

The Museum System (TMS) Basic Group 3

December 8-12, 2014

Training Syllabus



San Diego Coast District Office



TABLE OF CONTENTS

Formal Training Guidelines 1
Agenda..... 3
District Office Map 4
Visitors Guide and Map..... 5

***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.

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.

1. **SYLLABUS:** Copy, read, and bring the syllabus to the training.
2. **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. Participant travel (air fare, mileage, rental car, etc.) is paid by the District or Office **to** and **from** the location of training.
3. **HOUSING:** Hotel reservations are the responsibility of the participant and are eligible for reimbursement pursuant to the "allowable state rate" for San Diego on the Park Intranet website at http://isearch/?page_id=1295.
4. **ENROLLMENT 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.

5. **PARKING:** There is very limited parking available so please try to arrange carpooling from your hotel. A map for parking at the District Office at 4477 Pacific Highway, San Diego, 92110 is included in the syllabus on page 4.
6. **MEALS:** You will receive information on the first day of class about restaurants in the area. Instructions on how to file the required training office Travel Expense Claims will be given prior to the last day of training. Reimbursement rate: http://isearch.parks.ca.gov/default.asp?page_id=1216
7. **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.
8. **EMERGENCY TELEPHONE:** Anyone wishing to contact you by telephone during working hours should call the San Diego District Office Phone: (619) 688-3260.
9. **TRAVEL INFORMATION:**
 - Road Conditions
 - Caltrans Quick Map – Road conditions: [Caltrans](#) or (800) 427-7623
 - CHP – Traffic incident information: [CHP](#)
 - Maps with traffic speeds and accident reports: [Sigalert](#)
 - Traffic, mass transit, and travel information: Dial 511
 - Weather Conditions
 - National weather service: [NWS](#)
 - Weather.com: [Weather](#)
 - Traveling Preparedness
 - Winter driving tips and safety kit: [Caltrans](#)
 - Car safety and emergency safety kit: [Ready.gov](#)
 - Roadside Emergency Kit: [Office of Traffic Safety](#)
 - Transportation Security Administration (TSA) Guidelines: [TSA Guidelines](#)
10. Your on-site coordinator is Linda Walton, cell phone (530) 220-4032.
11. **REFRESHMENTS:** Onsite food and beverage are not available. You are welcome to bring your own refreshments. See attached visitors guide for local services.

THE MUSEUM SYSTEM (TMS) BASIC GROUP 3

December 8-12, 2014

AGENDA

Monday <u>December 8</u>	Travel Day to San Diego	All
Tuesday <u>December 9</u>		
8:00-9:00	Introductions and Orientation	Hartzell/Walton
9:00-12:00	TMS Instruction	Moxley
12:00-1:00	LUNCH	
1:00-4:00	TMS Instruction	Moxley
4:00-5:00	Questions and Answers	All
Wednesday <u>December 10</u>		
9:00-12:00	TMS Instruction	Moxley
12:00-1:00	LUNCH	
1:00-4:00	TMS Instruction	Moxley
4:00-5:00	Questions and Answers	All
Thursday <u>December 11</u>		
9:00-12:00	TMS Instruction	Moxley
12:00-1:00	LUNCH	
1:00-4:00	TMS Instruction	Moxley
4:00-5:00	Class Review and Evaluation	All
Friday <u>December 12</u>	Travel Return Day	

District Office Address: 4477 Pacific Highway, San Diego CA 92110



A
B
C
D
E
F
G
H
I
J
K
L

MUSEUMS, ETC.

- THE MCCOY HOUSE
- ROBINSON-ROSE HOUSE
- MACHADO DE WRIGHTINGTON
- SAN DIEGO HOUSE
- U.S. HOUSE
- MACHADO Y SILVAS CASA
- LA CASA DE RODRIGUEZ
- COLORADO HOUSE & WELLS FARGO MUSEUM
- 1ST SAN DIEGO COURTHOUSE
- MACHADO Y STEWART CASA
- MASON STREET SCHOOL
- TRIMMERS/DODSONS

M
N
O
P
Q
R
S
T
U
V
W
X

- LA CASA DE AGUIRRE (SITE)
- SAN DIEGO UNION
- PEDRORENA-ALTAMIRANO
- LA CASA DE ESTUDILLO
- SEELEY STABLES
- COSMOPOLITAN HOTEL
- BLACKSMITH SHOP
- GEORGE JOHNSON HOUSE
- ALVARADO ADOBE
- ALVARADO HOUSE (SITE)
- JOSE MACHADO (SITE)
- LA PLAZA DE LAS ARMAS

