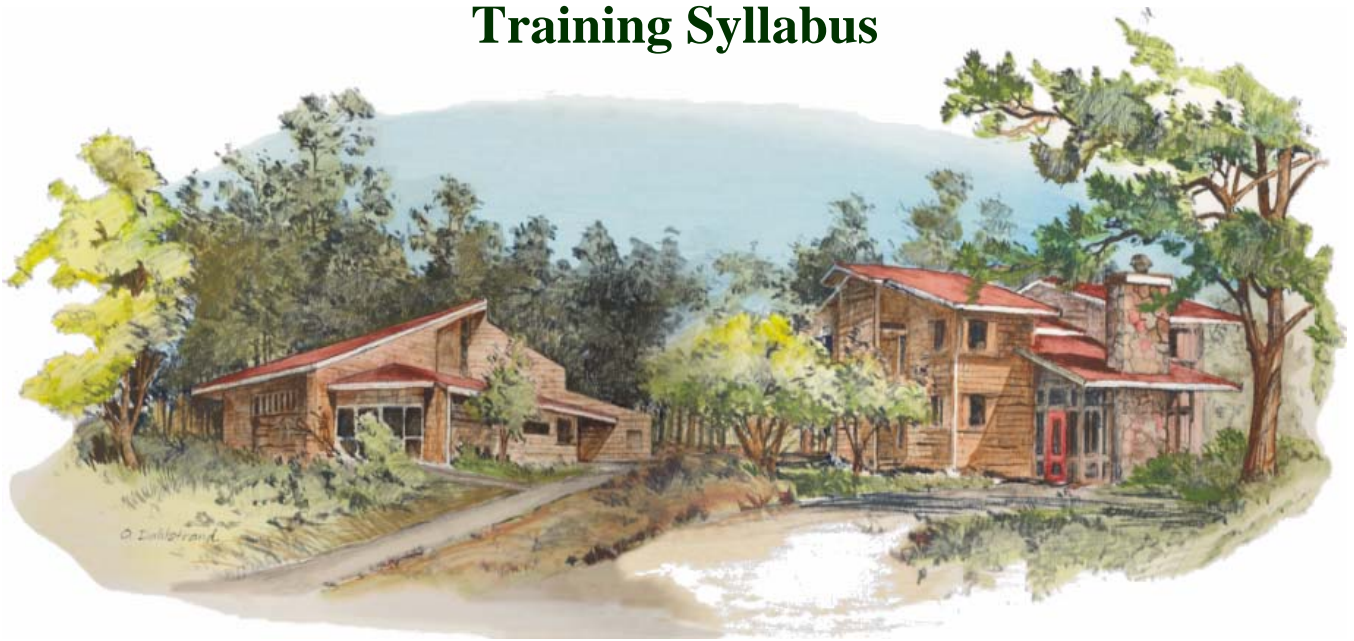


CAMP TRAINING

STATEWIDE PROPERTY INVENTORY

April 6 – 8, 2009

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: March 27, 2009

To: Supervisor

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

Subject: Employee Attendance at Formal Training

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 the supervisor 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 login 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.



Tina Williams
Department Training Officer

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.

TRAINING CENTER STAFF

Tina Williams.....Department Training Officer
Pat Bost Office Manager || Joanne Danielson | Academy Coordinator |
Chuck Combs.....	Training Specialist
Dave Galanti	Training Specialist
Summer Kincaid.....	Training Specialist
Connie Breakfield.....	Cadet Training Officer
Pamela Yaeger	Assistant Program Coordinator
Edith Alhambra.....	Assistant Program Coordinator
Bill Spencer	Assistant Program Coordinator
Eric Marks	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 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. The syllabus outlines what you can expect from this training and what is expected of you. It also 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. **TRAINING LOCATION:** The training for this program will occur at the Two Rivers Training Facility located at One Capitol Mall, Suite 350, Sacramento, CA 95814. One Capitol Mall is located on Capitol Mall (a street in downtown Sacramento), immediately east of the historic Tower Bridge. The building is immediately to the south of the Old Sacramento tourist area. A map and directions to the training facility are provided as an attachment to this syllabus.
2. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). 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.

3. PRE-TRAINING ASSIGNMENTS: Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading and other 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 "Training Attendance Requirements" section.)
4. TRAVEL: Arrange your travel to and from Sacramento 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 0410.1. The Training Office does not have the capability to provide transportation to or from the Sacramento International Airport.
5. HOUSING: **The Training Office has reserved rooms at the SpringHill Suites by Marriott for individuals who reside outside of the Sacramento region only. You will need to call or email Eric Marks at 916-319-9653 or emarks@parks.ca.gov to confirm that a room has been reserved for you.**

Your accommodations will be paid for by the Training Office. You may choose to stay in another facility; however, securing lodging at another location will be at the participant's own expense. Housing will be available from 3:00 p.m. on the date of arrival until 12:00 noon on the date of departure. If you need to cancel or change your reservation, you must contact Eric Marks directly. When you arrive at the SpringHill, go directly to the front desk for your room key.

