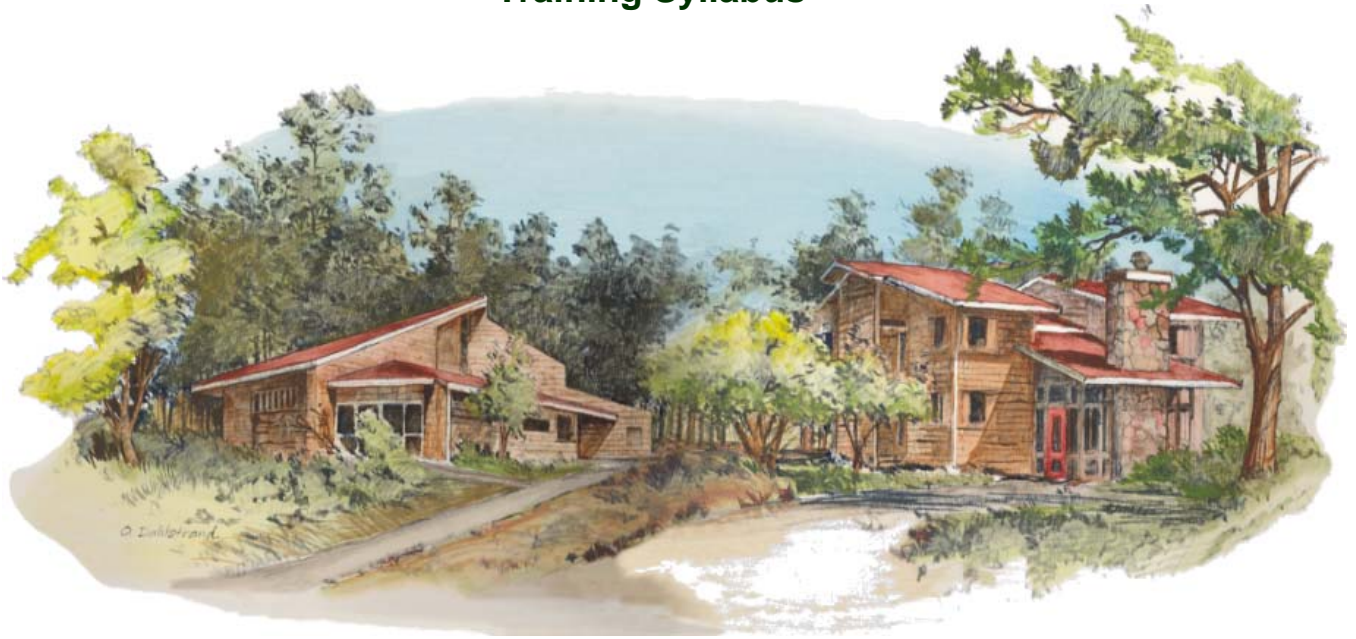


ADVANCED TRAILS PROGRAM: RIGGING

November 2-7, 2014

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: October 14, 2014
To: Supervisor
From: Theresa Bober, Department Training Officer
Training Section
Department of Parks and Recreation
Subject: Employee Attendance at Formal Training
Advanced Trails Program: Rigging Group 5

An employee from your office will soon be attending the formal training program described in the attachment. Please 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 and review the due date of the Post-Training Evaluation form.
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 meets with employee to discuss the evaluation.

Thank you for your assistance in seeing that the full benefit of training is realized.

Attachment

cc: Participant

TABLE OF CONTENTS

Formal Training Guidelines 1

Program Attendance Checklist..... 5

Post-Training Assignment 6

Agenda..... 7

Program Outline 9

Program Objectives..... 10

Location Map..... 12

Travel Expense Claim Coding Information 14

***Mission Statement
Training Office***

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

TRAINING SECTION STAFF

Theresa Bober Department Training Officer

Ann D. Slaughter Office Manager

Connie Breakfield..... Field Training Program Manager

Sara M. Skinner Training Specialist

Dave Galanti Training Specialist

Karyn Lombard Training Specialist

Matt Cardinet Cadet Training Officer

Travis Gee Cadet Training Officer

Pamela Yaeger Assistant Program Coordinator

Edith Alhambra Assistant Program Coordinator

Lisa Anthony 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

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). You should print a copy of the syllabus to bring with you to class. 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 Requirements" section.)

