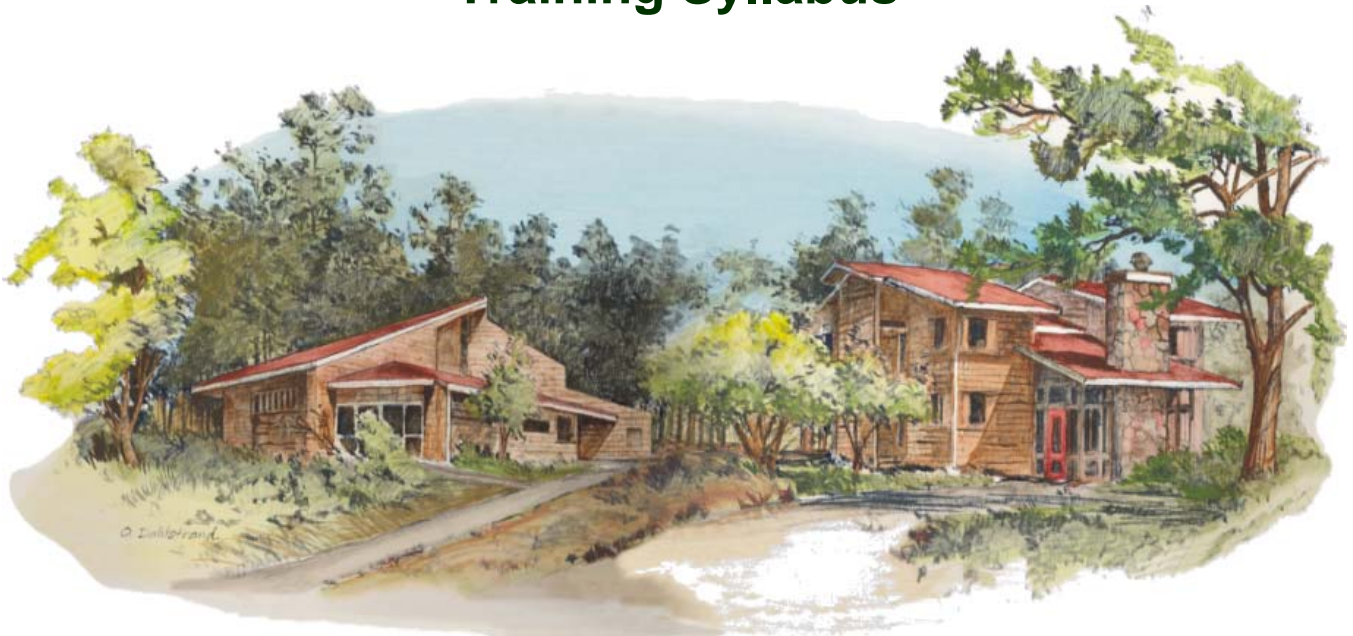


DISTRICT TRAILS COORDINATOR TRAINING

April 21-24, 2015

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: March 30, 2015

To: Supervisor

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

Subject: Employee Attendance at Formal Training
District Trails Coordinator Training Group 6

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.
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 MTC Manager

Jack Futoran EMS and LG Training Coordinator

Dave Galanti Training Specialist

Karyn Lombard Training Specialist

Sara M. Skinner Training Specialist

Matt Cardinet Cadet Training Officer

Travis Gee Cadet Training Officer

Lisa Anthony Program Coordinator

Edith Alhambra Assistant Program Coordinator

Pamela Yaeger 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 McClellan Training 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) and on the Parks and Recreation website under the Learning/Training Section. 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 (other than reading) which involve either individual or group efforts or resources.
3. **TRAVEL:** Arrange your travel to and from the Tenaya Lodge 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. Contact them directly for the schedule. The vans will be transporting you to and from the training sites on the field day.

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 CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact the Trails Office at least 72 hours prior to your date of arrival. The Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed. Hotel lodging, registration and associated fees may be charged to the employee's District or Office if the training cancellation is received with less than 72 hours notice.

