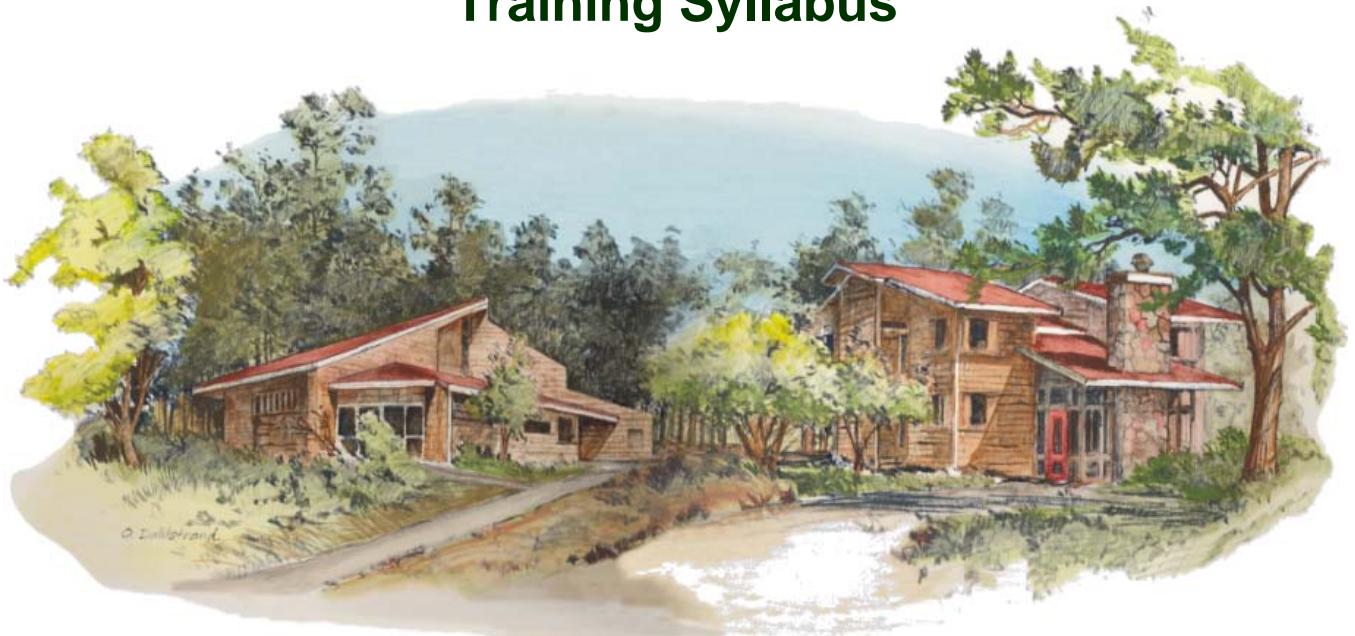


# BASIC ELECTRICAL SKILLS

October 26-31, 2014

Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** October 13, 2014

**To:** Supervisor

**From:** Theresa Bober, Department Training Officer  
Training Section  
Department of Parks and Recreation

**Subject:** Employee Attendance at Formal Training  
Basic Electrical Skills Group 24

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

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### ***Mission Statement Training Section***

***The mission of the Training Section 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

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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. The Mott Training Center does not have the capability to provide transportation to/from Monterey Airport.

The cost of your travel (airfare, mileage, rental car, etc.) is paid by your District or Office **to** and **from** the location of the training.

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 12:00 noon on the date of departure. The Department provides your room and board expenses at the Mott Training Center only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Advise the Training Specialist no later than two week before your scheduled arrival if you plan to live off-grounds. No animals are permitted in Asilomar 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 in the buildings unless registered beforehand at the front desk in Asilomar's Administration Building. Quiet hour for lodge living areas is 10:00 p.m.

**Note:** You may be assigned a room at a motel 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. OFF-GROUNDS ACCOMMODATIONS: When authorized to stay off-grounds by the Department Training Officer, the Mott Training Center will absorb the cost of your room and meals at the current DPR Asilomar rate. If you stay off grounds

and have meals on grounds, the Mott Training Center will authorize only what the Department pays Asilomar for lodging.

7. MEALS: Meals will be provided, semi-cafeteria style, 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, 12:00 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 Asilomar Chef at 831-372-8016 no later than one week before your scheduled arrival.

In order to assist participants with limited mobility, Asilomar provides a shuttle to and from the dining hall. Contact either Asilomar staff upon check-in, or Mott Training Center staff upon your arrival, for instructions on arranging a transport.

8. 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 **unless otherwise specified in the Program Attendance Checklist**. 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.