3. TRAVEL: Arrange your travel to and from the training 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: Accommodations for participants that requested housing will be at:

Quality Inn & Suites Santa Cruz Mountains
9733 Hwy 9, Ben Lomond, CA, 95005
Phone: (831) 336-2292

A block of rooms has been reserved for participants. **DO NOT** call the hotel for reservations. Upon your arrival, the hotel will have participant names and room assignments. **Please try to arrive at the hotel by 9:00 PM at the latest so you don't disturb your roommate. Also, you will need to get a copy of the hotel receipt/folio for your Travel Expense Claim.**

Please see the **Special Attendance Requirements on page 4** of this syllabus for directions and information regarding the training location. Housing will be assigned to you on a shared-room basis. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval.

Housing will be available from 3:00 p.m. on the date of arrival to 12:00 noon on the date of departure. The Department provides your rooming expenses at the assigned housing only. No per diem allowance will be authorized for other accommodations. This does not preclude living off-grounds at your own expense. Advise the Training Specialist no later than two weeks 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 for lodging is 10:00 p.m.

Note: You are assigned a room at a hotel while attending training. If so you may be asked to present a valid credit or debit card while checking in to your room. Many motels require a credit card to cover charges incurred such as telephone calls, damages to rooms and/or furnishings, fees to clean rooms that have been smoked in that are not designated as smoking rooms, etc. Be prepared to handle this appropriately.

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 Specialist 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:** Participants that are on travel status for this training will be reimbursed for breakfast, lunch, and dinner for the entire training session by the Training Section. Be prepared to pay for these meals. You will need to file a Travel Expense Claim using the CalATERS System for the meals only (starting with dinner on the Sunday, November 2nd and ending with lunch on Friday, November 7th). Forward the CalATERS claim to the Training Section for approval. Please add Ann Slaughter as an additional approver on your TEC in the CalATERS system for the Training Section's approval. All other expenses should be coded to your District. See last pages of this syllabus for coding instructions. In order to minimize personal expenses during the training, participants should consider applying for a travel advance through their District/Office for projected meal costs that will be incurred.
7. **TRAVEL EXPENSE CLAIM:** Items you will need to complete your TEC; a copy of your hotel receipt/folio, and the project number on the attached TEC instruction sheet.
8. **SMOKING:** Smoking is not permitted at the training sites, in any lodging, or classroom buildings.
9. **REGISTRATION:** When you arrive at Quality Inn & Suites Santa Cruz Mountains, go directly to the front desk to register for your room.
10. **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.
11. **TRAINING SECTION STAFF:** Connie Breakfield is your Training Specialist 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.

12. **TRAINING MATERIALS:** May be made available to you at both your unit and the Training site. 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.
13. **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 Training Specialist 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.
14. **VEHICLES:** All vehicles should be parked in the lots adjacent to the lodging. Any questions regarding use of a State vehicle while at training should be discussed with your supervisor prior to your departure for training, or with your Training Specialist while at the 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. Limit those calls to your breaks.
16. **FAX:** The Mott Training Center's FAX number is (831) 649-2824.
17. **POST-TRAINING ASSIGNMENTS:** In connection with formal training are to be completed under the direction of your supervisor. See "Program Attendance Requirements" in this syllabus.

PROGRAM ATTENDANCE CHECKLIST

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

1. Read and understand the Advanced Trails Program: Rigging Syllabus prior to your arrival at training. Meet with your supervisor to review the syllabus and to discuss expectations.
2. Arrange your travel through your District/Unit Office.
3. Bring the following with you to training:
 - Program Syllabus.
 - Personal safety equipment (safety glasses, ear protection, gloves, hardhat, and sunscreen).
 - Appropriate work clothing and rain gear with good work boots. The training is being held at Big Basin Redwoods State Park in November. Expect it to rain and be cold so bring appropriate foul weather gear. We will train outside in the rain as necessary!
 - Daypacks to carry any personal items and something to carry your own drinking water in.
 - Lunch, drinking water, and snacks. There are no supplies near the training location. You will need to be prepared for the day before you leave the hotel area. You need to ride in the provided vans to the actual training site.

