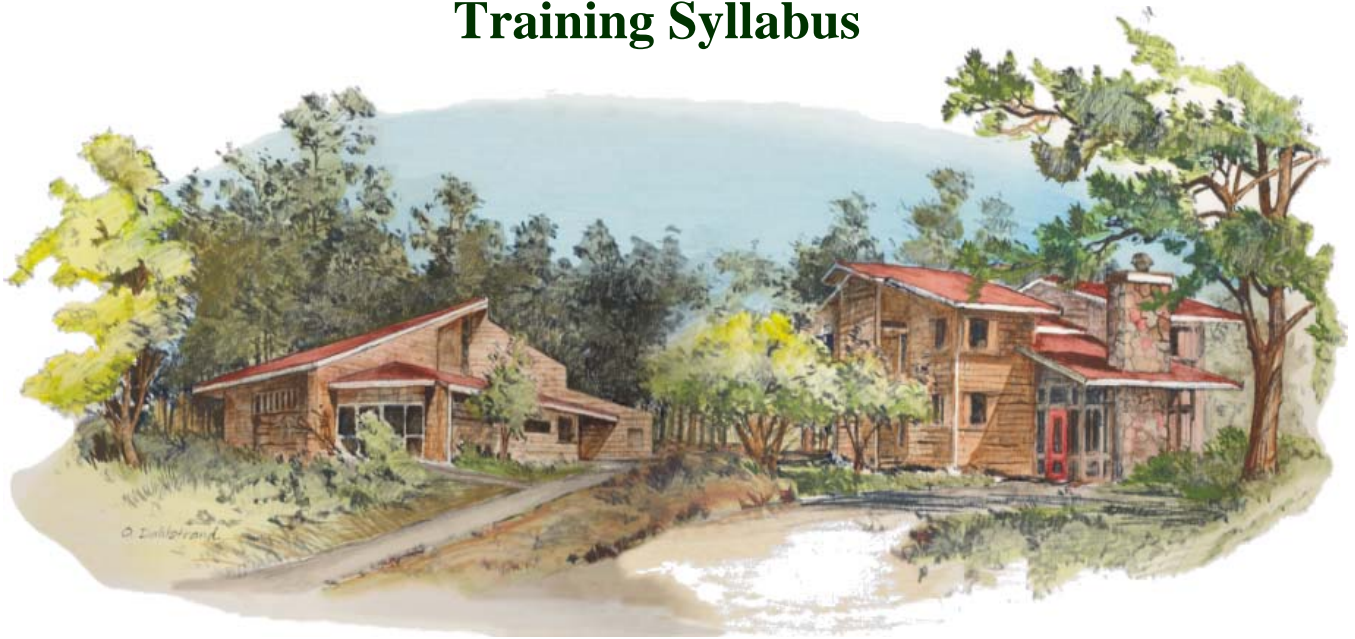


INTERMEDIATE CARPENTRY SKILLS

November 15-19, 2010

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: October 22, 2010
To: Supervisor
From: **William Penn Mott Jr. Training Center**
Department of Parks and Recreation
Subject: Employee Attendance at Formal Training
Intermediate Carpentry Skills Group 37

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.



Tina L. Williams
Department Training Officer

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.***

MOTT TRAINING CENTER STAFF

Tina Williams Department Training Officer

Pat Bost Office Manager

Alex K. Peabody (Acting) Academy Coordinator

Chuck Combs Training Specialist

Sara M. Skinner Training Specialist

Dave Galanti Training Specialist

Karyn Lombard Training Specialist

Matt Cardinet Cadet Training Officer

Dan Kraft..... Cadet Training Officer

Pamela Yaeger Assistant Program Coordinator

Bill Spencer..... Assistant Program Coordinator

Edith Alhambra Assistant Program Coordinator

Eric Marks..... Program Assistant

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

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:** 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. (Pre-training assignments are listed in the "Program Attendance Checklist" section.)
3. **TRAVEL:** Arrange your travel to and from Riverside through your District or Office. (No reimbursement for travel expenses - 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. There will be a vanpool to take you from Mission Inn to the training site.

4. **HOUSING:** For all participants and instructors, you are being lodged at the Mission Inn. 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 12:00 noon on the date of departure. The Department provides your room and board expenses at the Mission Inn only. No per diem allowance will be authorized for living off-grounds. This does not preclude living off-grounds at your own expense. Please advise the Department Training Coordinator 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. Quiet hour is 10:00 p.m. All arrangements for housing will be made through Chuck Combs at the Mott Training Center. Overnight guests are not allowed; we are unable to accommodate participant guests at this training.

