

TABLE OF CONTENTS

Formal Training Guidelines	1
Program Attendance Checklist.....	6
Agenda.....	7
Program Outline	9
Program Objectives.....	10
Post-Training Evaluation	14

***Mission Statement
Training Office***

The mission of the Training Office is to improve organizational and individual performance through consulting, collaboration, training and development.

TRAINING CENTER STAFF

Gail Kirschenman.....Department Training Officer
Ginger Henry..... Assistant Department Training Officer
Joanne Danielson Academy Coordinator
Chuck Combs.....Training Specialist
Michael Green.....Training Specialist
Karyn Lombard.....Training Specialist
Michelle Gardner..... Cadet Training Officer
Pat Bost Assistant Program Coordinator
Pamela Yaeger Assistant Program Coordinator
Summer Kincaid..... Assistant Program Coordinator
Brian PetersenProgram Assistant
Camillia Booth.....Program Assistant
Michele McElheney MPC Office Manager

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 Training Center. The Department strives to enhance your learning and job performance with formal training of the highest quality. This fact demonstrates the commitment your Department has made to you in your service 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 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 "Training Attendance Requirements" section.)
3. **TRAVEL:** Arrange your travel to and from the training 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 Training Center does not have the capability to provide transportation to/from Monterey Airport.

4. HOUSING: Housing will be assigned to you on a shared-room basis and will be available from 3 p.m. on the date of arrival to 12 noon on the date of departure. The Department provides your room and board expenses at the Training Center 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 Officer no later than one week before your scheduled arrival if you plan to live off-grounds. No animals are permitted in Asilomar housing. 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 in the buildings unless registered beforehand at the front desk in Asilomar's Administration Building. Quiet hour for lodge living areas is 10 p.m.

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

5. MEALS: Meals will be provided, semi-cafeteria style, 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. Hot or box lunches may be provided on some days. **If you require a special diet, notify the Asilomar Chef at 831-372-8016 no later than one week before your scheduled arrival.**
6. OFF-GROUNDS ACCOMMODATIONS: When authorized to stay off-grounds by the Department Training Officer, the Training Center will pickup the cost of your room and meals at the current DPR Asilomar rate. If you stay off grounds and have meals on grounds, the Training Center will authorize only what the Department pays Asilomar for lodging.
7. CLOTHING: Field uniforms of "Required Uniform Items" (not including optional items) will be worn daily by all uniformed employees during formal training sessions unless specified in the Program Attendance Checklist (See "Required Uniforms Items" in the appropriate Uniform Handbook). Non-uniformed employees should wear apparel normally worn on the job. Appropriate attire includes apparel suitable for casual office dress. It does not include such items as shorts, T-shirts or tank tops (special clothing requirements for your program may be described in "Attendance Checklist" section).

Because we are on the conference grounds with many other groups, 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.

8. ROOM SAFES: Recently two safes have been installed in each of the lodge rooms used by the Training Center (Live Oak, Tree Tops, and Deer Lodge). These safes are a type that allows the user to input their own combination of numbers to facilitate opening and closing. The Training Center has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.
9. WEAPONS: Weapons are permitted in rooms under the following conditions. Authorized firearms and magazines stored while at the Training Center shall be in a safe condition and stored in one of the following locations: your room safe in Live Oak, Tree Tops, or Deer Lodge, one of the Training Center's safes in the Whitehead Room or secured in your vehicle.
- 10 ALCOHOLIC BEVERAGES: Participants shall not possess or consume alcoholic beverages in common areas (living room) while on the Asilomar Conference Grounds unless provided and hosted by Concessionaire Delaware North.
11. SMOKING: Smoking is not permitted in the Training Center or in any lodge or guest room on the Asilomar Conference Grounds.
12. TRAINING CENTER: The Training Center is located on Asilomar Conference Grounds, part of Asilomar State Beach. The Conference Grounds are operated for our Department by a concessionaire, and all lodging and food services are provided to us by employees of the concessionaire. Constant efforts are made to maintain a sound, harmonious working relationship between the Department and concessionaire. None of us can expect preferential treatment for any reason and, as a departmental employee, you will be expected to join in our continuing effort toward an effective relationship with each Asilomar concession staff member. On occasion, non-departmental groups may be staying in the same lodges. It is imperative that you represent the Department well on and off duty.
13. REGISTRATION: When you arrive at Asilomar Conference Grounds, go directly to the front desk at the Asilomar Administration Building for your room key and dining room ticket. If you require vegetarian meals, notify the front desk representative and your meal ticket will be marked accordingly.
14. 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.
15. 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.

