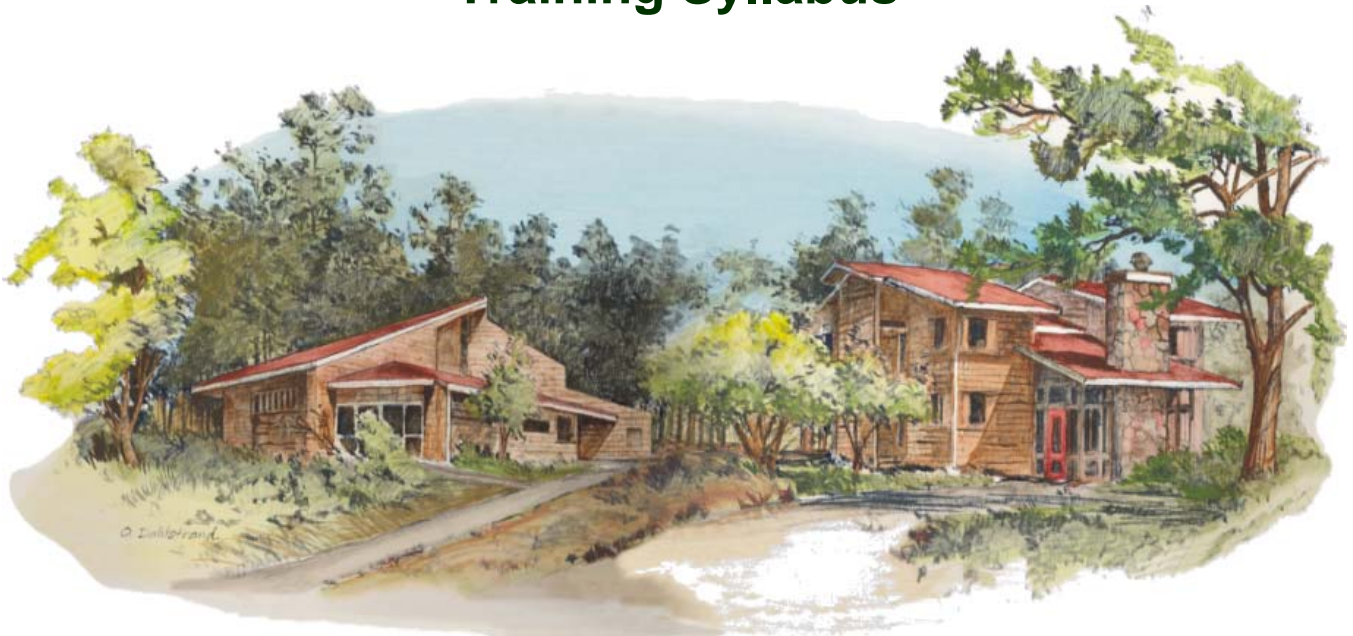


DISTRICT TRAILS COORDINATOR TRAINING

April 5-8, 2016

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: March 8, 2016

To: Supervisor

From: Debbie Fredricks, Department Training Officer
Training Section
California State Parks

Subject: Employee Attendance at Formal Training
District Trails Coordinator Training Group 7

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 Specialist.
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 and productivity
through consulting, collaboration, training, and development.***

TRAINING SECTION STAFF

Debbie Fredricks.....Department Training Officer

Ann D. Slaughter Mott Training Center Manager

Jack FutoranEMS and LFG Training Coordinator

Dave GalantiTraining Specialist

Kenney GlaspieTraining Specialist

Karyn LombardTraining Specialist

Sara M. SkinnerTraining Specialist

Jason Smith Academy Coordinator

Matt Cardinet Cadet Training Officer

Jeremy Alling Cadet Training Officer

Lisa Anthony Program Coordinator

Edith Alhambra Assistant Program Coordinator

Alex Franck..... 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. **Training participants are required to research a road or trail deferred maintenance or capital improvement project for potential input into the Department's Park Infrastructure Database**

(PID) prior to the training. Research information will be used to develop a project scope, description and cost estimate during the PID training session. Projects can include reconstruction, re-engineering, rerouting or new road or trail projects located within the participant's district. **In addition, participants are required to bring at least three questions or topics of discussion related to road and trail planning, design, management and maintenance issues within their district.** Questions and topics will be discussed during the road and trail question and answer training session.

