

Historic Orchard Preservation Training

February 2-6, 2015

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: December 17, 2014

To: Supervisor

From: Teresa Bober, Department Training Officer
Training Section
California State Parks

Subject: Employee Attendance at Formal Training
Historic Orchard Preservation Training Group 2

An employee from your office will soon be attending the formal training program described in the attached. 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 and productivity through consulting, collaboration, training, and development.

TRAINING SECTION STAFF

Teresa Bober Department Training Officer
Ann D. Slaughter Office Manager
Connie Breakfield Field Training Program Manager
Jack Futoran EMS Program Manager
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
Lisa Anthony Assistant Program Coordinator

THE MISSION

of the California State Parks 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. 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). 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.

The cost of your travel (air fair, mileage, rental car, etc.) is paid by your District or Office **to** and **from** the location of training.

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 designated lodging only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Advise the Training Specialist no later than one week before your scheduled arrival if you plan to live off-grounds. 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.

Note: You may be assigned a room at a hotel while attending training. If so you may be asked to present a valid credit or debit card while checking in to your room. Many hotels require a credit card to cover charges incurred such as telephone calls, damages to rooms and/or furnishings, fees to clean rooms that have been smoked in that are not designated as smoking rooms, etc. Be prepared to handle this appropriately.

5. **ENROLLMENT OR HOUSING CANCELLATION POLICY:** To cancel participation in a course, the participant must have their District Superintendent or Section/Office Manager send an email to the Training Specialist assigned to the course requesting to remove the participant. If you do not need lodging you must cancel your reservation for lodging, you must contact the Mott Training Center or Training Specialist assigned to the course at least two weeks prior to your date of arrival. Lodging, registration, and associated fees will be charged to the employee's District or Section/Office if a training cancellation is received with less than two weeks' notice.

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

6. **OFF-GROUNDS ACCOMMODATIONS:** When authorized to stay off-grounds by the Department Training Officer, the Training Section will absorb the cost of your room and lunch (only) at the current DPR rate.
7. **MEALS:** Breakfast will be provided by the Training Section at the lodging facility; details will be provided upon arrival. Lunch and dinner are to be arranged (and paid for) individually and will be reimbursed for each day the course is in session. No per diem allowance will be authorized for breakfast at an alternative site. This does not preclude dining elsewhere at your own expense. Instructions on how to

file the required training office Travel Expense Claims will be given prior to the last day of training.

8. 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 apparel normally worn on the job. Appropriate attire includes apparel suitable for professional office dress. It does not include such items as shorts, t-shirts, tank tops, or sandals.

Because we are on state park grounds with members of the public, and 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.

9. REGISTRATION: When you arrive at the Scotia Inn, proceed directly to the front desk for your room key.
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 SECTION STAFF: Sara M. Skinner is your Training Specialist and 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.
12. TRAINING MATERIALS: May be made available to you at both your unit and the Mott 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. Copies of DAM and DOM will be available to you for self-study. 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. An absence of more than 10% of the course hours constitutes grounds for dropping a participant from the course. The Department Training Officer may modify this requirement based upon participant knowledge level and/or the portion of the course missed. 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. Limit those calls to your breaks.
15. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call (707) 764-5338.
16. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at Humboldt Redwoods State Park, the following list is provided:

- _____ 1. Read and understand the Historic Orchard Preservation Training program syllabus prior to your arrival.
- _____ 2. Pre-training assignment:
 - Bring or email (to Kathleen.Kennedy@parks.ca.gov) photographs of orchard trees in your park to add to the discussion on the last day of the training.
- _____ 3. Arrange your travel through your Unit/Office.
 - The hotel (out-of-town participants only) is:
The Scotia Inn
100 Main Street
Scotia, CA 95565
Phone: (707) 764-5338
<http://thescotiainn.com/>
Check-in between 1400-2000.
- _____ 4. The training will take place at:

Visitor Center at Humboldt Redwoods State Park
17119 Avenue of the Giants
Weott, CA 95571
- _____ 5. Uniforms are not required for this program. Wear suitable attire.
Note: it may be windy, cold, and rainy. Be prepared to work in the wind and rain.
- _____ 6. Bring a reusable coffee cup, refillable water bottle, alarm clock, pens, pencils, and backpack / satchel / messenger bag that you can carry around during the training.

