Training for District Interpreters

February 27, 2017 - March 3, 2017

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: January 12, 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

 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.

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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
	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.
- 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.

- 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 10:00 a.m. on the date of departure. The Department provides your room and board expenses at the Marconi Conference Center 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 buildings unless registered beforehand at the front desk in the Marconi Conference Center Administration Building.
- 5. <u>ENROLLMENT OR HOUSING CANCELLATION POLICY</u>: To cancel participation in a course, the participant must have their District Superintendent or Section/Office Manager send an email to the Training Consultant 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 Training Section is committed to ensuring that the reservation that has been made for you is accurate and needed.

- 6. MEALS: Meals will be provided from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:00 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, notify the Marconi Conference Center no later than one week before your scheduled arrival.
- 7. CLOTHING: Field uniforms as found in "Description of Required Field Uniforms", DOM Chapter 2300, Uniform Handbooks, will be worn daily by all uniformed employees during formal training sessions <u>unless otherwise specified in the</u> <u>Program Attendance Checklist</u>. 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. 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 SECTION STAFF: Sara M. Skinner is your Training Consultant and has been assigned the responsibility for your training group. 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.
- 10. 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.
- 11. TRAINING MATERIALS: May be made available to you at both your unit and at the Marconi Conference 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. Bring your own pens and pencils.
- 12. 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 receive or make cell phone calls during class time. Limit those calls to your breaks.

Remember that cell reception is poor at Marconi. There is a pay telephone which takes prepaid phone cards or coins. If you have a phone in your room you can also use a prepaid calling card. There is one computer available for checking email in the Administration Building. There is also free wi-fi access.

- 13. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call (415) 663-9020.
- 14. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.

Marconi Conference Center PLANNING INFORMATION

To make your visit as comfortable and satisfying as possible, please take a few moments to read the following.

♦ CHECK-IN/CHECK-OUT

Please check in at the Front Desk. Follow the signs for Check-in

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Check-in:	3 p.m. to 11 p.m.
Check-out	7 a.m. to 10 a.m.
	(Bring your key)
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Late check-out (after 10 a.m.) will incur an additional day's charge.

DINING

 Meals are served in Redwood Dining Hall.

 Breakfast buffet:
 7 a.m. to 9 a.m.

 Lunch buffet:
 11:30 a.m. to 1:30 p.m.

 Full service dinner:
 6 p.m. to 8 p.m.

LODGING

You may wish to bring: shampoo, flashlight, comfortable shoes for hilly trails. Please note cooking and other appliances, candles and incense are not allowed, and food should not be kept in your room as it attracts insects.

PARKING

Please park in designated parking spaces only and observe the law regarding spaces for the handicapped. Campers, recreational vehicles and motor homes are not permitted.

DRIVING

Please drive slowly and carefully, yielding to pedestrians, bicyclists and animals. The speed limit is 15 mph, and all signs and barriers must be observed.

\$ GAS STATIONS

The closest gas station is located in Point Reyes Station, 15 minutes to the south.

♦ TELEPHONES

Your guestroom has a private telephone number which you can give callers after you check in, as well as a port for your modem. All outbound telephone and modem calls require a toll-free 800 number. Bring your calling card for phone calls; check with your ISP for 800number access. Most cellular phones DO NOT work at Marconi Conference Center.

♦ MESSAGES, FAXES, MAIL

If your callers would like to leave a message, give them this number:

Front Desk Telephone: (415) 663-9020 You may also want to give them your lodging building, room number and name of conference, to expedite receiving emergency messages.

We post messages for guests on the message board. We'll also post a notice if you receive mail or a package. *Emergency messages will be delivered.*

If you wish to receive a fax, use this number: Front Desk Fax: (415) 663-1731 We will post a notice on the message board when your fax arrives and collect the service charge when you pick it up.

