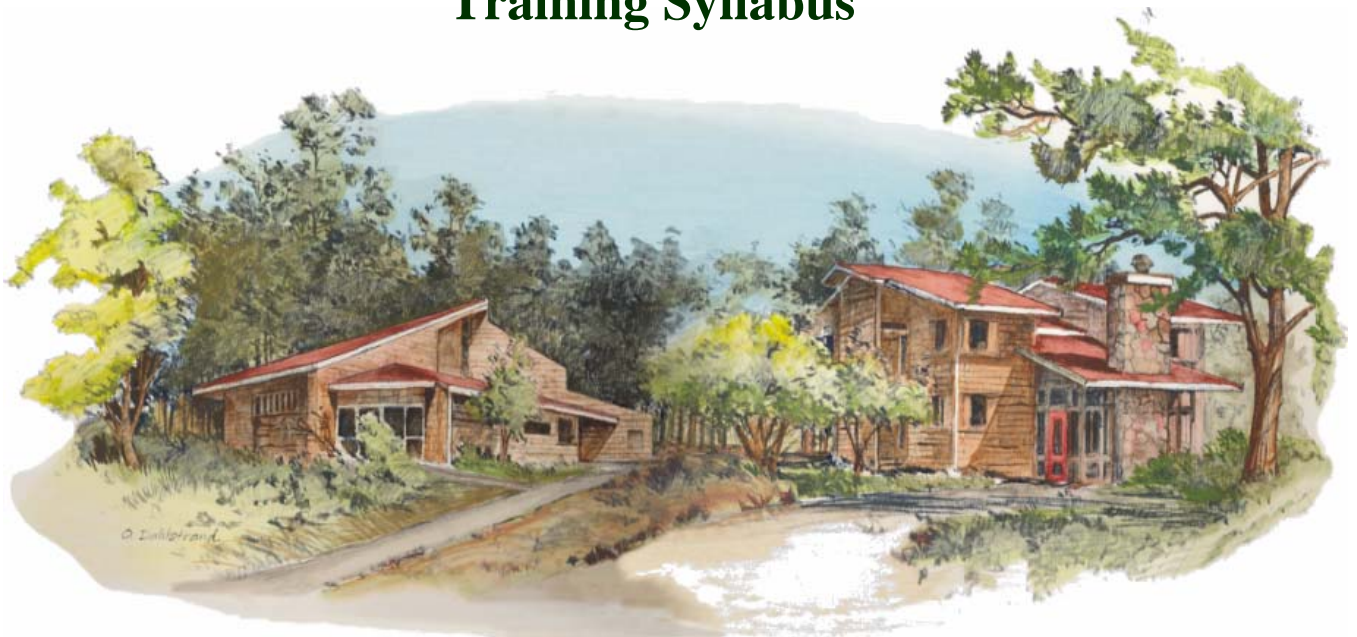


ADVANCED TRAILS PROGRAM: CLIMBING AND RIGGING

October 14-19, 2007

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: August 30, 2007
To: Supervisor
From: Department of Parks and Recreation
William Penn Mott Jr. Training Center
Subject: Employee Attendance at Formal Training
Advanced Trails Program: Climbing and Rigging Group 4

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 supervisor, must 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 logs in 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.



Michael D. Green
Department Training Officer (Acting)

Attachment

cc: Participant

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***Mission Statement
Training Office***

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

MOTT TRAINING CENTER STAFF

Michael Green..... Department Training Officer (Acting)
Pat Bost Office Manager
Joanne Danielson Training Specialist
Chuck Combs..... Training Specialist
Dave Galanti Training Specialist
Sara Skinner Training Specialist
Michelle Gardner..... Cadet Training Officer
Connie Breakfield..... Cadet Training Officer
Pamela Yaeger Assistant Program Coordinator
Bill Spencer Assistant Program Coordinator
Edith Alhambra..... Assistant Program Coordinator
Summer Kincaid..... Assistant Program Coordinator
Eric Marks Assistant Program Coordinator
Patrick Moxon Program Assistant

THE MISSION

of the California Department of Parks and Recreation 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

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 and, most recently, the Two Rivers Training Facility in Sacramento. 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:** 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 Garberville 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 are entitled to claim the Incidental Allowance as outlined in DAM 0410.5. There will be a vanpool to take you from Benbow Inn.

4. HOUSING: For DPR participants and instructors, you are being lodged at Benbow Inn. All arrangements for housing will be made through Chuck Combs at the Mott Training Center. Overnight guests are not allowed; we are unable to accommodate participant guests at this training.