9. ROOM SAFES: Two safes have been installed in each of the lodge rooms used by the Mott Training Center (Live Oak, Tree Tops, and Deer Lodge). These safes are a type that allows the user to input their own combination of numbers to facilitate opening and closing. The Mott Training Center has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.
10. WEAPONS: Weapons are permitted in rooms under the following conditions. Authorized firearms and magazines stored while at the Mott Training Center shall be in a safe condition and stored in one of the following locations: your room safe in Live Oak, Tree Tops, or Deer Lodge, one of the Mott Training Center's safes in the Whitehead Room or secured in your vehicle.
11. ALCOHOLIC BEVERAGES: Participants shall not possess or consume alcoholic beverages in common areas (living room) while on the Asilomar Conference Grounds unless provided and hosted by Concessionaire ARAMARK.
12. SMOKING: Smoking is not permitted in the Mott Training Center or in any lodge or guest room on the Asilomar Conference Grounds.
13. TRAINING CENTER: The Mott Training Center is located on Asilomar Conference Grounds, part of Asilomar State Beach. The Conference Grounds are operated for our Department by a concessionaire, and all lodging and food services are

provided to us by employees of the concessionaire. Constant efforts are made to maintain a sound, harmonious working relationship between the Department and concessionaire. None of us can expect preferential treatment for any reason and, as a departmental employee you will be expected to join in our continuing effort toward an effective relationship with each Asilomar concession staff member. On occasion, non-departmental groups may be staying in the same lodges. It is imperative that you represent the Department well on and off duty.

14. **REGISTRATION:** When you arrive at Asilomar Conference Grounds, go directly to the front desk at the Asilomar Administration Building for your room key and dining room ticket. If you require vegetarian meals, notify the front desk representative and your meal ticket will be marked accordingly.
15. **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.
16. **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.
17. **TRAINING MATERIALS:** May be made available to you at both your unit and the Mott Training 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.
18. **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.
19. **VEHICLES:** All vehicles should be parked in the lots adjacent to the Mott Training Center. Any questions regarding use of a State vehicle while at the Mott Training Center should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Mott Training Center.

20. BICYCLES: If you bring your bicycle, store it in the bicycle shed next to the Mott Training Center. Bicycles may not be brought into any building nor chained to lamp posts, trees, etc. The Mott Training Center has a limited number of bicycles available for your use. Prior to your use, you are required to complete a safety inspection and sign a waiver which is posted in the bicycle shed.
21. MAIL: Mail forwarded to you during your time at the Center should be addressed to you in care of:

Department of Parks and Recreation  
WILLIAM PENN MOTT JR. TRAINING CENTER  
PO Box 699, Pacific Grove, CA 93950
22. 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.
23. FAX: The Mott Training Center's FAX number is (831) 649-2824.
24. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call the Center at (831) 649-2954. Calls after 5:00 p.m. or during weekends should be made to (831) 372-8016, Asilomar Conference Grounds, and the caller should tell the switchboard operator you are with a California State Parks training group. **Note: There are no longer pay telephones outside of the Mott Training Center. There are pay telephones located at the Asilomar Administration Building.**
25. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments.
26. RECREATION: Facilities available on grounds include a heated swimming pool, pool tables, and a volleyball court. The Monterey area offers horseback riding, golf, tennis, racquetball, deep sea fishing, and many historical landmarks and scenic sights to explore.
27. 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.
28. COFFEE BREAK REFRESHMENTS: Will be available throughout each session. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Please bring your own coffee cup.



## PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at the William Penn Mott Jr. Training Center, the following list is provided:

- \_\_\_\_ 1. Read and understand the Basic Electrical Skills Program syllabus prior to your arrival at the Training Center.
- \_\_\_\_ 2. Arrange your travel through your Unit/Office.
- \_\_\_\_ 3. Complete the following pre-training assignments:
  - Review and complete the Basic Electrical Skills pre-training assignment and the excerpts from "*Ultimate Guide to Wiring*" included with your syllabus. Bring them with you to training.
  - Discuss the Basic Electrical Skills program with your supervisor. What specific changes in your abilities and performance are expected from your attending this training? List these expectations along with your own under "Expectations" on the back of the "Equipment Check Sheet."
  - If possible, bring with you a hand held, 120VAC,  $\leq 15$  amp., portable power tool with a cord set that is in need of repair / replacement. We will use these tools for our small appliance repair segment of the training and attempt to return them to a safe operable condition.
  - Discuss the projects you will be assigned in the next twelve months, which will utilize the skills developed during the training program.
  - Make arrangements with your supervisor to demonstrate your ability to safely use the items listed on the Equipment Check Sheet. All items must be initialed by your supervisor, or your supervisor's representative, and signed by your District Maintenance Chief for you to participate in the practical portion of the training program.

**NOTE:** The pre-training assignment (Equipment Check Sheet and Expectations) will be collected during the program orientation on **October 27, 2014**. Completion of the pre-training assignment and bringing your personal safety gear is mandatory and will count for 20% of your program grade. If you have questions or need assistance, contact Training Specialist Connie Breakfield at (831) 649-2958 or [Connie.Breakfield@parks.ca.gov](mailto:Connie.Breakfield@parks.ca.gov).

- \_\_\_\_ 4. Bring the following with you to training:
  - Program syllabus and workbook.
  - Personal safety equipment (eye, ear, and hand protection).
  - Coveralls or appropriate work clothing.
  - Proper field uniform, see Formal Training Guidelines 8.
  - Coffee cup, pens, and pencils.