16. **TRAINING MATERIALS:** May be made available to you at both your unit and 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. Copies of DAM and DOM will be available to you for self-study. Bring your own pens and pencils.
17. **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 Training Center Manager may modify this requirement based upon participant knowledge level and/or the portion of the course missed. (There is a separate attendance policy for Basic Visitor Services training contained in the Participant Handbook).
18. **COLLEGE CREDIT:** Most training programs are 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.
19. **VEHICLES:** All vehicles should be parked in the lots adjacent to the Training Center. Any questions regarding use of a State vehicle while at the Training Center should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Training Center.
20. **BICYCLES:** If you bring your bicycle, store it in the bicycle shed next to the Training Center. Bicycles may not be brought into any building nor chained to lamp posts, trees, etc. The Training Center has a limited number of bicycles available for your use. Prior to your use, you are required to complete a safety inspection and sign a waiver which is posted in the bicycle shed.
21. **MAIL:** Mail forwarded to you during your time at the Center should be addressed to you in care of:

Department of Parks and Recreation
WILLIAM PENN MOTT JR. TRAINING CENTER
P. O. Box 699, Pacific Grove, CA 93950
22. **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.

23. FAX: The Training Center's FAX number is (831) 649-2824.
24. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call the Center at (831) 649-2954. Calls after 5 p.m. or during weekends should be made to (831) 372-8016, Asilomar Conference Grounds, and the caller should tell the switchboard operator you are with a Department of Parks and Recreations training group.
25. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments. An iron is available for 24-hour checkout from the Training Center front desk.
26. RECREATION: Facilities available on grounds include a heated swimming pool, ping-pong and pool tables, and a volleyball court. The Monterey area offers horseback riding, golf, tennis, racquetball, deep sea fishing, and many historical landmarks and scenic sights to explore.
27. POST-TRAINING ASSIGNMENTS: In connection with formal training are to be completed under the direction of your supervisor. See "Program Attendance Requirements" in this syllabus.
28. COFFEE BREAK REFRESHMENTS: Will be available throughout each session at the Center. You will be asked to contribute to the "Hospitality Fund" to defray expenses. Please bring your own coffee cup.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at the William Penn Mott Jr. Training Center the following list is provided:

- _____1. Read and understand the Intermediate Electrical Skills Program Syllabus prior to your arrival at the Training Center.

- _____2. Complete the following pre-training assignment.
 - Complete the Intermediate Electrical Skills workbook included with your syllabus and record your answers in BOTH the workbook and the workbook answer sheet.

 - Discuss the Electrical Skills program with your supervisor. What specific changes in your abilities and performance are expected to result from you attending this training? List these expectations along with your own under "Expectations" on the back of the "Equipment Check Sheet".

 - Review the Post-Training evaluation form at the end of the syllabus with your supervisor. Discuss the projects you will be assigned in the next twelve months, which will utilize the skills developed during the training program.

 - Make arrangements with your supervisor to demonstrate your ability to safely use the items listed on the Equipment Check Sheet. All items must be initialed by your supervisor, or your supervisor's representative, and signed by your District Maintenance Chief for you to participate in the practical portion of the training program.

NOTE: The pre-training assignment (Workbook Answer Sheet, Equipment Check Sheet and Expectations) will be collected during the program orientation. Completion of the pre-training assignment and bringing the proper personal protective equipment is mandatory; it will count for 20% of your program grade. If you have questions or need help, call the Program Coordinator, Chuck Combs, at (831) 649-7124 or e-mail chuck@parks.ca.gov

- _____3. Remember to bring the following with you to training:
 - Program syllabus and workbook.

 - Personal safety equipment (eye, ear and hand protection).

 - Proper field uniform, coveralls and/or appropriate work clothing.

 - Coffee cup, alarm clock, pens, pencils.

INTERMEDIATE ELECTRICAL SKILLS GROUP 32 – AGENDA
January 29-February 3, 2006

Lead Instructor: Lawrence “Sparky” Ross

Special Notice:

This program will be conducted at the Mott Training Center Shop Annex, 2211 Garden Road, Building C, Monterey, California. Vans are available to transport you to and from the Shop Annex and will leave the Mott Training Center promptly at 0800 daily and return by 1700.

Sunday

January 29

1500-	Registration: <i>Check in at the Asilomar Administration Building.</i>	All
-------	--	-----

Monday

January 30

0800-0830	Vanpooling to Shop (optional)	
0830-0930	Orientation/MPC Registration/Expectations	Combs
0900-1100	Electrical System Review	Ross
1100-1200	Blueprints and Schematics	Moore/Ross
1200-1300	<i>Lunch</i>	
1300-1500	Introduction to Codes	Ross
1500-1630	Electrical Distribution - Load Centers	Ross

Tuesday

January 31

0800-0830	Vanpooling to Shop (optional)	
0830-0900	Personal Safety Requirements- THA	Ross
0900-1030	Hardware and Demonstrations - Wiring	Ross
1030-1200	Shop Applications - Wiring	All
1200-1300	<i>Lunch</i>	
1300-1330	Field Applications –(Van pool to Pt. Lobos)	All
1330-1530	Hardware and Demonstrations - Conduit	Ross
1530-1630	Hardware and Demonstrations - Switches	Ross
1630-1700	Van pool to MTC	All

INTERMEDIATE ELECTRICAL SKILLS GROUP 32 – AGENDA
January 29-February 3, 2006

Lead Instructor: Lawrence “Sparky” Ross

Special Notice:

This program will be conducted at the Mott Training Center Shop Annex, 2211 Garden Road, Building C, Monterey, California. Vans are available to transport you to and from the Shop Annex and will leave the Mott Training Center promptly at 0800 daily and return by 1700.

