives: By the close of the session participants will

1. Discuss purpose of the OHV Jr. Ranger Guide: how it's distributed and used in each SVRA; supplemental to DPR Jr. Ranger Adventure Guide or stand-alone.
2. Discuss SVRA Jr. Ranger program goal and learning objectives.
3. Discuss commonalities of content of the current SVRA Jr. Ranger Activity booklets.
4. Share ideas about design and educational messages for the content of a Division-wide 16-20 page OHV Jr. Ranger activity booklet.

TOUR OF THE SNELL MEMORIAL FOUNDATION LABORATORY

Purpose: The Snell helmet testing laboratory tour will demonstrate the effectiveness of the helmet in preventing brain injury, the proper use and care of helmets, aspects of helmet testing for certification of quality performance as well as the structure and materials in helmet design.

Performance Objectives: By the close of the session participants will

1. Describe the science behind helmet construction to prevent brain injury and save lives.
2. Identify aspects of the helmet testing process.
3. Describe the guidelines for helmet fit, care, and replacement.

STATEWIDE OHV TRAINING OVERVIEW

Purpose: Participants will gain an understanding of the Statewide OHV Training Program.

Performance Objectives: By the close of the session participants will

1. Identify the California Vehicle Code that pertains to ATVs.
2. Identify the Specialty Vehicle Institute of America and describe how SVIA relates to The ATV Safety Institute, Recreational Off-Highway Vehicle Association, and the Motorcycle Safety Foundation.

RECREATIONAL OFF-HIGHWAY VEHICLE (ROV) BASIC DRIVER COURSE

Purpose: Provides current and experienced ROV users to learn and practice basic skills and techniques.

Performance Objectives: By the close of the session participants will

1. Identify the knowledge, skills, attitudes, values, and habits to safely operate a ROV.
2. Increase development in the areas of risk management strategies.

TRAILER TRAINING

Purpose: DPR employees who have assignments that include vehicle operations with towing a trailer will learn trailering skills and principles with an emphasis on safety and accident avoidance.

Performance Objectives: By the close of the session participants will

1. Describe how to load safely and conduct safety checks that should be completed before the journey begins.
2. Develop an understanding of common causes of trailering mishaps and how to avoid them.
3. Through classroom instruction and field practice in a controlled and safe environment, gain competence and confidence in safely and efficiently backing up a trailer.

GRAPHIC DESIGN BASICS FOR INTERPRETERS

Purpose: Participants will learn to apply their knowledge of interpretation principles to make effective decisions about graphic design.

Performance Objectives: By the close of the session participants will

1. Identify purpose and appropriate use of different kinds of type, including serif, sans serif, and decorative.
2. Use color theory to determine appropriate use of individual colors and multi-color palettes.
3. Create compositions based on hierarchy and solid design principles.

SOCIAL INTERPRETATION

Purpose: Participants will use an interpretive approach to online communication to create effective, engaging social media outlets.

Performance Objectives: By the close of the session participants will

1. Develop measurable objectives for engaging in social media.
2. Apply knowledge of Facebook algorithms to create posts that engage users, grow numbers.
3. Analyze and revise current social media practices to suit specific goals.

ACCESSIBILITY STANDARDS FOR INTERPRETIVE MEDIA

Purpose: To provide participants with the information and resources necessary to ensure that interpretive media created for the Department is accessible to visitors of varying abilities.

Performance objectives: By the close of this training session participants will

1. Discuss the history and importance of accessibility in California State Parks.
2. Identify the essential components of accessible design.
3. Access and utilize California State Parks Accessibility Guidelines when creating interpretive media.
4. View and discuss examples of interpretive media that is accessible.

OPPORTUNITIES TO INTERPRET CULTURAL RESOURCES

Purpose: To introduce basic concepts of Cultural Resources Management and discuss possibilities for incorporating cultural resources into interpretation plans.

Performance Objectives: By the close of the session participants will

1. Gain an increased understanding of the general types of cultural resources found in the SVRA system.
2. Have a basic introduction to the laws and policies that generate cultural resources protections.
3. Identify when consultation with Native American groups is required when planning interpretive displays.
4. Discuss how specific types of resources can be utilized in creating interpretive opportunities for illustrating the unique histories of the SVRAs.

OHV INTERPRETATION TRAINING

Lodging and Training Site Addresses

Lodging:

Lake Natoma Inn
702 Gold Lake Drive
Folsom, CA 95630

Training Site:

Environmental Training Center at Prairie City SVRA
13300 White Rock Road
Rancho Cordova, CA 95742