If you wish to receive mail, use this address: (your name), (conference name) c/o Marconi Conference Center P.O. Box 789, 18500 State Route 1 Marshall, CA 94940

We will post a notice on the message board and hold your mail at the Front Desk.



Marconi Conference Center's guestrooms overlook Tomales Bay

EMERGENCIES

Between 11 p.m. and 7 a.m., the recorded message on (415) 663-9020 tells callers how to contact a guest or Marconi staff member in an emergency.

♦ GUEST SERVICES

In the front desk area we have games, reading material and a VCR with a selection of movie videos; volleyball, badminton and horseshoe equipment; ice, irons and ironing boards, all at no charge. Our commissary sells snacks, cold drinks, personal hygiene items,

flashlights/batteries, writing supplies, stamps. We have a selection of Marconi souvenirs such as shirts, hats, mugs and other items that make wonderful remembrances of your stay with us. Our Front Desk staff can also help you with local information.

BUSINESS CENTER

The Business Center is located in the Pelican Building lounge and is open 7 am to 11 pm. For your convenience, we are pleased to provide **free of charge**, the following services:

- ♦ Internet / E-mail
- Computer with MS Office
- LaserJet PrinterPhotocopier
- I notocopiei

WALKING & EXPLORING

Marconi Conference Center is a unit of the California State Park system and all natural elements such as branches, pine cones, mushrooms and flowers are protected by state law and may not be removed. Camping and

campfires are not permitted. We suggest walking on designated footpaths to avoid poison oak. The pine needles can be slippery—please use caution. We recommend flashlights at night.

SMOKING

State law prohibits smoking in or within 50 feet of Marconi Conference Center buildings. Ashtrays are located at entrances, on decks and on patios. Smoke only in paved areas and please use extreme caution when smoking on the property.

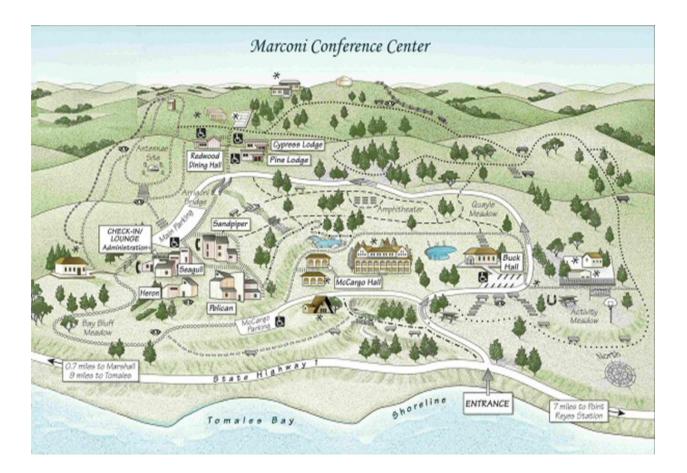
PETS

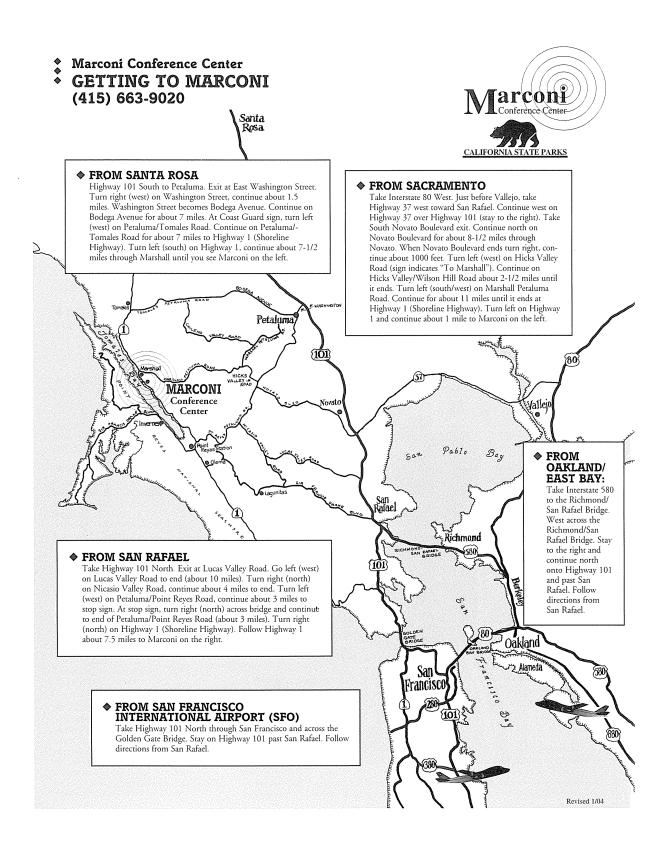
With the exception of guide dogs for the handicapped, *pets are not permitted* in Marconi