If you are not a State of California Department of Parks and Recreation participant, you are responsible for your meals and making your own housing arrangements. Satisfactory lodging establishments in the area are:

- A. Benbow Inn, 445 Lake Benbow Drive, Garberville, CA 95542, Tel: (707) 923-2174.
 - B. Sherwood Forest Motel, 814 Redwood Drive, Garberville, CA 95542, Tel: (707) 923-2721.
 - C. Best Western Humboldt House Inn, 701 Redwood Drive, Garberville, CA 95542. Tel: (707) 923-2771.
5. MEALS: If you are a State Park participant, meals will be provided 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 noon for lunch, and 6 p.m. for dinner. Box lunches will be provided everyday. If you require a special diet, notify the Training Coordinator no later than two weeks before your scheduled arrival. If you are an outside agency participant, you will need to supply your own meals including lunches. There will not be anything available for lunch at the training site. Plan ahead and bring your lunch with you to training.

NOTE: Your travel and incidentals are to be charged to your district.

7. CLOTHING: Uniforms are not required for this program. Special clothing requirements for your program are described in "Training Attendance Requirements" section. Your informal sportswear should be appropriate during off duty hours.
8. REGISTRATION: When you arrive at the Benbow Inn, go directly to the registration desk for check-in and your room assignment. Rooms at the Benbow Inn are equipped with telephones that you may have to secure with a personal charge card for payment.
9. 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.
10. TRAINING CENTER STAFF: A Training Center staff member has been assigned responsibility for your training group as well as for your training program. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Center staff in the logistics of your

training program (organizing field trip transportation, supervising classroom breaks, etc.). Center staff will do all within their power to make your training experience pleasant and meaningful.

11. TRAINING MATERIALS: The Department of Parks and Recreation Trails Handbook will be used during this program; please bring your copy with you. If you are new to the program a handbook will be given to you at orientation.
12. COLLEGE CREDIT: This program is accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
13. MPC STUDENT ID: If you have filled out an MPC application before, you have already been issued a student ID number to use in lieu of your SSN on future applications. You can obtain your MPC ID number by going to their secure website and providing your SSN number (no name required) and birthdate.

<https://autobahn.mpc.edu/scripts/autobahn.exe/Execute?Application=WebReg&Program=REPORT-SR-FIND-SSN>

Newcomers to training will still need to provide their SSN on the first MPC application only, after which a student ID number will be assigned and available at the web address above within a few weeks of the program's conclusion. You can store your MPC ID numbers in your ETMS Profile for future reference.

14. TRAINING LOCATION: Training will be conducted at the Benbow Inn Village Hall in Garberville, CA and in Benbow S.R.A. Please refer to the location maps in this syllabus.
15. SAFETY/COMFORT REMINDER: The Northern California Coastal Rainforest experiences an average of 70 inches of combined rain and fog annually. We will be training at the beginning of the wet season, so be prepared for adverse weather. Bring rain gear and layered work clothing that will allow you to stay comfortable while working/hiking in inclement conditions. There may be poison oak at this training.
16. 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. Also note – due to remote, rural location most cell phones only work marginally, if at all in this area. Be prepared with calling cards or alternate means to make telephone calls.

Warning – Poison oak, which many people find highly irritating to the skin, is prevalent in this area. Persons who may have sensitivities are advised to take care to not come in contact with this plant while hiking and working, and should take any other preventative measures as may be appropriate.

PROGRAM ATTENDANCE CHECKLIST

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

1. Read and understand the Climbing and Rigging Syllabus prior to your arrival at training.
2. Remember to bring the following with you to training:
 - Program Syllabus and Trails Handbook.
 - Personal safety equipment (safety glasses, ear protection, gloves, hardhat, poison oak treatment and sunscreen).
 - Appropriate work clothing and rain gear with good work boots.
 - Daypacks to carry any personal items and something to carry your own drinking water in.
 - Alarm clock, pens and pencils.
3. If you are a State Park participant - Do not contact the Benbow Inn to make any personal arrangements. All special arrangements must be made via the Training Center Office. If you have questions or need help contact the Program Coordinator, Chuck Combs, by telephone at (831) 649-7124 or via e-mail at chuck@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. 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.