The hotel is located at 2555 Venture Oaks way, Sacramento. Directions to the hotel are on page 6 of this syllabus.

6. MEALS: Meals are arranged at the discretion of the participant. There are numerous restaurants within walking distance of the Two Rivers Training Facility and elsewhere in the downtown Sacramento area. The Training Office will reimburse the cost of your meals at the current per diem rate. Send a Travel Expense Claim (Std. 262a) to Mott Training Center for approval and processing. (The Training Center will reimburse meals starting with dinner on the first day and ending with lunch on the last day.)
7. PARKING: There is a public lot (the Tower Bridge lot, operated by the City of Sacramento) located directly west of the One Capitol Mall building where your training will occur. Parking locations are listed on page 6 of this syllabus. You will be reimbursed for parking by the Training Center via a Travel Expense Claim (Std. 262a).
8. CLOTHING: **Field uniforms are not required.** Professional business attire may be worn.

One Capitol Mall houses both Department offices and offices of numerous private sector organizations. As such, the image we project as State Park employees is important. The clothing you wear should be appropriate.

9. **BREAK TIMES:** Participants will be given break times throughout the training day to visit the first-floor coffee kiosk, make telephone calls, etc. Please be considerate of your fellow Department employees and other groups working in adjoining office spaces by not requesting from them special use of telephones, copiers, fax equipment, etc. In addition, please be considerate of your fellow employees' work schedules by limiting your visitation to other Department offices during breaks or before or after formal training. Loud conversations, laughter, etc. should not be conducted in the hallway areas at any time.
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 OFFICE STAFF:** Eric Marks (916-319-9653) is your contact while attending the course and has been assigned responsibility for your training group as well as for your training program. During the program, you may be asked to assist Training Office staff in the logistics of your training program; please work with Training Staff to help make your training experience pleasant and meaningful.
12. **TRAINING MATERIALS:** Training materials may be made available to you at both your unit and the Two Rivers Training Facility. 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. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
14. **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.
15. **FAX:** The Two Rivers Training Facility's FAX number is (916) 319-9656.
16. **TELEPHONE:** Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call (916) 319-9653.

17. COLLEGE CREDIT: Most Training Office programs are 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.
18. **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=WebReq&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.

19. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.
20. TRAVEL: The cost of your travel (air fair, mileage, rental car, ECT) is paid by your District or Office to and from the location of the training.
21. HOUSING CANCELLATION POLICY: Hotel, lodging, registration and associated fees will be charged to the employees District or Office if the training cancellation is received with less than 72 hours notice.

**California State Parks
Two Rivers Training Facility
One Capitol Mall, Suite 350
Sacramento, CA 95814**

Directions

Downtown Sacramento streets are labeled numerically and alphabetically. The Two Rivers Training Facility is located at One Capitol Mall, Suite 350, which is a private sector office building located on Capitol Mall (a street name) immediately east of the Tower Bridge (notable for its gold paint color).

Capitol Mall (the street) extends west from the steps of the State Capitol to the Tower Bridge. Although access to the building is possible from either the west (across the bridge from West Sacramento) or east (from the Capitol and downtown Sacramento), access to the parking facility can only be gained going westbound (from downtown Sacramento and the Capitol).

Entrance to One Capitol Mall is on the south side of the building, across from the Embassy Suites hotel. Take the lobby elevators to the third floor and proceed all the way down the hallway (making a left turn as you go) to Suite 350.

One Capitol Mall is not directly served by Sacramento's light rail system.

Driving Directions:

From **Sacramento Airport:** Drive south on Interstate 5 (towards downtown Sacramento) about nine miles to the J Street exit. Keep to the far right as you exit the freeway. Turn right on 3rd Street (which is the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From points **north:** Use the Sacramento Airport directions from either southbound Interstate 5 or southbound Highway 99 (which runs into Interstate 5 north of downtown Sacramento).