Conference Center buildings and cannot remain on the property overnight. Dogs must be on a leash at all times.

♦ ENJOY!

We hope that between highly productive meetings you'll have some time to appreciate the rich human and natural history that surrounds us here. Please let us know if there is anything we can do to enhance your stay.





PROGRAM ATTENDANCE CHECKLIST

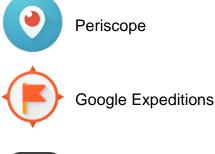
To assist you in your preparation for formal training session at the Marconi Conference Center, the following list is provided:

- _____1. Read and understand the Training for District Interpreters program syllabus prior to your arrival.
- _____2. Arrange your travel through your District Unit/Office.
- _____3. Complete pre-training assignments on page 8-9 of syllabus.
- 4. Uniforms are not required for this program as noted in the Formal Training Guidelines, Number 7, Clothing, on page 2 of syllabus.
 - ____5. Bring with you to training:
 - Program syllabus
 - □ Foul weather gear (due to the possibility of rain during this time of year)
 - Reusable coffee cup, refillable water bottle, flashlight, notepads, pens, and pencils

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

PRE-TRAINING ASSIGNMENTS

Download the following Apps to a state issued mobile or tablet device (if applicable) or personal device (voluntary). *Note: apps may not be compatible with your device.*





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Bring the Virtual Reality Viewer received at last year's Training for District Interpreters, InterpTech, or a personal viewer.

RELEVANCY PROJECT SHARING

Prepare a poster (digital or physical) to showcase a district project, exhibit, program, or campaign that delivers relevancy to an audience. Projects will be showcased in a one hour block where all attendees can view the "posters" and interact with you. Additional time will be given for you to view others work.

What is a digital poster?

Digital posters are a novel twist on the traditional poster conference session. Rather than standing beside a static paper exhibit for a closed period of time, presenters use online technology to create a dynamic, interactive poster that can be presented, preserved and referenced long after the conference has ended.

Digital posters are BYOT (bring your own tech).

The sharing session should address the following:

My project is relevant to the _____ community. It's important that we reach this particular community because.... My project aims to deliver relevancy through_____ I know my project is working because....

Contact Ben Fenkell (Ben.Fenkell@parks.ca.gov) with any questions.

PRE-TRAINING ASSIGNMENTS

Note: Instructions for additional pre-training assignments may be emailed to you prior to the training.

For Wednesday, March 1st:

*Review pre-visit reference material: https://www.parks.ca.gov/pages/450/files/Armstrong-AustinFinalWebLayout032615.pdf

"Preserving Pottery History at Austin Creek" 8/28/2013 http://www.pressdemocrat.com/home/2215049-181/preserving-pottery-history-ataustin?gallery=2339007&artslide=8

Caryn Fried and Wayne Reynolds, Valley of the Moon Pottery/North Eagle Gallery http://www.valleyofthemoonpottery.com/ValleyoftheMoonPottery/Welcome.html

Our field trip will be offsite all day, bring appropriate layers and equipment for all types of weather as well as standing and walking on uneven areas for long periods of time.