If you have questions or need help contact the Program Coordinator, Connie Breakfield, by telephone at (831) 649-2958 or via e-mail at connie.breakfield@parks.ca.gov

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should 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.

ADVANCED TRAILS PROGRAM: RIGGING GROUP 5 - A G E N D A
November 2-7, 2014

This program will be conducted at the Big Basin Redwoods State Park (BBRSP). The classroom sessions will be held in the Creekside Room of the Boulder Creek Country Club at 16901 Big Basin Way, Boulder Creek, CA 95006. Field sessions will be held at Big Basin State Park. Vans will transport you to and from the classroom and field sessions and will leave the Quality Inn Hotel in Ben Lomond promptly at 0800 daily and return by 1700. Class will be dismissed from the classroom on Friday.

Sunday

November 2

1500-2100 *Hotel check-in Quality Inn and Suites Santa Cruz Mountains* All

Monday

November 3

0800-0830	Travel from Lodging to Classroom	All
0830-0900	Registration, Introduction/Expectations and Overview	Combs
0900-0930	Rigging Mechanics	Knapp
0930-1130	Rigging Applications	Knapp
1130-1200	Mathematics Used in Rigging Calculations	Allsop
1200-1230	Lunch	
1230-1330	Knot Tying, Cutting Wire Rope, Flemish Eyes and Coiling Wire Rope	All
1330-1530	Rigging Tool Identification and Use	Fisher
1530-1600	Rigging Safety	Allsop
1630-1700	Travel from Classroom to Lodging	All

Tuesday

November 4

0800-0830	Travel from Lodging to BBRSP	All
0830-0915	Tree Ladder Climbing Demonstration	Sylvia/Pereira
0915-1200	Tree Ladder Climbing Labs (5 groups)	All
1200-1230	Lunch in the Field	
1230-1630	Mechanical Advantage Labs (5 groups)	All
1630-1700	Travel from BBRSP to Lodging	All

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Wednesday
November 5

0800-0830	Travel from Lodging to BBRSP	All
0830-1300	Rotation A Labs (3) Group 1 Double High Leads Group 2 Tripods with Taught Lines and Anchors Group 3 Skylines	All
1300-1330	Lunch in the Field	
1330-1630	Rotation B Labs (3) Group 1 Sky Lines Group 2 Double High Leads Group 3 Tripods with Taught Lines and Anchors	All
1630-1700	Travel from BBRSP to lodging	All

Thursday
November 6

0800-0830	Travel from lodging to BBRST	All
0830-1030	Rotation B Labs (3) – Continued Group 1 Sky Lines Group 2 Double High Leads Group 3 Tripods with Taught Lines and Anchors	All
1300-1330	Lunch in the Field	
1030-1530	Rotation C Labs (3) Group 1 Tripods with Taught Lines and Anchors Group 2 Double High Leads Group 3 Sky Lines	All
1530-1630	De-Mobilize Lab Sites	All
1630-1700	Travel from BBRSP to Lodging	All

Friday
November 7

0800-0830	Travel from Lodging to Classroom	All
0830-1100	Grip Hoist Repairs and Maintenance	Allsop/Fisher
1100-1130	Class Review	Hiles/Turner
1130-1200	Class Evaluations and Departure	All

PROGRAM: ADVANCED TRAILS PROGRAM: RIGGING

PROGRAM OUTLINE

PROGRAM ORIENTATION 1.0

RIGGING LECTURE 7.0

Rigging Applications in Trail Projects

Rigging Tool and Equipment Identification/Uses

Rigging Applications and Theory

Rigging Demonstrations

Rigging Safety

Knot Tying

TREE CLIMBING LAB..... 8.0

Tree Climbing Ladders

Grip hoist Applications, Mechanized Winch Applications

RIGGING LAB..... 18.0

Rigging Sets, Rigging Design and Estimating, Skyline and Haulback Lines, Highleads
and Directionals, Tripods, and Taught Lines

CLASS REVIEW 1.5

PROGRAM EVALUATIONS..... 0.5

TOTAL HOURS..... 36

ADVANCED TRAILS PROGRAM: RIGGING

PROGRAM ORIENTATION AND REGISTRATION

Purpose: Participants and trainers will become acquainted with each other and the Program Coordinator. The group will be given information on the logistics of the week's training program at Big Basin Redwoods State Park.

