

Resource Management Cultural Advanced

April 24-28, 2017

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: April 11, 2017
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
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 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 Specialist.
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

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 Resource Management Cultural Advanced Group 7 syllabus prior to your arrival at the Mott Training Center.
- _____2. Arrange your travel through your Unit/District Office.
- _____3. Uniforms are not required for this program; appropriate attire should be worn (no shorts or flip-flops). Note: page 2, number 7, Clothing.
- _____4. Bring the following with you to training:
 - Program syllabus
 - Projects currently in PID for your district
 - Preparation for offsite day Thursday, April 27th – bring walking shoes, layers, rain gear, etc.
 - 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.

RESOURCE MANAGEMENT CULTURAL ADVANCED GROUP 7 AGENDA
April 24-28, 2017

Monday

April 24

1300-1310	Welcome / Announcements – Introduction to Cultural Resources Management (Advanced) at California State Park	Hartzell
1315-1630	How to Conduct Oral History	Ettinger
1630	REGISTRATION: <i>Check-in at the Asilomar Administration Building</i>	

Tuesday

April 25

0800-0900	Partnerships	Jaromay/Newland
0900-1000	Funding	Contreras
1000-1015	Break	
1015-1100	Park Infrastructure Database (PID)	Allsop
1100-1200	SBB, PID, MAXIMO, Data Verification	Benites
1200-1300	Lunch	
1300-1515	Workshop – Effective Project Descriptions, CRMP Proposals and PID Updates	Hilton/Benites/ Allsop/Hartzel
1515-1530	Break	
1530-1700	Roundtable: <ul style="list-style-type: none"> • The Archaeology of Poetry: The Kenneth Rexroth Cabin Site CA-MRN-545H • Career Development • New 5024 Form 	Green Hartzell Hilton

Wednesday

April 26

0800-1200	Parks Cultural Resources Database (PCRD)	Farwestern
1200-1300	Lunch	
1300-1400	How to Take Care of Historic Properties While Filming	Flynn
1400-1445	Policy and Procedure Update	Hilton/Corey
1445-1500	Break	
1500-1600	Tribal Affairs	Hilton/Hennum/ Riordan
1600-1700	Other House Items	

RESOURCE MANAGEMENT CULTURAL ADVANCED GROUP 7 AGENDA
April 24-28, 2017

Thursday

April 27

0830-0900	Introduction Prior Tour	Fitzgerald
0900-1030	Drive to Año Nuevo State Park Parking Lot – Carpool	
1005-1020	Tour Año Nuevo State Park	Hylkema
1020-1100	Drive to Cascade Ranch – Carpool	
1100-1200	Tour Cascade Ranch	Hylkema
1200-1300	Lunch	
1200-1300	Drive to Quiroste Valley – Carpool	
1300-1530	Tour Quiroste Valley Cultural Preserve	Hylkema/Mutsun
1530-1700	Travel to Mott Training Center	

Friday

April 28

0800-1000 3-Minute Updates and Conclusion:
Brief Update from Everyone About their Most Exciting Project or
What is Most Important to Know about their District, Service Centers,
and Division

RESOURCE MANAGEMENT CULTURAL ADVANCED GROUP 7

PERFORMANCE OBJECTIVES

How to Conduct Oral History

Performance Objectives: By the conclusion of this session, participants will

1. Identify the significance of conducting oral history.
2. Recognize the role that oral history plays at State Parks.
3. Identify potential oral history needed within districts.
4. Describe the basics of how to conduct an oral history interview.

Partnerships, Funding, Park Infrastructure Database, Workshop, and Roundtable

Performance Objectives: By the conclusion of this session, participants will

1. Describe the roles and responsibilities when working with partners.
2. List some of the contract vehicles used for partnerships.
3. Propose projects for inclusion in PID/MAXIMO.
4. Organize schedules of important dates for funding.
5. Design a project that is ready to be funded.
6. Prepare a project for the next round of funding.

Parks Cultural Resources Database, Historic Properties and Filming, Tribal Affairs

Performance Objectives: By the conclusion of this session, participants will

RESOURCE MANAGEMENT CULTURAL ADVANCED GROUP 7

1. Describe the Parks Cultural Resources Database.
2. Employ data entry skills to the PCRD.
3. Recognize Parks role in emergency preparedness and response.
4. Protecting resources during filming at State Parks.
5. Experience the new PEF and 5024 form.
6. Identify NAGPRA needs and the role of the Tribal Affairs NAGPRA lead.

Field Training Excursion to Año Nuevo State Park

Performance Objectives: By the conclusion of this session, participants will

1. Analyze and interpret partnerships with Native Americans.
2. Illustrate the various practices to avoid impacts in parks with heavy visitation.
3. Describe the ability of partnerships when working with Native American archaeological sites.
4. Visualize opportunities for interpretation and preservation of resources.

Week in Review and Looking Forward

Performance Objectives: By the conclusion of this session, participants will

1. Appraise the functionality of the past week's workshops.
2. Describe the needs for future trainings.
3. Propose ways to make trainings more meaningful.

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

