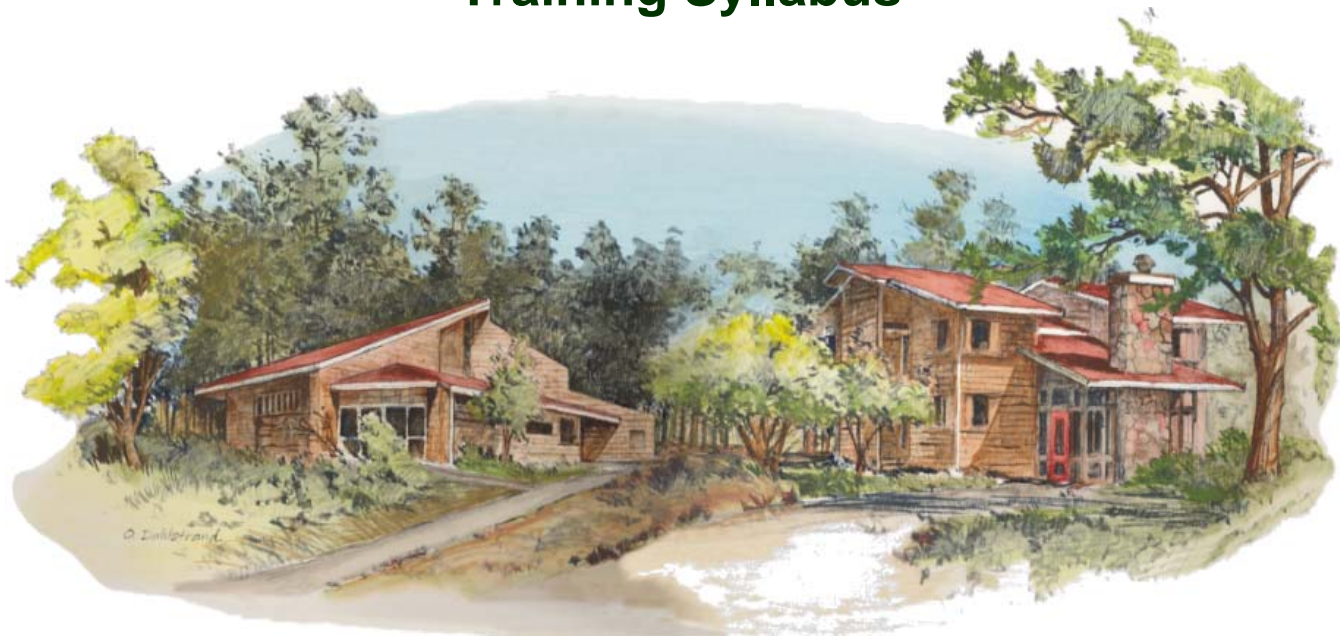


# DISTRICT TRAILS COORDINATOR TRAINING

**April 7-10, 2014**

**Training Syllabus**



**William Penn Mott Jr. Training Center**



# Memorandum

**Date:** March 26, 2014

**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 5

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.

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

Chuck Combs ..... Office Manager/Training Specialist

Connie Breakfield ..... Training Specialist

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

Michael Bartenetti ..... Assistant Program Coordinator

Rogers Williams ..... Program Assistant

## *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 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). 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. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)

3. TRAVEL: Arrange your travel to and from Palm Springs 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 Riviera Resort Palm Springs go directly to the Registration desk for check in and your room assignment. 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 Pavilion for your meal tickets and conference packet. The conference registration desk will be open Monday, April 7 from 1500 to 1800 and Tuesday, April 8 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 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.
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 responsibility for your training group as well as for your training program. During the program, you may be asked to assist Training Center staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Center 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 Riviera Resort in Palm Springs and Big Morongo in San Gorgonio Pass area. 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 Riviera Resort in Palm Springs 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](mailto:Alexandra.Stehl@parks.ca.gov)
4. For general information about Riviera Resort in Palm Springs you may visit it on the web at <http://www.psriviera.com/palm-springs-resort.aspx>

## **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.



**DISTRICT TRAILS COORDINATOR TRAINING GROUP 5 – AGENDA**  
**April 7-10, 2014**

The classroom sessions, lodging, and meals will occur at the Riviera Resort in Palm Springs in the Royal III meeting room. There will be vans to transport you to and from the field site at Big Morongo for the field session. Box lunches will be provided on Tuesday, Wednesday, and Thursday.