5. REGISTRATION: When you arrive at the Tenaya Lodge go directly to the Registration desk for check in and your room assignment (See map on the last page of this syllabus). Rooms are equipped with a telephone that must be secured with a personal charge card for payment. Once checked into your room, please visit the conference registration desk in the conference foyer for your meal tickets and conference packet. The conference registration desk will be open Tuesday, April 21 from 1500 to 1800 and Wednesday, April 22 from 0700 to 1030.
6. MEALS: Meals will be provided as part of the accommodations from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:00 a.m. for breakfast, 12:00 noon for lunch, and 6:00 p.m. - 7:00 p.m. for dinner. Box lunches will be provided on some days. If you require a special diet, notify Alexandra Stehl, Statewide Trails Coordinator, as soon as possible 916-324-0322.
7. CLOTHING: Uniforms are not required for this program. (Special clothing requirements for your program are described in "Training Attendance Requirements" section.)

Because we are staying at a very popular private conference facility with other groups, and the image that we project as trails professionals can have a lasting impact on the public, your attire should be appropriate during off duty hours.

8. 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.

9. **TRAINING CENTER STAFF:** A Training Center staff member 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.
10. **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.
11. **FAX:** The Mott Training Center's FAX number is 831-649-2824.
12. **TRAINING LOCATION:** Training will be conducted at **Tenaya Lodge in Fish Camp, CA and Yosemite National Park**. Please refer to the location maps on the last page of this syllabus.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for this training at the District Trails Coordinator Training the following checklist is provided:

1. Be sure you have read and understand the District Trails Coordinators Training Syllabus prior to the first scheduled session.
2. Bring the following items with you to training:
 - Training syllabus.
 - Appropriate work hiking clothing, rain gear, and boots for the field day, sun block, shade hat, and your appropriate office apparel for the training at the hotel.
 - Pens and pencils.
 - Coffee cup.
 - Day pack and water bottle.
3. **DO NOT** contact the Tenaya Lodge in Fish Camp, CA to make any personal arrangements. All special arrangements must be made via the Statewide Trails Office. If you have questions or need help, contact the program manager Alexandra Stehl by telephone at (916) 324-0322 or via e-mail at Alexandra.Stehl@parks.ca.gov
4. For general information about the Tenaya Lodge in Fish Camp, CA you may visit it on the web at <http://www.tenayalodge.com/>

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.

DISTRICT TRAILS COORDINATOR TRAINING GROUP 6 – AGENDA
April 21-24, 2015

The classroom sessions, lodging, and meals will occur at the Tenaya Lodge at Yosemite. There will be vans to transport you to and from the Tenaya Lodge during site visits and field exercises.

Tuesday

April 21

1500-1800	Registration at Conference Foyer	All
1800	Dinner (Tenaya Restaurant)	

Wednesday

April 22

0700-1030	Registration at Conference Foyer	All
0700-0800	Breakfast (Tenaya Restaurant)	All
0800-0815	Introductions and Training Overview	Spann
0815-0845	Trails Handbook Update	Spann
0845-0900	Trail Funding Opportunities	Stehl/Spann
0900-0945	Facilities Management Division, Roads and Trails Program Services	Spann/Turner
0945-1000	Break	All
1000-1100	Trail Maintenance and CEQA Requirements	Spann/Turner
1100-1200	Road and Trail Cat I Budgeting	Spann
1200-1300	Lunch (Tenaya Restaurant)	
1300-1400	CCC Master Interagency Agreement	Turner/Dunson
1400-1445	Cal Fire Master Interagency Agreement	Spann
1445-1500	Break	All
1500-1600	Accessible Trails Program Update	Segebart/ Nawrath
1600-1630	Road and Trail Management Plans	Spann
1800-2100	Welcome Dinner and Keynote Speaker	All

Thursday

April 23

0630-0800	Breakfast (Grand Ballroom)	All
0800-0915	CA State Parks Procedures and Regulations (Conference Session)	All
0915-0930	Break	
0930-1030	Sustainable Construction Techniques (Conference Session)	All
1030-1045	Break	All
1045-1145	CA State Parks Accessible Trail Design (Conference Session)	All
1145-1300	Lunch (Grand Ballroom)	All

DISTRICT TRAILS COORDINATOR TRAINING GROUP 6 – AGENDA
April 21-24, 2015

The classroom sessions, lodging, and meals will occur at the Tenaya Lodge at Yosemite. There will be vans to transport you to and from the Tenaya Lodge during site visits and field exercises.