Please Note: You may be assigned a room at a motel while attending training. If so you may be asked to present a valid credit or debit card while checking in to your room. Many motels 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. Please 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 or must change or cancel your reservation for lodging, you must contact the Mott Training Center or Training Specialist assigned to the course at least 72 hours 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 72 hours notice.

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

6. **MEALS:** For all participants and instructors, meals will be provided from dinner on the date of arrival through lunch on the date of departure. Meals will be served at 7:15 a.m. for breakfast, 12 noon for lunch, and 6 p.m. for dinner. Box lunches will be provided everyday. If you require a special diet, notify the Training Coordinator no later than two weeks before your scheduled arrival. If you are an outside agency participant, you will need to supply your own meals including lunches.

There will not be anything available for lunch at the training site. Plan ahead and bring your lunch with you to training.

NOTE: Your travel and incidentals are to be charged to your district.

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. Your informal sportswear should be appropriate during off duty hours.
8. REGISTRATION: When you arrive at the Mission Inn, go directly to the registration desk for check-in and your room assignment. Rooms at the Mission Inn are equipped with telephones that you may have to secure with a personal charge card for payment.
9. 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.
10. TRAINING CENTER STAFF: A Training Center staff member has been assigned responsibility for your training group as well as for your training program. That staff member usually serves as a Course Leader as well as a Coordinator. 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.
11. TRAINING MATERIALS: May be made available to you at both your unit and the training. 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. Bring your own pens and pencils.
12. COLLEGE CREDIT: This program is accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
13. MPC STUDENT ID: If you have filled out an MPC application before, you have already been issued a student ID number to use in lieu of your SSN on future applications. You can obtain your MPC ID number by going to their secure website and providing your SSN number (no name required) and birth date.

<https://autobahn.mpc.edu/scripts/autobahn.exe/Execute?Application=WebReg&Program=REPORT-SR-FIND-SSN>

Newcomers to training will still need to provide their SSN on the first MPC application only, after which a student ID number will be assigned and available at the web address above within a few weeks of the program's conclusion. You can store your MPC ID numbers in your ETMS Profile for future reference.

14. TRAINING LOCATION: Training will be conducted at the California Citrus State Historic Park, near Riverside, CA. Please refer to the location maps in this syllabus.
15. SAFETY/COMFORT REMINDER: The Inland Empire area of Southern California experiences up to 20 inches of rain annually. We will be training at the beginning of the wet season, so be prepared for adverse weather. Bring rain gear and layered work clothing that will allow you to stay comfortable while working in inclement conditions.
16. 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. Also note – due to remote, rural location most cell phones only work marginally, if at all in this area. Be prepared with calling cards or alternate means to make telephone calls.

PROGRAM ATTENDANCE CHECKLIST

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

- _____ 1. Read and understand the Intermediate Carpentry Skills Program Syllabus prior to your arrival at the California Citrus State Historic Park.
- _____ 2. Complete the attached **pre-training assignment** and bring with you on the first day of class.
- _____ 3. Arrange your travel through your District Office.
- _____ 4. Remember to bring the following with you to training:
 - Program syllabus and all pre-training assignments.
 - Personal safety equipment (eye, ear, head, and hand protection).
(Eye protection is required at all times on all lab projects.)
 - Coveralls or appropriate work clothing.
 - Foul weather gear (due to the possibility of rain during the program, it is required that you bring rain gear with you).
 - Proper field uniform (not including optional items) (review DOM 0500).
 - Coffee cup, calculator, pencils, pens, alarm clock.

Note: The pre-training assignment will be collected during the program orientation. Completion of the pre-training assignment and bringing the correct personal safety equipment are mandatory and will count for 20% of your program grade.

If you have questions or need assistance, call the Program Coordinator Chuck Combs: 831-649-7124 or email: chuck@parks.ca.gov. He will be happy to offer suggestions.

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.

INTERMEDIATE CARPENTRY SKILLS GROUP 37 – AGENDA
November 15-19, 2010

Lead Instructors: Rob Cairns and Kenny Glaspie
Assistant Program Coordinators: Mike Whitsel, Jeff Long, and Joe Lechuga

Monday
November 15

1500- Registration: *Check in at the Mission Inn* All

Special Notice: This program will be conducted at the California Citrus State Historic Park (CALCITRUS), Riverside, California. Vans are available to transport you to and from CALCITRUS and will leave the Mission Inn promptly at 0800 daily and return after 1700. Exception as noted below in schedule.

