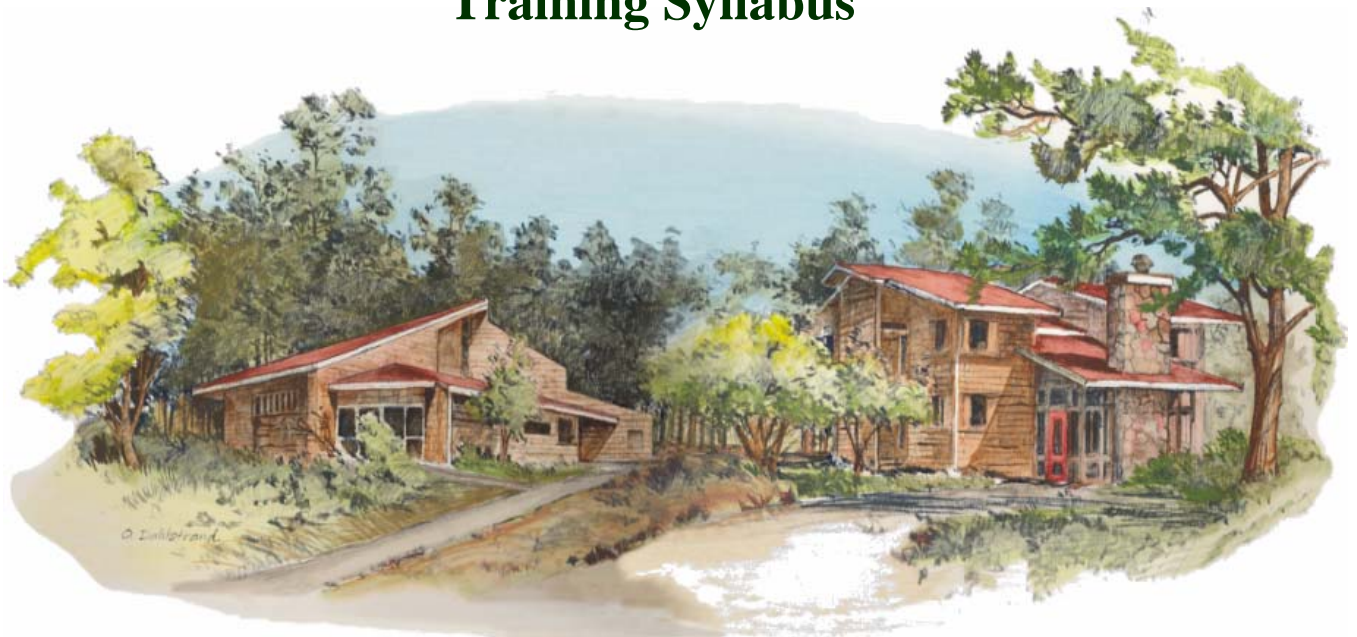


State of California . The Resources Agency . Department of Parks and Recreation

ADVANCED TRAILS PROGRAM MAINTENANCE MANAGEMENT

May 20-25, 2007

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: May 7, 2007

To: Supervisor

From: Department of Parks and Recreation
William Penn Mott Jr. Training Center

Subject: Employee Attendance at Formal Training
Advanced Trails Program Maintenance Management Group 6

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

TABLE OF CONTENTS

Formal Training Guidelines 1

Program Attendance Checklist/Pre-Training Assignment..... 4

Post-Training Assignment 5

Agenda..... 6

Program Outline 8

Program Objectives..... 9

Location Map..... 11

*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)

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

Pat Bost Assistant Program Coordinator

Pamela Yaeger Assistant Program Coordinator

Bill Spencer Assistant Program Coordinator

Edith Alhambra..... Assistant Program Coordinator

Summer Kincaid..... Assistant Program Coordinator

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 Best Western Humboldt House Inn to the training sites.

4. HOUSING: For DPR participants and instructors, you are being lodged at Best Western Humboldt House 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 making your own housing arrangements. Two satisfactory lodging establishments in the area are:

A. Best Western Humboldt House Inn, 701 Redwood Drive, Garberville, CA 95542, Tel: (707) 923-2771.

B. Sherwood Forest Motel, 814 Redwood Drive, Garberville, CA 95542, Tel: (707) 923-2721.

5. MEALS: **You will be on per diem for your meals.** Make arrangements for and pick up your lunch before class. There are several restaurants, deli's, and markets within walking distance from the recommended lodging locations. There is no way to procure lunches at the training sites nor transportation to do so.
6. PER DIEM: The Training Center will pick up the cost of your meals starting with Dinner on the first day to lunch on the last day. All travel claims must to be sent to the Training Center for coding and approval.