Thursday

April 23 (continued)

1300-1700	Site Visit to Mariposa Grove, and Yosemite Valley	All
1830-1900	Conference Awards Dinner (Grand Ballroom)	All

Friday

April 24

0700-0800	Breakfast (Grand Ballroom)	All
0800-0900	Transportation Route Designation / Lab	Spann/Kilgore
0900-1000	Trails Cost Estimation Form Overview	Turner
1000-1015	Break	All
1015-1100	Trail Hardening and Surface Stabilization	Spann
1100-1130	Statewide Change-in-Use Programmatic Environmental Impact Report (PEIR) Applications	Spann
1130-1200	Question and Answer Time, and Wrap-up	All
1200	Box Lunch / Departure	

DISTRICT TRAILS COORDNATOR TRAINING

PROGRAM ORIENTATION

Purpose: Participants will meet one another and the Program Coordinator and Facilitator. The group will share expectations for the training program. In addition, program content will be reviewed.

UPDATE ON TRAIL HANDBOOK

Purpose: Participants will be updated on the latest effort to update the departments Trails Handbook.

TRAIL FUNDING OPPORTUNITIES

Purpose: Participants will be updated on potential road and trail funding sources available both within and outside of the department.

FMD, ROADS AND TRAILS PROGRAM SERVICES

Purpose: Participants will be updated on services provided by the Facilities Management Division Roads and Trail Accounting Program.

TRAIL MAINTENANCE AND CEQA REQUIREMENTS

Purpose: Participants will discuss CEQA and permitting processes associated with road and trail maintenance activities.

ROAD AND TRAIL CAT I BUDGETING

Purpose: Participants will be updated on the road and trail inventory process and associated deliverables and will be introduced to a streamlined road and trail maintenance budgeting database.

CCC MASTER INTERAGENCY AGREEMENT

Purpose: Participants will be instructed on the interagency partnership between CCC and State Parks. They will be given a program overview and guidance on how to implement a partnership trails project using the new CCC/DPR master contracting process.

CAL FIRE MASTER INTERAGENCY AGREEMENT

Purpose: Participants will be instructed on the interagency agreement between Cal Fire and State Parks. They will be given a program overview and guidance on how to implement a Cal Fire project using the Cal Fire/DPR master contracting process.

ADA TRAILS PROGRAM

Purpose: Participants will be instructed on recent departmental policy relating to ADA compliance as well as an update on the status of the departments compliance with the legal consent decree for accessible trail improvements.

SITE VISIT TO MARIPOSA GROVE, AND YOSEMITE VALLEY

Purpose: Participants will visit completed and ongoing trail projects at Yosemite National Park to observed trail surface hardening, trail structures, and ADA designs associated with high visitor use trails.

TRANSPORTATION ROUTE DESIGNATION/LAB

Purpose: Participants will be updated on the department's policy on road and trail designation and will participate in a computer lab exercise to designate roads and trails using the departments web base GIS mapping system.

TRAILS COST ESTIMATION FORM OVERVIEW

Purpose: Participants will receive instructional overview of the department's project cost estimating form.