3. TRAVEL: Arrange your travel to and from the Riverside Convention Center 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 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 adjacent to the Riverside Convention Center at the Marriot Riverside at the Convention Center located at 3400 Market Street, Riverside, CA 92501. Reservations have been previously made so there is no need to contact the hotel directly. For additional information or assistance with hotel arrangements please contact the program manager Callie Hurd by telephone at (916) 324-0423 or via e-mail at Callie.Hurd@parks.ca.gov. Please refer to the location map on the last page of this syllabus.

HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact Callie Hurd by Friday, April 1st. 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 hour's notice.

5. REGISTRATION: When you arrive at the Riverside Convention Center go directly to the Registration Desk to receive your hotel room assignment, meal tickets, and conference packet. Note that hotel rooms must be secured with a personal credit card upon check in. The conference registration desk will be open Tuesday, April 5 from 1400 to 1800 and Wednesday, April 6 from 0700 to 1030.
6. MEALS: Your hotel, the Marriott, provides complimentary breakfast during the weekdays starting at 6:30 am. Complimentary meals will be provided as follows, box lunch on April 6 at 1200, dinner on April 6 at 1830, lunch on April 7 at 1130, dinner on April 7 at 1830 and breakfast on April 8 at 0700. Dinner on April 5th will

be purchased by attendees and is available for reimbursement per state travel regulations. If you require a special diet, contact Callie Hurd (see above for contact info).

7. **CLOTHING:** Uniforms are not required for this program. (Special clothing requirements for your program are described in "Training Attendance Requirements" section.)

Because we will be at a very popular conference facility with other professionals, and the image that we project as trails professionals can have a lasting impact on the public, your attire should be appropriate even 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:** No Training Center staff is expected at this training. Course leaders will do all within their power to make your training experience pleasant and meaningful.
10. **TRAINING MATERIALS:** **Participants are required to bring a project for potential inclusion into the Departments Park Infrastructure Database (PID) and at least three road and trail questions or topics as describes under PRE-TRAINING ASSIGNMENTS.**
11. **FAX:** The Mott Training Center's FAX number is 831-649-2824.
12. **TRAINING LOCATION:** Training will be conducted at **Riverside Convention Center located in Riverside, CA.** Please refer to the location maps on the last page of this syllabus.

PROGRAM ATTENDANCE CHECKLIST/PRE ASSIGNMENT

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. Complete pre-training assignment on page 1, number 2 in the guidelines.
3. Bring the following items with you to training:
 - Training syllabus.
 - Pens and pencils.
 - Coffee cup.
 - Day pack and water bottle.
4. **DO NOT** contact the Marriot Riverside at the Convention Center or the Riverside Convention Center to make any personal arrangements. All special arrangements must be made via the Trails Office. If you have questions or need help, contact the Callie Hurd at 916-324-0423 or Callie.Hurd@parks.ca.gov.
5. For general information about the Marriot Riverside at the Convention Center you may visit it on the web at <http://www.marriott.com/hotels/travel/ralmc-marriott-riverside-at-the-convention-center/>

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 employee, supervisor, and Training Section in providing a return on the training investment to the Department.

DISTRICT TRAILS COORDINATOR TRAINING GROUP 7 – AGENDA
April 5-8, 2016

The classroom sessions and group meals will occur at the Riverside Convention Center. Lodging will be provided at the Marriot Riverside at the Convention Center.