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 Best Western Humboldt House, go directly to the registration desk for check-in and your room assignment. Rooms at the Best Western Humboldt House are equipped with telephones which 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. No additional copies will be available during the program.
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. TRAINING LOCATION: Training will be conducted at the Benbow Inn Village Hall in Garberville, CA and in Humboldt Redwoods State Park in Dyerville, CA. Please refer to the location maps in this syllabus.
14. SAFETY/COMFORT REMINDER: The Northern California Coastal Rainforest experiences in excess of 70 inches of combined rain and fog. We will be training at the end 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.
15. 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/PRE-TRAINING ASSIGNMENT

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

- ___ Make arrangements for lodging and meals as described in the Housing and Meals sections of the Training Guidelines.
1. Read and understand the Advanced Trails Program Maintenance Management Syllabus prior to your arrival at the training.
 - Discuss the projects you will be assigned in the next twelve months that will utilize the skills developed during the training program.
 2. Remember to bring the following with you to training:
 - Program syllabus and Trails Handbook.
 - Personal safety equipment (safety glasses, ear protection, gloves, hardhat, sunscreen, wading shoes and pants for the bridge assessment exercise).
 - Appropriate work clothing and rain gear with good work boots.
 - Daypack to carry any personal items and drinking water.
 - Alarm clock, pens, pencils.
 3. Complete the Pre-Training Assignment:
 - 5 Slide Program: Class participants are requested to prepare a brief slide or PowerPoint presentation on trail projects undertaken within their district, park or geographic area of responsibility. Subject matter is limited to trail repair and maintenance activities, i.e., trail construction/reconstruction, bridge construction, retaining wall construction, steps construction, etc. Before and after shots are desirable. Presentations will be limited to a maximum of five minutes. Please have your slides pre-arranged in a Kodak carousel in order or on a floppy diskette, zip disk or CD-R to expedite the presentations.
- NOTE:** Completion of the pre-training assignments and bringing your Personal Protective Equipment is mandatory and will count for 20% of your program grade.
4. If you are a State Park participant - Do not contact the Best Western Humboldt House 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 MAINTENANCE MANAGEMENT GROUP 6
A G E N D A – May 20-25, 2007

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.

Sunday

May 20

1500-2100	<i>(DPR Participants Register for your accommodations at Best Western Humboldt House Inn)</i>	All
-----------	---	-----

Monday

May 21

0800-0900	Program Orientation/MPC Registration	Combs
0900-1000	Intermediate Class Review	Knapp
1000-1200	Bridge Design and Construction Lecture	Beers
1200-1300	Lunch	
1300-1700	Trail Bridges Assessment Practical Lab	Beers/Allsop/ Knapp/Fisher/ Shannon/Spaan

Tuesday

May 22

0800-1700	Rotating Labs: Puncheon Construction-RED TEAM Stage 1 Bridge Construction-GREEN TEAM Beers/Fisher/Shannon Stage 2 Bridge Layout and Rigging-BLUE TEAM	Knapp
1200-1300	Lunch in the Field	Allsop/Spaan
1900-2100	Participant Presentations	All

Wednesday

May 23

0800-1700	Rotating Labs: Puncheon Construction-GREEN TEAM Stage 1 Bridge Construction-BLUE TEAM Beers/Fisher/Shannon Stage 2 Bridge Layout and Rigging-RED TEAM	Knapp
1200-1300	Lunch in the Field	Allsop/Spaan
1900-2100	Participant Presentations	All

ADVANCED TRAILS PROGRAM MAINTENANCE MANAGEMENT GROUP 6
A G E N D A – May 20-25, 2007

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

May 24

0800-1700	Rotating Labs: Puncheon Construction-BLUE TEAM Stage 1 Bridge Construction-RED TEAM Stage 2 Bridge Layout and Rigging-GREEN TEAM	Knapp/ Beers/Fisher/Shannon Allsop/Spaan
1200-1300	Lunch in the Field	

Friday

May 25

0800-0900	Motorized Trail Equipment Lecture	Allsop
0900-1000	Trail Budgeting and CAMP	Knapp
1000-1030	Course Review	Beers/Knapp
1030-1130	Final Exam	Beers/Knapp
1130-1200	Program Evaluation and Departure	Combs

PROGRAM: ADVANCED TRAILS PROGRAM MAINTENANCE MANAGEMENT

PROGRAM OUTLINE

<u>PROGRAM ORIENTATION AND MPC REGISTRATION</u>	1.0
<u>PUNCHEON AND BRIDGE LAYOUT AND CONSTRUCTION</u>	30.0
Assessment.....	
Construction Lab	
Lecture	
Layout	
<u>MOTORIZED EQUIPMENT</u>	1.5
Environmentally Sensitive Techniques.....	
Cost Benefit.....	
<u>TRAIL BUDGETING</u>	1.5
473's.....	
CAMP.....	
<u>STUDENT PRESENTATIONS</u>	4.0
Preparation.....	
Program Review.....	
<u>CLASS REVIEW AND FINAL EXAM</u>	1.5
<u>PROGRAM EVALUATIONS</u>	<u>0.5</u>
TOTAL HOURS.....	40.0

ADVANCED TRAILS PROGRAM MAINTENANCE MANAGEMENT

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. Each participant will share how they have applied the knowledge gained in the two previous programs at their district and what expectation 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 participant will

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

BRIDGE LAYOUT AND CONSTRUCTION

Purpose: Develop the participant's knowledge of trail bridge construction and maintenance techniques, proper site planning and crossing alternatives.

