

DISTRICT TRAILS COORDINATOR TRAINING

April 17-20, 2012

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: April 6, 2012

To: Supervisor

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

Subject: Employee Attendance at Formal Training
District Trails Coordinator Training Group 3

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 supervisor, must 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 logs in 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.



Joanne Danielson
Academy Director, Acting

Attachment

cc: Participant

TABLE OF CONTENTS

Formal Training Guidelines	1
Training Attendance Checklist.....	4
Post Training Assignment	7
Agenda.....	8
Performance Objectives	9
Regional and Location Maps.....	11

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

David Saxby Department Training Officer, Acting
Joanne Danielson..... Academy Director, Acting
Juventino Ortiz..... Academy Coordinator
Pat Bost..... Office Manager
Chuck Combs..... Training Specialist
Dave Galanti..... Training Specialist
Karyn Lombard..... Training Specialist
Sara M. Skinner..... Training Specialist
Matt Cardinet..... Cadet Training Officer
Dan Kraft Cadet Training Officer
Nikki Shannon Cadet Training Officer
Dan Raducanu..... Cadet Training Officer
Pamela Yaeger..... Assistant Program Coordinator
Edith Alhambra..... Assistant Program Coordinator
Ellen Dewsnup..... Assistant Program Coordinator
Rogers Williams Program Assistant
Socorro Wallace Program Assistant
Joanne Ciccone..... Program Assistant
Ginger Henry 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

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, 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:** 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.
3. **TRAVEL:** Arrange your travel to and from the training site 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

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 10:00 a.m. on the date of departure. The Department provides your room and board expenses at the Woodland Hills Marriot only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. 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.
5. **HOUSING CANCELLATION POLICY:** If you do not need lodging or must change or cancel your reservation, you must contact the Training Center at least 72 hours prior to your date of arrival. Lodging, registration and associated fees will be charged to the employee's District or Office if a training cancellation is received with less than 72 hours notice.

The Training Center is committed to ensuring that the reservation that has been made for you is accurate and needed.

6. MEALS: Meals will be provided 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. for dinner. Hot or box lunches may be provided on some days. If you require a special diet, notify your Training Specialist no later than one week before your scheduled arrival.
7. CLOTHING: Field uniforms as found in "Description of Required Field Uniforms", DOM Chapter 2300, Uniform Handbooks, not including optional items, 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 professional business attire.

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.

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 SECTION STAFF: Chuck Combs is your Training Specialist and has been assigned the responsibility for your training group. You may be asked to assist Training Staff in the logistics of your training program, please work with Training Staff to help make your training experience pleasant and meaningful.

10. 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.
11. TRAINING MATERIALS: May be made available to you at both your unit and at the 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. Please bring your own pens and pencils.
12. 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.
13. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies.
14. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.

TRAINING ATTENDANCE CHECKLIST AND PRE-TRAINING ASSIGNMENTS

To assist you in your preparation for this training at the Trails and Greenways Conference 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, and your appropriate office apparel for the training at the hotel.
 - Pens, pencils.
 - Coffee cup.
3. Do not contact the Woodland Hills Marriot to make any personal arrangements. All special arrangements must be made via your Program Coordinator. If you have questions or need help, contact the Program Coordinator Chuck Combs by telephone at 831-649-7124 or via e-mail at chuck@parks.ca.gov.

For general information about Woodland Hills Marriot or the California Trails and Greenways Conference you may visit them on the web at <http://www.marriott.com/hotels/travel/laxwc-warner-center-marriott-woodland-hills/>
http://www.parks.ca.gov/?page_id=24151
and <http://www.regonline.com/builder/site/tab2.aspx?EventID=1026172>

If you have questions or need assistance, call the Program Coordinator Chuck Combs at 831-649-7124 or email chuck@parks.ca.gov.

>See below for specific information regarding the District Trails Coordinator Training and our host the Trails and Greenways Conference.

- For your sleeping room, check-in with the hotel. Be prepared to leave a credit card for incidentals. Parking (only self-parking) and internet are included with your room. Also have the attached State Tax Waiver Form and State ID when you check-in.
- For your training materials and meal tickets, check-in at the Trails Conference Registration Desk located in the Conference Center. The Conference Registration Desk will be open on Tuesday April 17 from 3pm-6pm and Wednesday April 18 from 7am-7pm. If you arrive late on Tuesday, contact Alexis Stehl at 916-402-4929 for your meal tickets.
- Please bring 25 business cards to be available at the State Parks Exhibit. You will leave these when you check-in at the Conference Registration Desk.