ADVANCED TRAILS PROGRAM: CLIMBING AND RIGGING GROUP 4
October 14-19, 2007

Sunday

October 14

1500-2100 (DPR Participants Register for your accommodations at Benbow Inn.) All

Monday

October 15

0800-0900 Program Orientation/MPC Registration Combs

0900-1030 Rigging Applications and Theory Allsop

1030-1200 Climbing and Rigging Tool and Equipment Identification/Uses Fisher

1200-1300 Box Lunch

1300-1430 Climbing and Rigging Applications in Trail Projects Beers

1430-1530 Knot Tying and Rope Splicing Fisher/Allsop

1530-1630 Climbing and Rigging Safety Knapp

1630-1700 Wrap-up Knapp

Tuesday

October 16

0800-1200 Swedish Tree Climbing Lab Fisher, Knapp, Beers, Allsop, Shannon, Coger

1200-1300 Box Lunch

1300-1700 Mechanical Advantage Lab Fisher, Knapp, Beers, Allsop, Shannon, Coger

Wednesday

October 17

0800-1200 Rotating Rigging Labs All
 Direct Pulls, Anchors, Grippers, Tripods Allsop/Sharlow
 Highleads Knapp/Coger
 Skylines and Haulback Lines Beers/Rivas
 Transverse Anchors and Guy Lines Fisher/Shannon

1200-1300 Box Lunch

1300-1700 Rotating Rigging Labs (cont.) All

ADVANCED TRAILS PROGRAM: CLIMBING AND RIGGING GROUP 4
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There will be a vanpool to take you from the front parking area of the Best Western Humboldt House Inn to the training sites. It will depart promptly at 0800 hours.

Thursday

October 18

0800-1200	Rotating Rigging Labs Direct Pulls, Anchors, Grippers, Tripods Highleads Skylines and Haulback Lines Transverse Anchors and Guy Lines	All Allsop/Sharlow Knapp/Coger Beers/Rivas Fisher/Shannon
1200-1300	Box Lunch	
1300-1700	Rotating Rigging Labs (cont.)	All

Friday

October 19

0800-1030	Grip Hoist Repairs/Maintenance	Allsop/Fisher
1030-1130	Class Review and Task Hazard Analysis/ Resource Hazard Analysis	Beers/Knapp
1130-1200	Program Evaluation	Combs
1200	Departure	

PROGRAM: ADVANCED TRAILS PROGRAM: CLIMBING AND RIGGING

PROGRAM OUTLINE

PROGRAM ORIENTATION AND M.P.C. REGISTRATION 1.0

CLIMBING AND RIGGING LECTURE 7.0

Climbing and Rigging Applications in Trail Projects

Climbing and Rigging Tool and Equipment Identification/Uses

Rigging Applications and Theory

Rigging Demonstrations

Climbing and Rigging Safety

Knot Tying

TREE CLIMBING LAB..... 8.0

Swedish Climbing Ladders

Spur Climbing Small - Medium Trees

Spur Climbing Large Trees

Rope Climbing Trees.....

RIGGING LAB..... 18.0

Rigging Sets, Skyline and Haulback Line Layout, Highleads and Direct Pulls

Using Tripods

Griphoist Applications, Mechanized Winch Applications

CLASS REVIEW AND FINAL EXAM..... 1.5

PROGRAM EVALUATIONS..... 0.5

TOTAL HOURS..... 36

ADVANCED TRAILS PROGRAM: CLIMBING AND RIGGING

PROGRAM ORIENTATION AND MPC REGISTRATION

Purpose: Participants and trainers will become reacquainted with each other and the Program Coordinator. The group will be given information on the logistics of the week's training program at the Benbow S.R.A. and North Coast Redwoods District. Participants will share how they have applied the knowledge gained in the three previous programs at their District and what expectations they have for this program. In addition, the program content will be reviewed and each participant will complete a registration form for Monterey Peninsula College.

Performance Objectives: By the close of the session the participants will

1. Review program content, procedure, and evaluation processes.
2. Share and record expectations with group members.
3. Complete Monterey Peninsula College registration materials.
4. Review meal and lodging guidelines.

CLIMBING AND RIGGING APPLICATIONS, EQUIPMENT, THEORY AND SAFETY

Purpose: Provide participants with an understanding of the uses of climbing and rigging techniques in trail construction and maintenance projects.

Performance Objectives: By the close of the session the participants will

1. Demonstrates knowledge of the variety of rigging techniques and applications that can be used to help them perform their trail work.
2. Identify and know the specific uses for a wide variety of climbing and rigging tools and equipment.
3. Recognize the basic mechanical theories related to rigging and the range of applications that can be used in rigging sets.
4. Describe the safety issues related to rigging operations and the precautions necessary to insure a safe work site.
5. Tie a number of basic knots used in tree climbing and rigging.
6. Perform routine repairs and maintenance on griphoist.