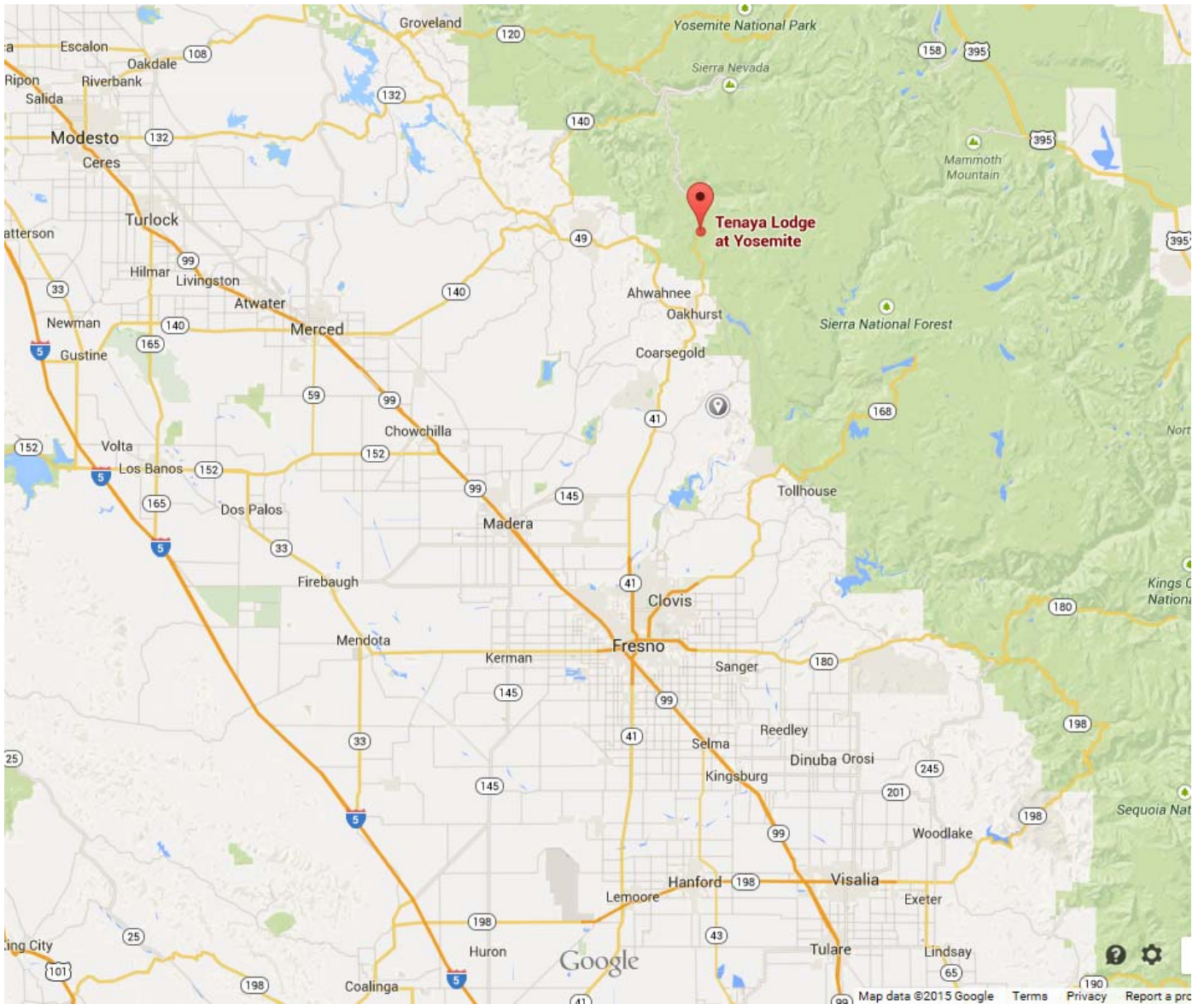
TRAIL HARDENING AND SURFACE STABILIZATION

Purpose: Participants will discuss the positives and negatives of synthetic and natural trail hardening additives on trails surfaces.