From points **west:** Take Interstate 80 eastbound to Highway 50/Business Interstate 80. Continue east to Interstate 5, head north to the J Street exit. Turn right on 3rd Street (the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From points **east:** Take Interstate 80 or Highway 50 to Interstate 5 (downtown Sacramento). Head north on Interstate 5 to the J Street exit. Turn right on 3rd Street (the stoplight at

the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From points **south**:

From northbound Highway 99, proceed to downtown Sacramento. Go west on Highway 50 to northbound Interstate 5. Head north on Interstate 5 to the J Street exit. Turn right on 3rd Street (the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From northbound Interstate 5, head north to downtown Sacramento. Continue north to the J Street exit. Turn right on 3rd Street (the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

Parking

Parking is at the Tower Bridge lot, operated by the City of Sacramento, located directly west of One Capitol Mall. Entrance to the parking lot is off of Front Street, which is the right turn between One Capitol Mall and the Tower Bridge. Access to Front Street can only be accomplished from westbound Capitol Mall (from downtown Sacramento). Participants traveling eastbound from West Sacramento need to make a “U” turn to come back westbound to enter Front Street.

Parking cost is \$15 per day, subject to change without notice. Parking fees will be reimbursed by the Training Office using a Travel Expense Claim (Std. 262a).

The Marriott SpringHill Suites (Airport) is located at 2555 Venture Oaks Way, Sacramento, CA 95833. Their Business phone number is 916-925-2280.

Directions From the North: Take I-5 South towards Sacramento. Take the Garden Highway Exit and bear right (southwest) onto Garden Highway (0.3 mi). Turn Right (north) onto Gateway Oaks Dr. (0.3mi). Turn right (northeast) onto Venture Oaks Way and The Spring Hill will be on your left (0.2 mi).

Directions From the South: Take I-5 North towards Sacramento. Take the Garden Highway exit and make a left onto Garden Highway (0.3mi). Turn Right (north) onto Gateway Oaks Dr. (0.3mi). Turn right (northeast) onto Venture Oaks Way and The Spring Hill will be on your left (0.2 mi).

Click on the link below to access an interactive map to The SpringHill Suites:

<http://www.marriott.com/hotels/maps/travel/sacsh-springhill-suites-sacramento-airport-natomas/>

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at the Two Rivers Training Facility, the following list is provided:

- _____1. Read and understand the Program Syllabus prior to your arrival at the Training Center.

- _____2. Complete the following pre-training assignments:
 - Access CAMP through your CITRIX log-in. Log-in information and instructions will be sent out under separate cover.

 - Review the resources on the 'N' Drive share folder titled "CAMP Bulletin Board" and become familiar with them.

 - Review the instructions from the 'N' drive share folder for the specific class you will be attending.

 - SPI Class attendees must review CAMP Tip Sheets No. 5 and No. 6.

- _____3. Arrange your travel through your Unit/Office.

- _____4. **Remember** to bring the following with you to training:
 - Program syllabus

 - Professional business attire (uniforms are not required for this program)

 - Coffee cup, alarm clock, pens, pencils

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.

CAMP STATEWIDE PROPERTY INVENTORY TRAINING GROUP 6 - AGENDA
April 6–8, 2009

Monday

April 6

1500	Check in at the SpringHill Suites by Marriott	All
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Tuesday

April 7

0800-0830	Welcome and Orientation	Dennis
0830-0900	History of CAMP	Dennis
0900-1000	Signing Into CAMP	Olivas
1000-1200	Searching and Filtering in CAMP	Olivas
1200-1300	Lunch	
1200-1700	Introduction to SPI	Dennis/Olivas

Wednesday

April 8

0800-1200	Introduction to SPI	Dennis/Olivas
1200-1300	Lunch	
1300-1700	Introduction to SPI	Dennis/Olivas

NEW CAMP USER TRAINING

OVERALL COURSE OBJECTIVES

Purpose: Participants will gain the skills, abilities and knowledge to successfully enter data of various program areas into the Computerized Asset Management Program (CAMP).

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

1. Demonstrate proficiency in entering data into the appropriate program areas of CAMP.
2. Identify the needed information necessary to enter data into a program area of CAMP.
3. Use the data and information contained in CAMP.
4. Use the program efficiently and effectively upon return to their respective work locations.
5. Be familiar with the information available to them via the CAMP Bulletin Board on the 'N' Drive share folder and the CAMP Help Desk.

STATEWIDE PROPERTY INVENTORY (SPI)

Purpose: Participants will become familiar with the nomenclature and be able to use the Statewide Property Inventory elements of CAMP.

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

1. Recognize the purpose of the SPI and how it relates to "CAMP Facilities".
2. Recognize their role in the SPI process through the review of flow charts for each transaction type.
3. Discuss with the requirements surrounding the required Fund Source information and the variety of resources to find it.
4. Add structures and site improvements into CAMP by completing ADD transactions.
5. Change existing structure and site improvement information in CAMP by completing CHANGE transactions.

6. Decommission structures or site improvements by completing DELETE transactions.
7. Recognize the process of having an SPI record approved.
8. Search and find specific records contained in CAMP.