Tuesday

April 5

1400-1800	Registration at Riverside Conference Center (Upper Concourse)	All
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Wednesday

April 6

0700-1030	Registration at Riverside Conference Center (Upper Concourse)	All
0800-0815	Introductions and Training Overview	Spann
0815-0845	Trails Handbook Update	Spann
0845-0900	Trail Funding Opportunities	Stehl/Spann
0900-0930	Other Power Driven Mobility Device (OPDMD) Policy	Spann
0930-0945	Break	All
0945-1015	Road and Trail Management Plans	Spann
1015-1100	Road and Trail Cat I Budgeting	Spann
1100-1200	CCC Master Interagency Agreement	Turner
1200-1300	Lunch (Box Lunch)	
1300-1400	Cal Fire Master Interagency Agreement	Spann
1400-1530	Park Infrastructure Database (PID)	Turner
1530-1545	Break	All
1545-1700	Discussion with Karl Knapp and DPR Director Lisa Mangat	Mangat/ Knapp
1830-2200	Awards Dinner	All

Thursday

April 7

0800-0900	CTGC Educational Breakouts	All
0900-0915	Break	All
0915-1015	CTGC Educational Breakouts Conference Session	All
1015-1030	Break	All
1030-1130	CTGC Educational Breakouts	All
1130-1300	Lunch (Exhibit Halls C & D)	All
1300-1400	CTGC Educational Breakouts	All

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April 5-8, 2016

The classroom sessions and group meals will occur at the Riverside Convention Center. Lodging will be provided at the Marriot Riverside at the Convention Center.

Thursday

April 7 (continued)

1400-1415	Break	All
1415-1515	CTGC Educational Breakouts	All
1515-1530	Break	All
1530-1600	e-bike legislation discussion	Stehl/Spann
1600-1630	Bridge Program Update	Spann
1830-2200	Conference Awards Dinner (Exhibit Halls C & D)	All

Friday

April 8

0700-0800	Breakfast (Upper Concourse)	All
0800-0900	CTGC Educational Breakouts	All
0900-0915	Break	All
0915-1015	Accessible Trails Program Update	Segebart/ Nawrath
1015-1030	Break	All
1030-1130	Road and Trail Question and Answer	All
1130-	Lunch to go (Box Lunch)	All

DISTRICT TRAILS COORDNATOR TRAINING

PROGRAM ORIENTATION

Purpose: Participants will meet one another and course leaders. 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.

OTHER POWER DRIVEN MOBILITY DEVICE (OPDMD) POLICY

Purpose: Participants will be updated on the Department's Other Power Driven Mobility Device (OPDMD) Policy which includes a process to address deviations to the type and place an OPDMD may be used.

ROAD AND TRAIL MANAGEMENT PLAN

Purpose: Participants will be updated and will discuss the status of current and planned departmental Road and Trail Management Plans

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.

PARK INFRASTRUCTURE DATABASE (PID)

Purpose: Participants will be instructed on project development processes necessary to effectively input projects into the Department's Park Infrastructure Database, including writing a concise project description and accurate cost estimate.

DISCUSSION WITH DIRECTOR LISA MAGNAT AND KARL KNAPP

Purpose: Participants will have the opportunity to receive departmental updates from DPR Director Lisa Magnat and Facilities Management Division Chief Karl Knapp as well as participate in a question and answer session and open dialogue.

E-BIKE LEGISLATION

Purpose: Participants will be provided information regarding the recently passed AB 1096 regarding the use of electric bicycles and how the Department will be addressing this issue.