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

1. Identify the necessity and design of different types of trail bridges.
2. Demonstrate sound project management principles that are required to properly locate and construct a trail bridge on park land.
3. Develop knowledge of skills and techniques to safely construct a complete wooden trail bridge.

MOTORIZED EQUIPMENT

Purpose: To develop an understanding of the appropriate use of motorized equipment in a Trail Maintenance and Management Program.

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

1. Avoid the environmental impacts of trail construction and maintenance utilizing motorized equipment.
2. Evaluate the cost benefits of motorized equipment in construction and maintenance projects on trails.
3. Gain a working knowledge of the logistical support requirements for utilizing motorized equipment.
4. Work safely on trails with support crews and motorized equipment at the same time.

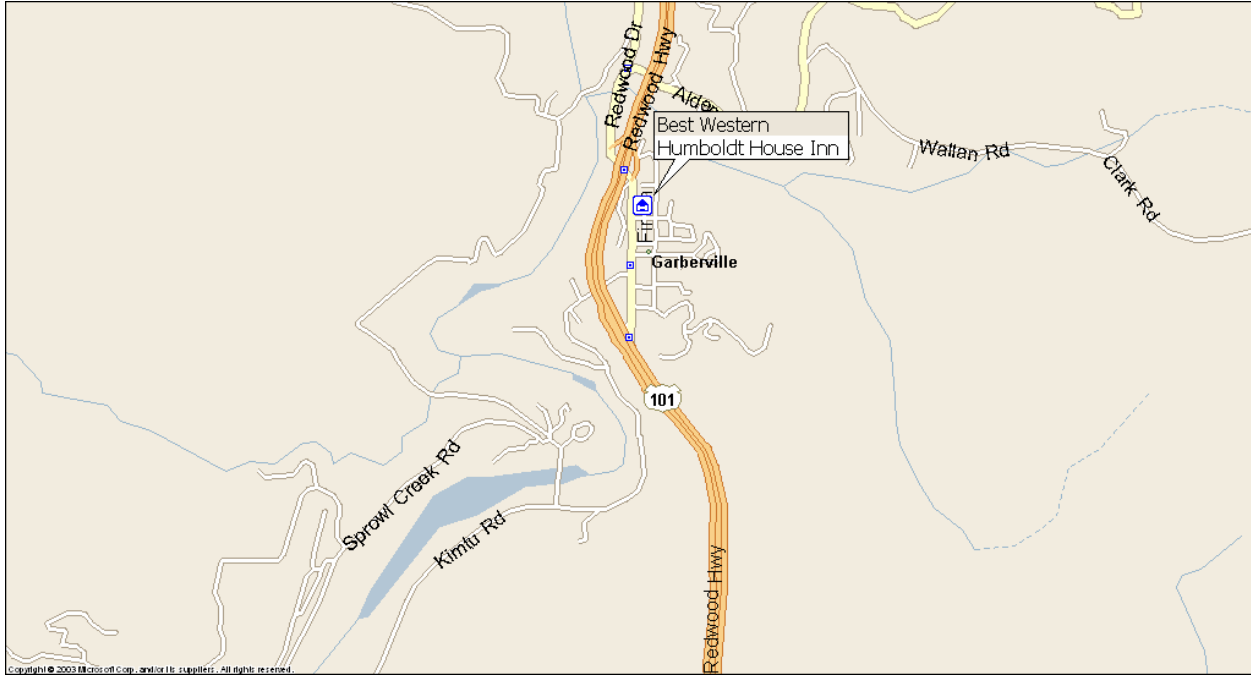
TRAIL BUDETING

Purpose: Learn to develop labor, material, tool and equipment cost estimates for trail maintenance activities and to input the data in a Maximo data base program.

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

1. Understand the importance of performing trail inventories such as UTAP or trail logs.
2. Learn how to input the trail feature data into budget spreadsheets (473's) to develop annual trail labor, material, equipment and contract costs.
3. Learn how to input budget spreadsheet data into Maximo job plans.
4. Learn how to use trail inventories and trail structure assessments to develop trail rehabilitation cost.

Best Western Humboldt House Inn
701 Redwood Drive
Garberville, CA 95542



Benbow Inn Training Site



Vicinity Map