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.

TRAINING FOR DISTRICT INTERPRETERS GROUP 12 AGENDA February 27, 2017 – March 3, 2017

Sunday

Sunday February 26 1500	REGISTRATION: Check-in at Marconi Conference Center Administration Building	All
Monday <u>February 27</u> 1300-1400 1400-1700	Transformation Team/Reorganization/Big Picture It's Not Storytelling, It's StoryBEING	Fraser Tolnai
Tuesday <u>February 28</u> 0800-0930 0930-1100	New Frontiers in Video Communications Discovery Agents	Stolfi/Krey Holmes
1100-1200 1200-1300 1300-1500 1500-1600	Social Media and Interpretation Lunch 360 Photo/Video Shoot Out Google Expeditions/VR	lmura Langer Krey

Corey

Wednesday

March 1

Field Experience, Pond Farm and Armstrong Redwoods State Park

See Detailed Agenda at the End of Syllabus Page 16:

0800-0915	Depart Marconi Conference Center State Historic Park
0915-0930	Arrive at Armstrong Redwoods State Natural Reserve and Pond
	Form at Amatin Oracle State Decreation Area

- Farm at Austin Creek State Recreation Area
- 0930-1130 Rotations: Pond Farm Experience
- 1130-1145 Depart Pond Farm

1600-1700 Pond Farm Presentation

- 1145-1230 Lunch Armstrong Redwoods Group Picnic Area
- 1230-1315 Partnerships Panel
- 1315-1530 Armstrong Redwoods State Reserve Exploration
- 1530-1700 Depart Armstrong Redwoods State Reserve
- 1700 Arrive Marconi Conference Grounds

TRAINING FOR DISTRICT INTERPRETERS GROUP 12 AGENDA February 27, 2017 – March 3, 2017

Thursday March 2

March 2		
0800-1030	Smithsonian Learning Lab/OER	Ausland
1030-1200	Climate Change Education	Shultz/Drath
1200-1300	Lunch	
1300-1600	A Seat at the Interpretive Planning Table: An Engagement Toolkit for Building Community Informed Programs	Llanes
1600-1700	Sharing Relevancy Projects (McCargo Hall)	All
Friday March 3		
0800-0900	Value Added/Fee Based Program Discussion	Fraser
0900-1030	Relevancy and History Interpretation Project	Newland
1030-1130	Interpretive Program Improvement Team Update	Team

1130-1200 Closing Remarks/Conclusion

TRAINING FOR DISTRICT INTERPRETERS GROUP 12

PROGRAM OUTLINE

INTRODUCTION AND CONCLUSION	5.0
Welcome	
Conclusion	
INTERPRETIVE REPORTS AND TRAINING	11.5
Transformation Team/Reorganization/Big Picture	
It's Not Storytelling, It's StoryBEING	
Pond Farm Presentation	
Community Nature Connection: A Seat at the Interpretive Planning Table	
Value Added/Fee Based Program Discussion	
Relevancy and History Interpretation Project	
Program Improvement Team Update	
COLLABORATIONS AND DEMONSTRATIONS	12.0
New Frontiers in Video Communications	
Discovery Agents	
Social Media and Interpretation	
360 Photo/Video Shoot Out	
Google Expeditions/VR	
Smithsonian Learning Lab/OER	
Climate Change Education	
Sharing Relevancy Projects	
FIELD TRAINING EXCURSIONS	8.0
Field Experience: Pond Farm and Armstrong Redwoods State Park	
TOTAL HOURS	32

TRAINING FOR DISTRICT INTERPRETERS GROUP 12

PURPOSE AND PROGRAM OBJECTIVES

<u>Purpose</u>: Instruct District Interpretive Coordinators (DIC) and other key interpretive staff in up-to-date trends in Natural and Cultural Resource interpretation and education framed by the California State Parks Transformation Team Strategic Initiatives. Tactics will include exploring best practices, collaborations, demonstrations, and training techniques with a focus on relevancy and partnerships. The course meets the requirements of DOM 0901.7, and provides DIC's with resources to take to their districts to engage and train district staff, volunteers, and partners in order to maintain high quality interpretation and public service.