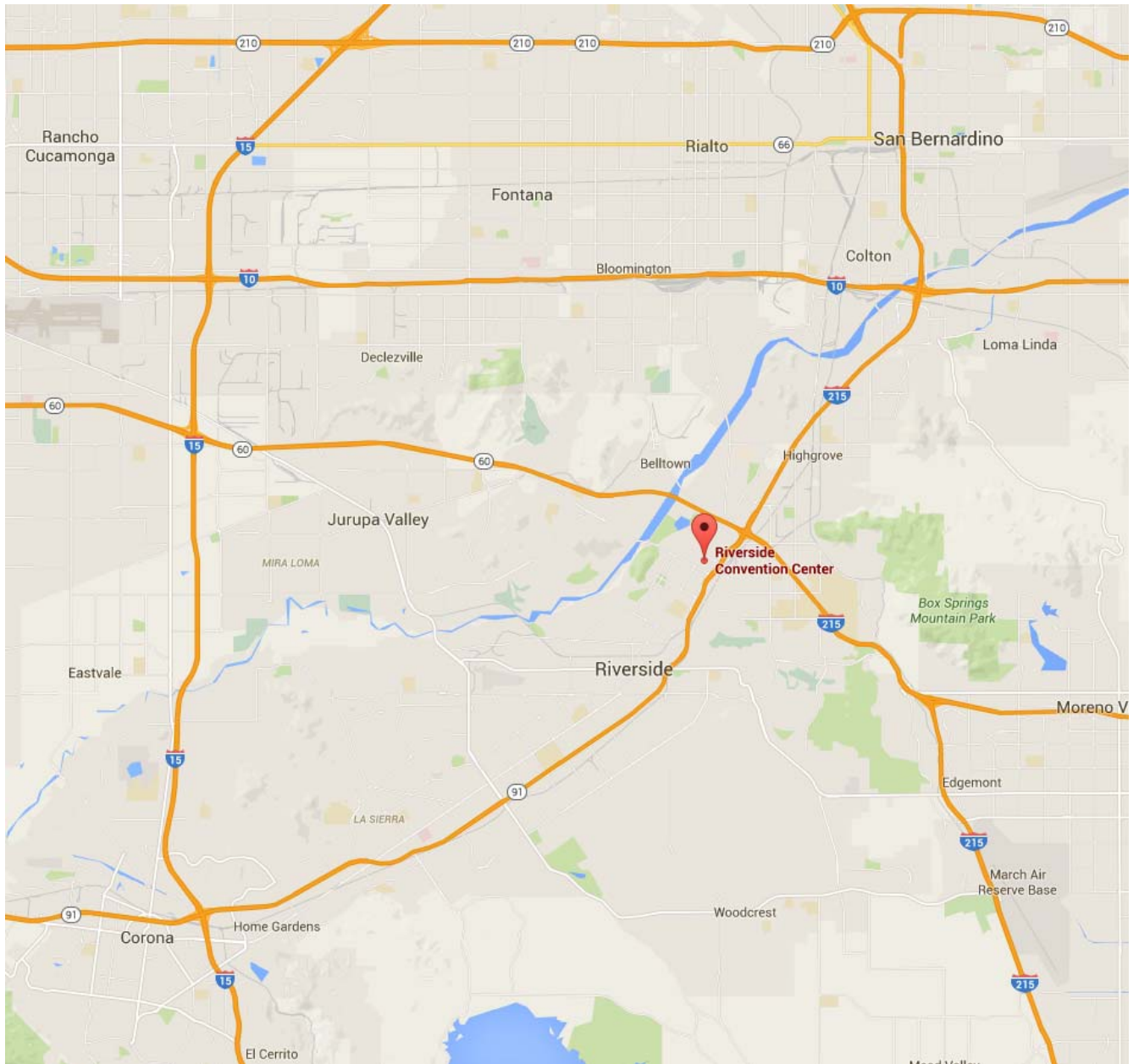
BRIDGE PROGRAM

Purpose: Participants will be informed and updated on the status of the California State Parks Bridge Program to include access to funding under the federal highway bridge program.