Tuesday
November 16

0830-0930	Orientation/Registration/Expectations	Combs
0930-1030	Wood Frame Construction Review	Cairns/Glaspie
1030-1130	Blueprint Reading Review	Glaspie/Cairns
1130-1200	Task Hazard Analysis	Combs
1200-1300	Lunch	
1300-1400	Tools, Equipment, and Maintenance	Cairns/Glaspie
1400-1515	Door and Window Framing (lecture)	Long
1515-1630	Roofs and Roof Framing (lecture)	Cairns/Glaspie

Wednesday
November 17

0830-1200	Rotating Labs	All
1200-1300	Lunch	
1300-1630	Rotating Labs (continued)	All

Thursday
November 18

0830-1200	Rotating Labs (continued)	All
1200-1300	Lunch	
1300-1630	Rotating Labs (continued)	All

Friday
November 19

0830-0930	Assessing Building Repairs	Glaspie/Cairns
0930-1030	Examination	Cairns/Glaspie
1030-1130	Exam Review	Glaspie/Cairns
1130-1230	Program Summary and Evaluation	Combs
1230-	Lunch and Departure	

CARPENTRY SKILLS TRAINING PROGRAM

28 HOURS

PROGRAM OUTLINE

	<u>TOTAL HOURS</u>
<u>ORIENTATION</u>	1.5
<u>CARPENTRY SKILL AREAS</u>	18.0
Frame Construction.....	
Layout Applications	
Roofing.....	
Finish Carpentry (Exterior)	
<u>CARPENTRY TOOLS</u>	4
Hand Tools, Power Tools, and Stationary Tools	
Carpentry Tool Application and Use.....	
Special Tools.....	
Tool Maintenance.....	
<u>SPECIAL TOPICS</u>	4
Building Codes	
Construction Blueprint Reading.....	
Safety and THA / Accessibility-ADA.....	
Reading a Building for Repairs.....	
<u>PROGRAM SUMMARY AND EVALUATION</u>	<u>.5</u>
TOTAL HOURS	28.0

INTERMEDIATE CARPENTRY SKILLS

PROGRAM ORIENTATION

Purpose: Participants will meet one another, the Program Coordinator and Instructor. The group will share expectations for the training program. In addition, program content will be reviewed and registration for Monterey Peninsula College completed.

Performance Objectives: By the close of the session the participant will

1. Review program content, procedure and evaluation processes.
2. Complete Monterey Peninsula College registration materials.
3. Adhere to all Training Center guidelines.
4. Review pre-training assignment.

CARPENTRY SKILLS AREAS

Purpose: To provide a thorough introduction to Carpentry Skills, which will enable Park Maintenance Workers to make repairs and modifications to existing park buildings and facilities.

Performance Objectives: By the close of the session the participant will

1. Identify the components of a typical wood frame building.
2. Recognize common materials used in wood frame building construction.
3. Construct a wood frame wall with rough openings for a door and a window.
4. Correctly install a pre-hung door and aluminum frame sliding window.
5. Match lumber and other materials with the proper construction use.

CARPENTRY TOOLS

Purpose: To enable the Park Maintenance Worker to use a wide variety of carpentry hand and power tools in order to fulfill the responsibility of maintaining, repairing and constructing park buildings.

Performance Objectives: By the close of the session the participant will

1. Select the proper tools for carpentry projects.
2. Demonstrate the ability to maintain tools and equipment in proper working condition.
3. Demonstrate safe use of carpentry tools and equipment.

SPECIAL CARPENTRY TOPICS

Purpose: To provide the participant with the basic knowledge needed to construct and repair wood structures with minimum supervision.

Performance Objectives: By the close of the session the participant will

1. Demonstrate the ability to read construction blueprints and drawings.
2. Demonstrate an understanding of the purpose, use and requirement of building codes.

CARPENTRY PROJECT PRACTICAL

Purpose: To provide the participant with an introduction to construction techniques and an opportunity to practice acquired carpentry knowledge and skills.

Performance Objectives: By the close of the session the participant will

1. Demonstrate the ability to construct or repair small buildings.
2. Demonstrate the ability to identify and use various materials used in building construction.

ASSESSING BUILDING REPAIRS

Purpose: To provide the participant with an introduction to construction techniques and an opportunity to practice acquired carpentry knowledge and skills.

Performance Objectives: By the close of the session the participant will

1. Demonstrate the ability to "read" a building's visual symptoms and assess the probable structural repairs needed.
2. Develop a systematic approach to making the repairs needed.