Program Objectives: By the close of the training program participants will

- 1. Receive current information on Department initiatives, strategies, and plans for implementation of Transformation Team efforts.
- 2. Develop strategies to activate K-12 learners and teachers in the storytelling process through multimedia and digital content integration.
- 3. Engage with and develop strategy for implementing interpretive live streaming presentations into district operations.
- 4. Assess viability for app development through the specific case studies presented by Discovery Agents.
- 5. Receive up-to-date information on social media efforts of the Department.
- 6. Identify how to Social Media and Interpretation can interact to cultivating a community to partner in the enjoyment and protection of California's natural and cultural resources.
- 7. Create 360 degree photos and videos to assess their viability as interpretive tools.
- 8. Understand the role of Google Expeditions as a 21st century tool for K-12 classrooms.
- 9. Learn about and visit a local State Park resource.
- 10. Hear from park partners and identify strategies for creating successful partnerships, co-management, and stewardship models.

TRAINING FOR DISTRICT INTERPRETERS GROUP 12

- 11. Describe the role of Open Education Resources in current K-12 pedagogy.
- 12. Identify the Smithsonian Learning Lab as an effective example of Open Education Resources.
- 13. Identify the national trends and concepts pertaining to climate change education efforts.
- 14. Identify one approach or activity used in community outreach efforts.
- 15. Draft a personal timeline for developing one new "culturally relevant" program at their site.
- 16. Share a district project that embodies the concept of "delivering relevancy".
- 17. Discuss value added/fee based interpretive programs initiatives.
- 18. Learn about the Relevancy and History Interpretation Project, meet key staff members, and assess feasibility of implementing similar programs into district operations.
- 19. Receive latest information from the Interpretive Program Improvement Team.

Wednesday, March 1

Detailed Field Excursion to Pond Farm and Armstrong Redwoods State Park

0800	Depart Marconi Conference Center State Historic Park
0915	Arrive Armstrong Redwoods State Natural Reserve VC Parking Lot/RR Break Pond Farm @ Austin Creek State Recreation Area
0930	Arrive Pond Farm (Park outside site gate, short walk to site)

- 0935-1000 Welcome and Overview of Day Site Orientation by Christopher Corey
- 1000-1130 Break Group into Smaller Groups; Each Smaller Group will Rotate and Visit Each Host/Location
 - "Pond Farm Experience": "Site Discovery" (walk the site) Hosted by Christopher Corey
 - "Life on the Farm" (a student remembers) Hosted by "Pond Farmer" Wayne Reynolds
 - "Sharing the Story" (blogging) Hosted by Steve Aldana, Author "Esoteric Survey"
 - "Rescuing the Resource" (funding and results of site stabilization efforts) Hosted by Leslie Hartzell
- 1130 Depart Pond Farm
- 1145-1230 Lunch Break

Armstrong Redwoods Group Picnic Area (bad weather alternative -Stewards conference room). View Stewards' Marine Ed Lab, if Available. Park at Group Picnic Area or Stewards' (aka Volunteer Office).

Armstrong Redwoods State Natural Reserve

1230-1315 Partnerships Panel – Michele Luna and John Fraser

1315-1530 "Armstrong Redwoods State Reserve Exploration" (Move vehicles; park at VC)

Explore:

- Self-Guided Trail: Walk and Assess New Accessible Trail and Interpretive Panels
- Historic Redwood Theater (amphitheater): a Place for Traditional and Rev Gen
 Programs
- Visitor Center: Exhibit and Sales, Volunteer Staffed (will stay open late for our group)
- 1530 Depart Armstrong VC Parking Lot
- 1700 Arrive Marconi Conference Grounds State Historic Park