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.

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 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, tripods 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 grip hoist, and capstan 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.

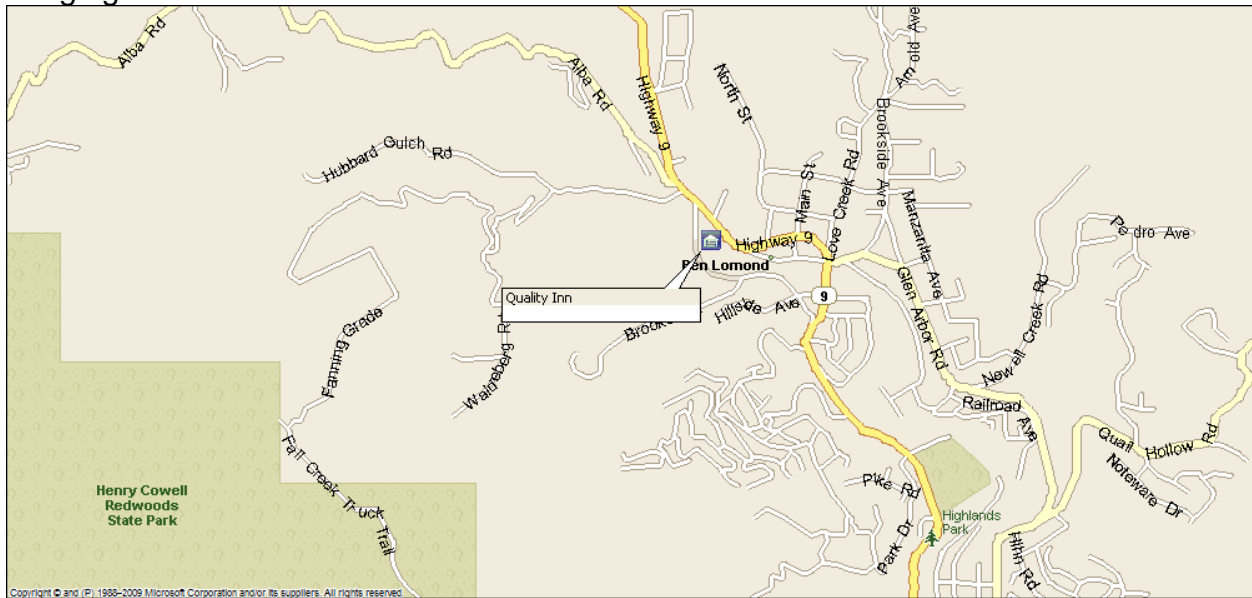
Area Map



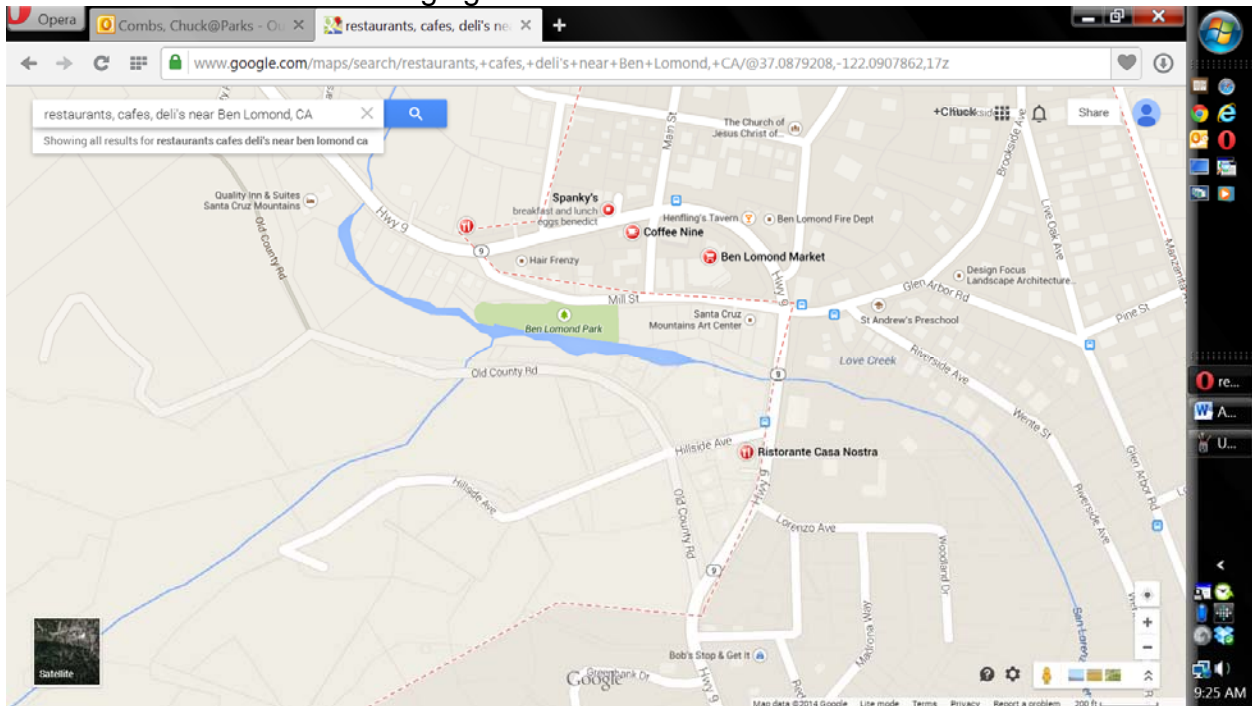
Vicinity



Lodging



Possible restaurants near lodging.



Coding Information for Travel Expense Claims's ~ Advance Trails Program:
Rigging Group 5

TEC's: The following items are the only thing that should be coded to the Training Section, everything else should be coded to your homebase. The Training Section will reimburse for (up to the maximum allowable limit, keep receipts):

- **Breakfast:** Monday to Friday (5 days)
 - **Lunch:** Monday to Friday (5 days)
 - **Dinner:** Sunday to Thursday (5 days)
-
- Report name for your TEC: **ATP Rigging #5**. All attendees must use the provided travel claim naming convention provided for their individual travel expense claims.

 - You may need to email CalATERS Table Maintenance to have your District/Section's index number added to the PCA and Project Number.
 - To see if your index number needs to be added to our PCA (14001) and the Project Number, go to the Intranet. Intranet to Program Areas to Accounting Services to Travel Information to CalATERS Global. CalATERS Global scroll down to #2 Specialized Account Coding Table; in fiscal year enter 2014, in PCA enter 14001, then view report to see if your index is in there. If not, send an email to CalATERS Table Maintenance requesting that it be added.