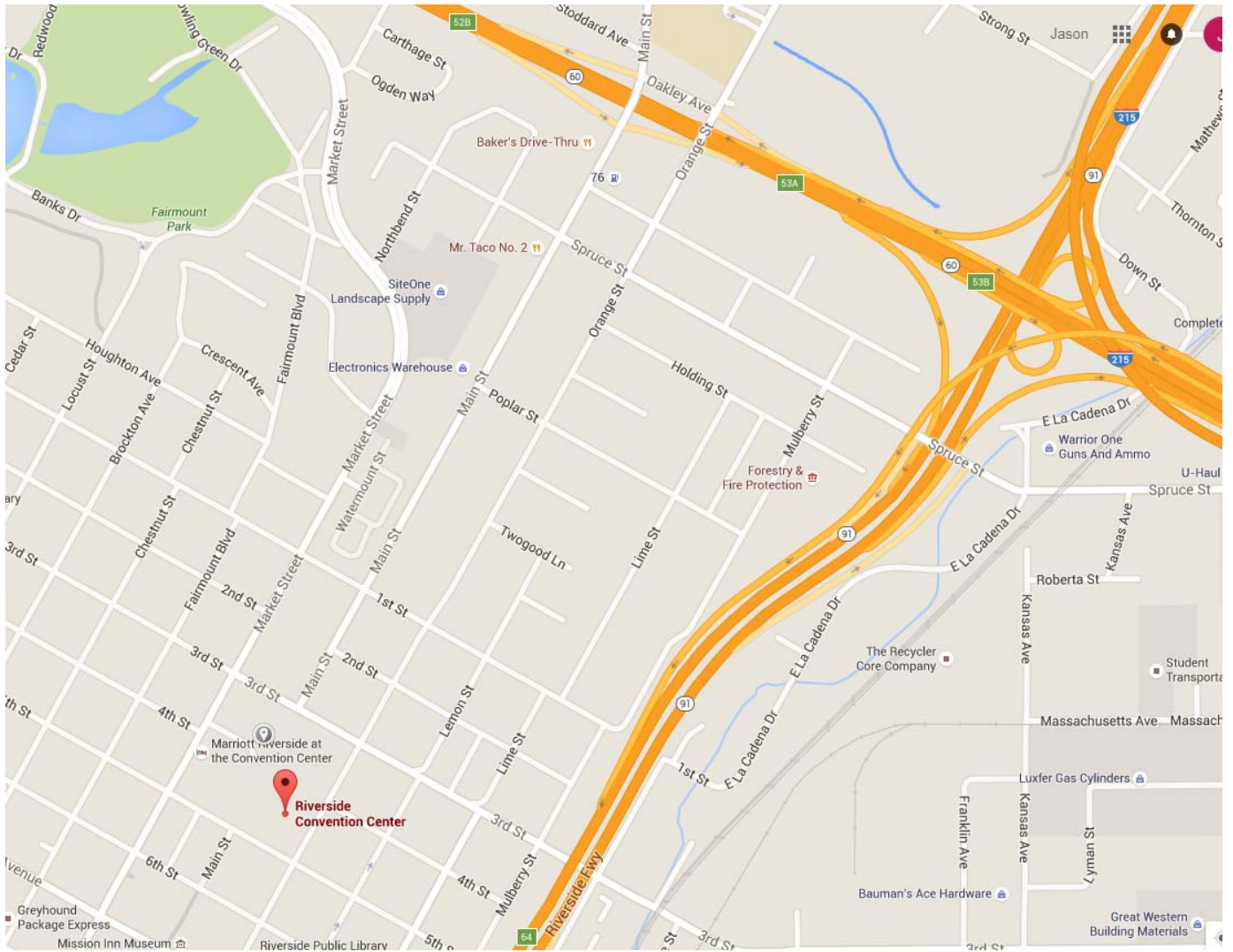
ROAD AND TRAIL QUESTION AND ANSWER

Purpose: Participants and instructors will participate in a question and answer and open dialogue addressing issues related to road and trail planning, design, management and maintenance. Participants should be prepared to present three questions each.

LOCATION MAPS



LOCATION MAPS



Riverside Convention Center Map