## **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.

**BASIC ELECTRICAL SKILLS GROUP 24 – A G E N D A**  
**October 26-31, 2014**

Mott Training Center Training Specialist: Connie Breakfield  
Lead Instructor and Program Coordinator: Bill Dall and Chuck Combs  
Assistant Program Coordinators: Angel Alba and Chris Fridrich

***Special Notice:*** This program will be conducted at the Mott Training Center Shop Annex, 2211 Garden Road, Building C, Monterey, California. Vans are available to transport you to and from the Shop Annex. Vans will leave the Mott Training Center promptly at 0800 daily and return by 1700.

**Sunday**

**October 26**

1500	REGISTRATION: <i>Check-in at the Asilomar Administration Building.</i>	All
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**Monday**

**October 27**

0755-0800	Meet at Mott Training Center Parking Lot ( <b>See Special Notice</b> )	All
0800-0830	Travel to Shop Annex	All
0830-0930	Orientation / Pre-Training Check-in	Combs
0930-1030	Expectations	Dall
1030-1200	Electrical Theory/Application	Dall
1200-1300	Lunch	
1300-1330	Task Hazard Analysis	Combs
1330-1430	Continuity Tester Project	Alba/Fridrich
1430-1500	Introduction to Electrical Circuits / Load Calculations	Dall
1500-1630	Introduction to Wiring	Dall
1630-1700	Return to Mott Training Center	All

**Tuesday**

**October 28**

0755-0800	Meet at Mott Training Center Parking Lot ( <b>See Special Notice</b> )	All
0800-0830	Travel to Shop Annex	All
0830-1000	Review / Quiz / Pre-Training Assignment	Dall
1000-1100	Wiring Project Demonstration	Dall
1100-1200	Wiring Project (Lab)	All
1200-1300	Lunch	
1300-1530	Wiring Project (Lab)	All
1530-1630	Study Guide Session	All
1630-1700	Return to Mott Training Center	All

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**Wednesday**  
**October 29**

0755-0800	Meet at Mott Training Center Parking Lot ( <b>See Special Notice</b> )	All
0800-0830	Travel to Shop Annex	All
0830-0930	Review / Quiz	Dall
0930-1200	Wiring Project (Lab)	All
1200-1300	Lunch	
1300-1530	Wiring Project (Lab)	All
1530-1630	Study Guide Review	All
1630-1700	Return to Mott Training Center	All

**Thursday**  
**October 30**

0755-0800	Meet at Mott Training Center Parking Lot	All
0800-0830	Travel to Shop Annex	All
0830-0930	Review / Quiz	Dall
0930-1200	Wiring Project Group Application (Lab)	All
1200-1300	Lunch	
1300-1430	Small Appliance Repair	Alba/Fridrich
1430-1630	Performance (Practical) Exam	All
1630-1700	Return to Mott Training Center	All

**Friday**  
**October 31**

0800-0830	Travel to Shop Annex	All
0830-0930	Final Exam	Dall
0930-1030	Exam Review	All
1030-1130	Material Handling and Storage	Alba/Fridrich
1130-1230	Program Summary and Evaluation, and Post Training Assignments	Dall
1230	Departure	All

**TRAINING PROGRAM: BASIC ELECTRICAL SKILLS**

**36 HOURS**

PROGRAM OUTLINE

Program Orientation and Overview .....	1.0
Electrical Systems .....	4.5
Electrical Wiring.....	10.0
Examination and Labs.....	20.0
Program Summary and Evaluation.....	<u>.5</u>
<p style="text-align: right;">Total Hours</p>	36.0

## **BASIC ELECTRICAL SKILLS**

### **PROGRAM ORIENTATION**

Purpose: Participants will meet one another, the program coordinator, and facilitator. The group will share expectations for the training program. Program content will be reviewed.

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. Adhere to all Training Center guidelines.

### **INTRODUCTION TO ELECTRICAL CIRCUITS**

Purpose: To develop an understanding of electrical circuits and systems, which will enable the park maintenance worker to safely repair park structures, and small appliances.

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

1. Identify the basic components of typical residential electrical systems.
2. Describe the function of components in a typical residential electrical system.
3. Demonstrate safe working practices when working with electricity.

### **INTRODUCTION TO WIRING**

Purpose: To familiarize park maintenance workers with the materials, tools, and techniques used in residential electrical circuits and small appliance wiring.

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

1. Recognize electrical devices and loads commonly found in residential electrical circuits.
2. Demonstrate the correct use of electrical tools and test equipment.
3. Identify the correct application of electrical materials.

## **SHOP APPLICATIONS**

Purpose: To provide the participant with hands-on instruction and opportunity to practice acquired electrical knowledge and skills.

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

1. Perform basic troubleshooting on residential electrical systems and small appliances.
2. Make basic repairs to residential electrical systems and small appliances.
3. Demonstrate the ability to work effectively, safely, and harmoniously with other class participants in a simulated work environment.

Insert Adobe Map