STATEWIDE CHANGE-IN-USE PEIR APPLICATIONS

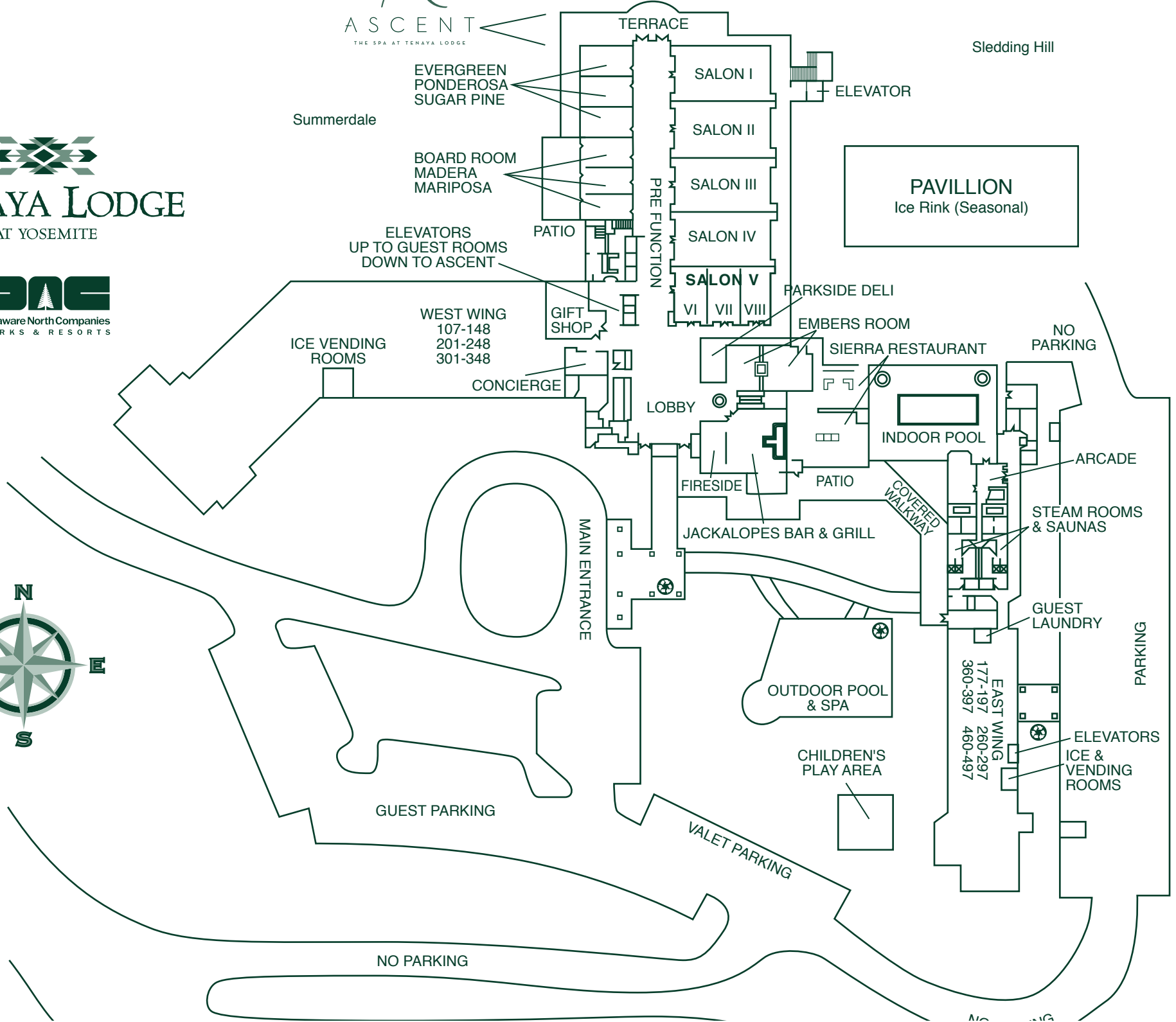
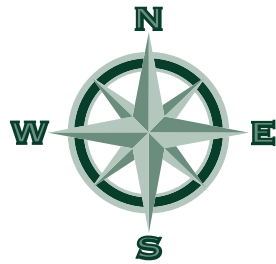
Purpose: Discussion of the departments Change-in-Use Programmatic Environmental Impact Report (PEIR) report and how this PEIR can be applied at a project level.

LOCATION MAPS



ASCENT
THE SPA AT TENAYA LODGE

TENAYA LODGE
AT YOSEMITE



Summerdale

EVERGREEN
PONDEROSA
SUGAR PINE

BOARD ROOM
MADERA
MARIPOSA

ELEVATORS
UP TO GUEST ROOMS
DOWN TO ASCENT

WEST WING
107-148
201-248
301-348

ICE VENDING
ROOMS

CONCIERGE

LOBBY

FIRESIDE

JACKALOPES BAR & GRILL

MAIN ENTRANCE

GUEST PARKING

VALET PARKING

NO PARKING

TERRACE

SALON I

SALON II

SALON III

SALON IV

SALON V

VI VII VIII

PRE FUNCTION

PATIO

GIFT SHOP

PARKSIDE DELI

EMBERS ROOM

SIERRA RESTAURANT

INDOOR POOL

PATIO

JACKALOPES BAR & GRILL

OUTDOOR POOL
& SPA

CHILDREN'S
PLAY AREA

Sledding Hill

ELEVATOR

PAVILLION
Ice Rink (Seasonal)

NO PARKING

ARCADE

STEAM ROOMS
& SAUNAS

GUEST LAUNDRY

PARKING

ELEVATORS
ICE &
VENDING
ROOMS

EAST WING
177-197 260-297
360-397 460-497

THE COTTAGES