AA
BB
CC
DD
EE
FF
GG
HH
II
JJ
KK
LL

- IMMACULATE CHURCH
- DERBY PENDLETON
- WHALEY HOUSE
- VERNA HOUSE MUSEUM
- LITTLE ADOBE CHAPEL
- EL CAMPO SANTO CEMETERY
- SHERIFF'S MUSEUM
- LA CASA DE LOPEZ (SITE)
- VICTORIAN HERITAGE PARK
- MORMON BATTALION
- CASA DE CARILLO
- SERRA MUSEUM

TOURS

- ★ BOOSTERS GROUP TOURS (619) 469-3174
- ★ OLD TOWN TROLLEY TOURS (619) 298-8687
- ★ STATE PARK TOURS (619) 220-5422
- SoDiego TOURS (619) 233-8687

HOTELS

- 30 BEST WESTERN PLUS HACIENDA (619) 298-4707
- 31 COSMOPOLITAN HOTEL (619) 297-1874
- 32 COURTYARD BY MARRIOTT (619) 260-8500
- 33 EZ MOTEL
- 34 FAIRFIELD INN & SUITES (619) 299-7400
- 35 HOLIDAY INN EXPRESS
- 36 LA QUINTA INN
- 37 OLD TOWN INN
- 38 WESTERN INN

SHOPPING

- 40 ALL THE KINGS FLAGS
- 41 **BAZAAR DEL MUNDO**
 - ARIANA
 - ARTES DE MEXICO
 - GUATEMALA SHOP
 - LAUREL B'RGH GALLERIA
 - LIBROS BOOK STORE
 - THE GALLERY
 - TREASURES
- 42 BIRKENSTOCK SHOES
- 43 CAPTAIN FITCH'S MERCANTILE
- 44 COUSINS CANDY SHOP
- 45 EL CENTRO ARTESANO
- 46 **FIESTA DE REYES**
 - BEACON ARTWORKS
 - DEL COBRE COPPER SHOP
 - OLD TOWN GIFT CO.
 - OLD TOWN HOUSE OF JERKY & ROOT BEER
 - OLD TOWN ROASTED NUTS
 - TEMECULA OLIVE OIL CO.
 - TIENDA DE REYES
 - VIVA CAFE
- 47 JOHNSON HOUSE
- 48 MERMAIDS COVE
- 49 SOUTH AMERICAN IMPORTS
- 50 THE TIN SMITH SHOP
- 51 TOBY'S CANDLE SHOP
- 52 TOLER'S LEATHER DEPOT

DINING & MORE . . .

- 1 ALAMO MEXICAN CAFE (M)
- 2 BARRA BARRA SALOON (M)
- 3 BERTA'S LATN AMERICAN (LA)
- 4 CAFE COYOTE Y CANTINA (M)
- 5 CASA DE REYES (M)
- 6 CASA GUADALAJARA (M)
- 7 CONGRESS CAFE (AM)
- 8 CORAL TREE TEA HOUSE (T)
- 9 COSMOPOLITAN RESTAURANT (AM)
- 10 D'O THAI COTTAGE (A)
- 11 FRED'S MEXICAN CAFE (M)
- 12 JACK & GIULIOS ITALIAN (I)
- 13 LA PINATA RESTAURANT (M)
- 14 MIGUEL'S COCINA (M)
- 15 NEW ORLEANS CREOLE CAFE (NO)
- 16 O.T. HOUSE OF JERKY & ROOT BEER (T)
- 17 OLD TOWN ICE CREAM & YOGURT (T)
- 18 OLD TOWN MEXICAN CAFE (M)
- 19 OLD TOWN ROASTED NUTS (T)
- 20 OLD TOWN TEQUILA FACTORY (M)
- 21 PIZZA BELLA ITALIAN BISTRO (I)
- 22 **RUST GENERAL STORE (AM)**
- 23 SUSHI TADOKORO (A)
- 24 VIVA CAFE (C/A)

(AM) AMERICAN (A) ASIAN (I) ITALIAN (M) MEXICAN (T) BEVERAGES & TREATS (C/A) COFFEE, ESPRESSO (LA) LATIN AMERICAN (NO) NEW ORLEANS

Restaurant Coupons Here



Read more about our restaurants