 - When using the Specialized Account Code feature, the "Charge to" line must be a unique name (see below). Only fields 1, 2, 3, and 5 are required (see below). Specialized Account Coding (please code as follows): Charge to: **ATP Rigging #5**
 - Field 1: 2014 (fiscal year)
 - Field 2: (your reporting location) Index Number
 - Field 3: 17581(PCA)
 - Field 4: Leave blank
 - Field 5: Leave blank

Lodging and Mileage:

- For training at the Mott Training Center (Asilomar Conference Grounds) or Marconi Conference Center State Historic Park:
 - o You are not required to submit an invoice, so in the Notes section at the top of the CalAters program you need to state that you “stayed at at ____ (insert facility name), a State Training Facility, which does not give lodging receipts”
- **For training at any other venue where the Training Section pays for lodging:**
 - o Each event attendee must obtain an itemized hotel receipt upon checking out of establishment and the receipt must be included with their CalATERS claim and designate it as "**Department Paid**". The lodging must be itemized individually showing each attendee, showing arrival and departure dates, and daily room rate and taxes shown separately.
- Also, if you're not claiming mileage please state in the Notes section how you got to training i.e. State Vehicle or carpooled.
- Please explain as much as possible in the notes section, so that anyone reading it would understand your travel i.e. How you got there, where you stayed, and what meals you ate.

Please add Ann Slaughter as an additional approver. Please forward a copy of the TEC to the Training Section for our records.

Also, please remember to complete TECs during the current fiscal year to keep our budgets on track.