Alternative Transportation Options for

2012 California Trails and Greenways Conference

Bus

Public transportation from the Burbank Airport to the Woodland Hills Marriott:

- Visit <http://maps.google.com/>, click on “directions” and enter in the appropriate addresses. Make sure to select the public transportation button.
Start address: Burbank Airport - 2627 N Hollywood Way, Burbank, CA 91505-1062
End address: Marriott - 21850 Oxnard Street, Woodland Hills, CA 91367
- Travel time: About 1 hour 14 minutes

Public transportation from LAX Airport to the Woodland Hills Marriott:

- Visit <http://maps.google.com/>, click on “directions” and enter in the appropriate addresses. Make sure to select the public transportation button.
- From LAX, take the Flyaway Van Nuys express bus to the Flyaway Terminal
Start address: LAX FlyAway Bus Terminal, Woodley Avenue, Los Angeles, CA
End address: Marriott - 21850 Oxnard Street, Woodland Hills, CA 91367
- Travel time: About 50 minutes from the Flyaway bus terminal to hotel (add time for getting from LAX to the Flyaway terminal).

*** When taking public transportation, it is a much longer route to go from LAX to the Woodland Hills Marriott, compared with Burbank to the Marriott. ****

Super Shuttle

It is possible to take a shuttle to and from the airport to the Woodland Hills Marriott. The cost is approximately \$29.00 each way. To make a reservation, please call 1-800-258-3826, or visit <http://www.supershuttle.com/>

Train

To get to Los Angeles by train, visit Amtrak (www.amtrak.com). From Union Station (downtown LA), take public transportation to the hotel - The Red Line Subway to North Hollywood. Then use the Orange Line Express Bus.

Carpooling

Please use Facebook and Twitter to coordinate carpooling to/from the conference.

Facebook: <http://www.facebook.com/pages/California-State-Parks-Statewide-Trails/205378786139530>

Twitter: <http://twitter.com/#!/catrails>

**If you need further assistance, please email trails@parks.ca.gov

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 3 – AGENDA
April 17-20, 2012

The classroom sessions, lodging, and meals will occur at the Woodland Hills Marriot. There will be vans to transport you to and from the field site at Malibu Canyon SP for the field session. Box lunches will be provided on Wednesday and Friday.

Tuesday

April 17

1500-1800	REGISTRATION: <i>Register at the Woodland Hills Marriot</i>	All
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Wednesday

April 18

0800-0900	Program Orientation	Combs/Knapp/ Musillami
0900-1000	State Parks Trail Policy and Use Designations	Knapp/Musillami
1000-1100	Trail Change in Use Procedures	Musillami/Knapp
1100-1200	Multi-Use Trail Design	Musillami/Knapp
1200-1300	Lunch	
1300-1330	Van Pool to Malibu Creek State Park	
1330-1630	Multi-Use Trail Review/Change in Use Assessment	All
1630-1700	Van Pool to Hotel	

Thursday

April 19

0800-0830	Accessible Trails Program Status, Funding, Selection	Spann
0830-0900	Minor Capital Outlay Funding Status	Knapp
0900-1200	Computer Lab on Trail Change in Use Survey	All
1200-1300	Lunch	
1300-1630	Attend Conference Workshops (Optional, suggested that you attend at least one)	All
1630-1830	Trail Change in Use PEIR Presentation (Mandatory)	All

Friday

April 20

0800-1115	Web Based GIS Road and Trail Mapping	Kilgore/Veisze
1115-1200	Program Evaluation	Combs
1200-	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.

State Parks Trail Policy and Use Designations

Purpose: Participants will be updated on Trail Policy and Use Designations issues.

Trail Change in Use Procedures

Purpose: To familiarize or update participants in Use Change Procedures.

Multi-Use Trail Design

Purpose: Participants will be updated on Multi-Use Trail Design.

Multi-Use Trail Review/Change in Use Assessment

Purpose: A field demonstration example of Multi-Use Trail Review/Change in Use Assessment.

Accessible Trails Program Status, Funding, Selection

Purpose: To familiarize or update participants in Accessible Trails Program Status, Funding, and Selection.