TREE CLIMBING LAB

Purpose: To develop the necessary skills to climb trees for the purpose of installing rigging sets.

Performance Objectives: By the close of the session the participant will

1. Identify tree climbing equipment, its use, and what equipment is the most appropriate for their skills and their project.
2. Climb trees using Swedish tree climbing ladders.
3. Explain the role of the ground support crew in assisting the climber.
4. Demonstrate techniques that assist climbers in hanging rigging in trees.
5. Review the safety issues related to tree climbing and the necessary precautions.

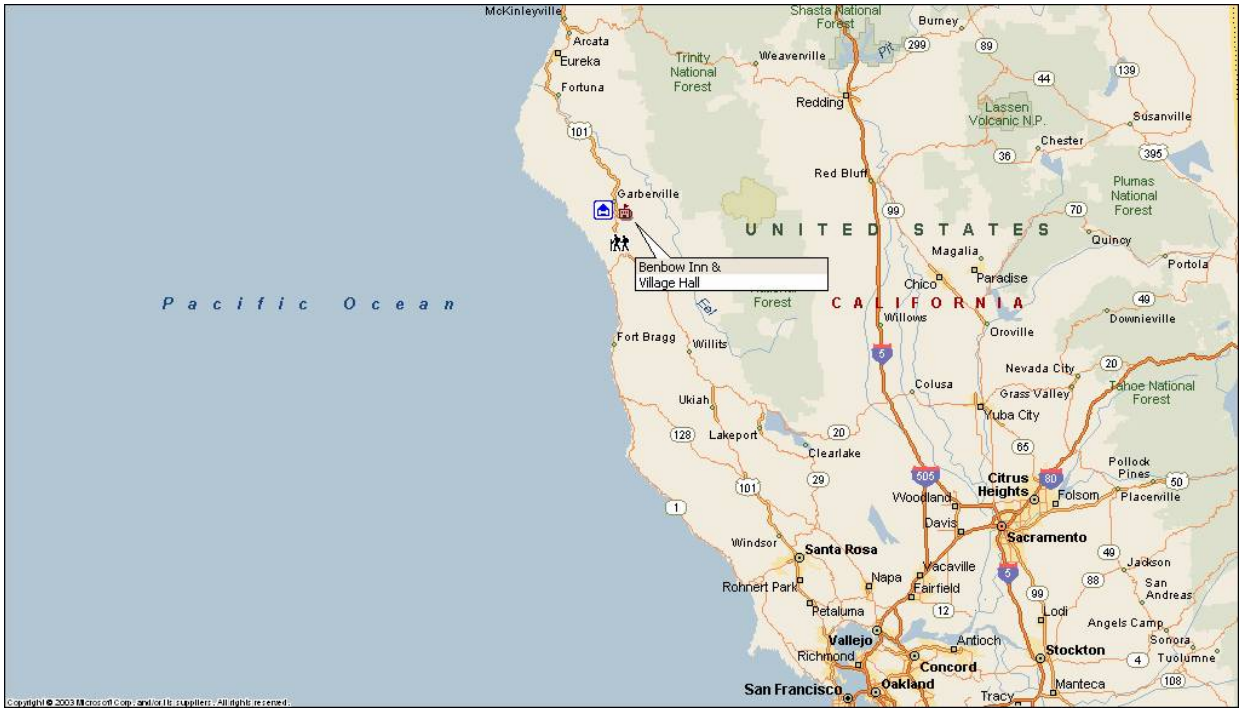
RIGGING LAB

Purpose: Develop the knowledge and skill necessary to design and install a variety of rigging sets.

Performance Objectives: By the close of the session the participants will

1. Practice installing rigging sets such as skylines, haulback lines, high leads, choker rolls and direct pulls.
2. Apply the use of mechanical advantage to safely maximize the capacity of their equipment.
3. Employ winches to perform rigging projects including chain hoist, grip hoist, electric grip hoist, chainsaw winches, and PTO winches.
4. Practice using rigging to move and install large rocks, logs or bridge stringers with minimal resource impacts.
5. Restate the safety risk associated with rigging projects and the necessary precautions.

Benbow Inn and Village Hall
445 Lake Benbow Drive
Garberville, CA 95542



Vicinity Map