**Monday**

**April 7**

1300-1330	Program Orientation	Spann
1330-1400	Update Trails Handbook Revisions and Trail Designation Policy	Spann
1400-1430	Update CCR Revisions	Stehl
1430-1445	Break	
1445-1530	ADA Trails Program	Nawrath/Segebart
1530-1600	CCC Partnership	Turner/Nickontro
1600-1700	OHV Trails Updates	Glaspie
1700-1900	Check-in at the Conference Registration Desk	All
1900-2000	Dinner Circa Restaurant in Hotel	All

**Tuesday**

**April 8**

0700-0800	Breakfast Circa Restaurant in Hotel	All
0800-0815	Overview of the Days Training	Spann
0815-0845	Products of Road and Trail Inventories	Spann
0845-0900	Road and Trail Inventory Process	Fuller
0900-1015	Pre-Processing	Kilgore
1015-1030	Break	All
1030-1100	Trail Segmentation	Kilgore
1100-1200	Road and Trail Condition Assessment	Fuller
1200-1300	Box Lunch	
1300-1400	Road and Trail Condition Assessment (cont.)	Fuller
1400-1500	Introduction to the Access Data Base	Roffers
1500-1515	Break	All
1515-1615	Introduction to the GPS and How it's Used	Kilgore
1615-1645	Photography Protocols	Fuller
1645-1700	Introduction and Orientation to Field Worksite	Spann
1730-1830	Conference Welcome Reception	All
1830-2000	Conference Welcome Dinner in Grand Ballroom	All

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**Wednesday**

**April 9**

0700-0800	Breakfast Circa Restaurant in Hotel	All
0800-1200	Road and Trail Inventory Field Training	All
1200-1300	Box Lunch	All
1300-1700	Road and Trail Inventory Field Training	All
1800-1900	Conference Awards Reception	All
1900-2000	Conference Awards Dinner in Grand Ballroom	All

**Thursday**

**April 10**

0700-0800	Breakfast with Conference in Grand Ballroom	All
0800-0830	Post Processing of Field Data	Kilgore
0830-0930	Road and Trail Inventory Outcomes/Deliverables	Spann
0930-0945	Break	
0945-1045	Attend Trails and Greenways Conference Session	All
1045-1100	Trail Funding Opportunities	Stehl/Spann
1100-1130	Trail Maintenance and CEQA Requirements	Spann
1130-1200	Question and Answer, Conclusion	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 AND TRAIL USE DESIGNATION POLICY**

**Purpose:** Participants will be updated on the latest effort to update the departments Trails Handbook and will summarize the draft departmental notice on policy standardizing; how the department designates its roads and trails.

### **UPDATE ON CCC/DPR TRAILS PARTNERSHIP**

**Purpose:** Participants will be updated on the departments attempt to modify the California Code of Regulations (CCR) to clarify trail use designation on roads and trails and motorized use in Preserves and Reserves.

### **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.

### **CCC/DPR TRAILS PARTNERSHIP**

**Purpose:** Participants will be instructed on the interagency trails partnership between CCC and State Parks. They will be given a program overview and guidance on how to implement a partnership trails project.

### **TRAIL UPDATES**

**Purpose:** Update from OHV headquarters and districts on trail procedures, methodologies and projects happening in the OHV Division.

## ROAD AND TRAIL INVENTORY PROCESS

Purpose: Participants will be instructed on the departments recently developed process for inventorying road and trail structures, problems, and surroundings and learn to identify and record solutions to road and trail problems and issues. Participants will learn the value and associated deliverables that can result from a comprehensive road and trail inventory.

## FUNDING OPPORTUNITIES

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

## MAINTENANCE AND CEQA / PERMITTING REQUIREMENTS

Purpose: Discussion of the departments stand on CEQA and permitting requirements related to road and trail maintenance activities.

# LOCATION MAPS