Minor Capital Outlay Funding Status

Purpose: Participants will be updated on the Status of Minor Capital Outlay Funding.

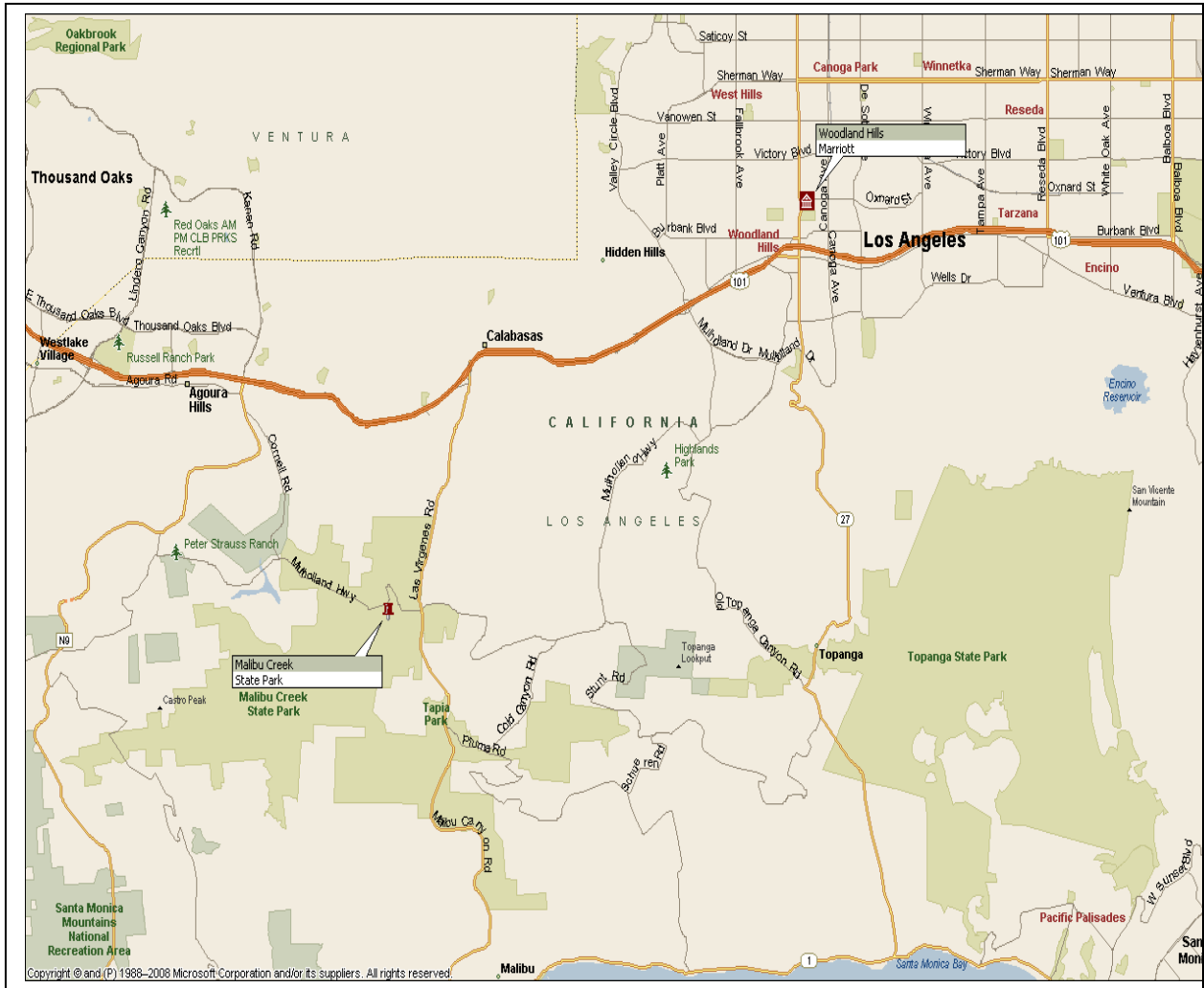
Conference Workshops

Purpose: Participants will have an opportunity to attend a variety of Conference Workshops on specific topics of interest.

Trail Change in Use PEIR Presentation

Purpose: To familiarize or update participants in the Trail Change in Use PEIR process.

Vicinity Map



Local