If you have any questions or need assistance, contact Training Specialist Sara M. Skinner at (831) 649-2961 or sara.skinner@parks.ca.gov.

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.

HISTORIC ORCHARD PRESERVATION TRAINING GROUP 2
February 2-6, 2015

Monday

February 2

1500 REGISTRATION: *Check-in at the Scotia Inn, Scotia (out-of-town participants only)*

Tuesday

February 3

Travel to Classroom at Humboldt Redwoods State Park

Identifying and Assessing Historic Orchards

0800-0815	Welcome and Orientation	Skinner/Kennedy
0815-1000	General Orientation Including Lewis Orchard History and Significance	Collins
1000-1200	Historic Significance and Integrity of Orchards	Park
1200-1300	Lunch	
1300-1700	Field Excursion: Orchard Tour and Performing Condition Assessments	Park

Wednesday

February 4

Travel to Classroom at Humboldt Redwoods State Park

Stabilizing and Maintaining Historic Orchards

0800-1000	Fruit Tree and Orchard Stabilization	Park
1000-1200	Fruit Tree and Orchard Preservation Maintenance	Park
1200-1300	Lunch	
1300-1700	Field Excursion: Performing Stabilization Pruning Techniques	Park

Thursday

February 5

Travel to Classroom at Humboldt Redwoods State Park

Planning to Preserve Historic Orchards

0800-1000	Orchard Stabilization Plans and Orchard Management Plans	Park
1000-1200	Orchard Treatment Plans	Park
1200-1300	Lunch	
1300-1700	Questions and Answer	

HISTORIC ORCHARD PRESERVATION TRAINING

HOURS

PROGRAM OUTLINE

PROGRAM ADMINISTRATION	0.5
Welcome, Applications, and Course Review	
Evaluation and Conclusion	
Identifying and Assessing Historic Orchards	7.75
General Orientation Including Lewis Orchard History and Significance	
Historic Significance and Integrity of Orchards and Individual Fruit Trees	
Field Excursion: Orchard Tour and Performing Condition Assessments	
Stabilizing and Maintaining Historic Orchards	8
Fruit Tree and Orchard Stabilization	
Fruit Tree and Orchard Preservation Maintenance	
Field Excursion: Performing Stabilization Pruning Techniques	
Planning to Preserve Historic Orchards	7.75
Orchard Stabilization Plans and Orchard Management Plans	
Orchard Treatment Plans	
Questions and Answers	
TOTAL HOURS.....	24

HISTORIC ORCHARD PRESERVATION TRAINING

COURSE OBJECTIVES

Course Purpose: By the close of the training the participants will have identified and assessed historic orchards, stabilized and maintained a historic orchard, and develop a plan to preserve historic orchards.

Purpose: Identifying and Assessing Historic Orchards.

Learning Objectives: By the close of the session, the participant will

1. Identify that orchards may be identified as historic properties.
2. List basic vocabulary, such as species, variety, rootstock, scion, tree form, and spacing.
3. Describe how orchards have evolved over time.
4. Describe the basic process for identifying the significance and integrity of an orchard and individual fruit trees.
5. Identify different styles/eras of shapes of orchard trees.
6. Describe the process for performing orchard condition assessments.
7. Describe how to use a condition assessment field form.

Purpose: Stabilizing and Maintaining Historic Orchards

Learning Objectives: By the close of the session, the participant will

1. Describe orchard stabilization philosophy.
2. List the basic stabilization techniques.
3. Identify the basic grafting techniques.
4. Analyze orchard preservation maintenance philosophy.
5. Describe the preservation maintenance techniques.
6. Demonstrate stabilization pruning techniques, including dead wood removal, sucker removal, and water sprout removal.

Purpose: Planning to Preserve Historic Orchards

Learning Objectives: By the close of the session, the participant will

1. Describe the purpose and contents of an Orchard Stabilization Plan.
2. Describe the purpose and contents of an Orchard Management Plan.
3. Describe the purpose and contents of an Orchard Treatment Plan.
4. Obtain some basic guidance on orchards or fruit trees in your park.