Wednesday

February 1

0800-0830	Vanpooling to Shop (optional)	
0830-1000	Hardware and Demonstrations - GFCI	Ross
1000-1200	Shop Applications	All
1200-1300	<i>Lunch</i>	
1300-1630	Shop Applications	All

Thursday

February 2

0800-0830	Vanpooling to Shop (optional)	
0830-0930	Quiz	Ross
0930-1200	Troubleshooting	All
1200-1300	<i>Lunch</i>	
1300-1500	Testing and Practical Performance Evaluations	All
1500-1630	Tear Down/Clean Up	All

Friday

February 3

0800-0830	Vanpooling to Shop (optional)	
0830-1000	Demonstrations (Tele/Network/Alarm Wiring)	Ross
1000-1130	Exam and Exam Review	Ross
1130-1230	Program Summary and Evaluation	Combs
1230-	<i>Lunch and Departure</i>	

INTERMEDIATE ELECTRICAL SKILLS TRAINING PROGRAM

(36 HOURS)

<u>Program Outline</u>	<u>Total Hours</u>
Program Orientation and Overview	0.5
Electrical System Review	2.0
Blueprints and Schematics.....	1.5
Electrical Codes	2.0
Load Centers.....	2.0
Electrical Safety Considerations.....	0.5
Hardware and Demonstrations (Wire, Conduit, Switches, GFIC).....	6.0
Troubleshooting	3.0
Tele/Network/Alarm.....	1.5
Shop Applications	11.5
Tests and Practical Performance Evaluations.....	4.5
Program Summary and Evaluation	<u>1.0</u>
Total Hours	36.0

INTERMEDIATE ELECTRICAL SKILLS

PROGRAM ORIENTATION

Purpose: Participants will meet one another and 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. Share and record expectations with group members.
3. Complete Monterey Peninsula College registration materials.
4. Adhere to all Training Center guidelines.

ELECTRICAL SYSTEM REVIEW

Purpose: To review the electrical skills pre-training assignment.

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

1. Have answers to questions from the pre-training study quiz.
2. Review general safety items to be considered when working with electricity.
3. Review the basic wiring techniques commonly used in constructing residential electrical circuits.

BLUEPRINTS AND SCHEMATICS

Purpose: To introduce the participant to electrical symbols, lines and scale.

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

1. Recognize common electric symbols.
2. Understand basic residential electric system design.

3. Develop the ability to use construction drawings for troubleshooting and repair of residential electrical circuits.

INTRODUCTION TO CODES

Purpose: To introduce the participant to the codes, laws and policies which apply to electrical wiring of State owned facilities.

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

1. Review applicable sections of Title 8 (Cal Osha) regulations.
2. Review selected sections of the National Electric Code.
3. Understand that wiring State facilities to meet code is mandatory.

LOAD CENTERS

Purpose: To introduce the participant to the function and configuration of load centers and meter mains.

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

1. Demonstrate an understanding of the function of the load center and its component parts.
2. Distinguish between single phase and three phase load centers.
3. Demonstrate the ability to safely replace circuit breakers.
4. Demonstrate the ability to safely install and maintain components and connections in a single phase load center.

PERSONAL SAFETY

Purpose: To provide information on special safety considerations and special personal safety equipment.

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

1. Understand the precautionary steps that must be taken before attempting to work on electrical systems.

2. Acquire the knowledge and ability to select the proper safety procedure used in each electrical system failure repair.
3. Develop the necessary skills for properly using electrical safety and testing equipment.
4. Discuss the specific safety considerations, which must be observed while participating in the Electrical Skills training program.

ELECTRICAL SKILLS - SHOP APPLICATIONS

Purpose: To provide the Maintenance Worker with opportunity to observe, practice and demonstrate practical application of electrical skills.

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

1. Observe instructor demonstrations of installing a load center, running wire, wiring devices and loads.
2. Practice laying out and testing electrical circuits, using tools and test equipment, running wire, and wiring electrical devices and loads.
3. Demonstrate knowledge and ability to accurately construct the electrical circuits commonly found in residential construction.

ELECTRICAL HARDWARE - WIRE, CONDUIT, SWITCHES, GFIC

Purpose: To provide information on how to select the proper materials for making repairs and upgrading existing park facility electrical systems and when planning new installations for new facilities.

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

1. Be able to select the proper size and type of wire when making repairs to electrical systems.
2. Understand the various types and application of electrical conduit.
3. Understand electrical metering, switching and circuit protection systems used in park facilities.

TROUBLESHOOTING

Purpose: To develop the ability in the Maintenance Worker to inspect, test and correct deficiencies in electrical systems.

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

1. Perform a routine inspection of an electrical system.
2. Use test equipment to identify system failures and recommend corrective action.

TELE/NETWOK/ALARM WIRING

Purpose: To develop the ability in the Maintenance Worker to inspect, test and repair common communication circuits.

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

1. Understand common telephone, network and alarm wiring circuits.
2. Be able to inspect and replace the defective elements.
3. Recognize the basic differences in each system.

POST-TRAINING EVALUATION

In-Service Training

Out-Service Training

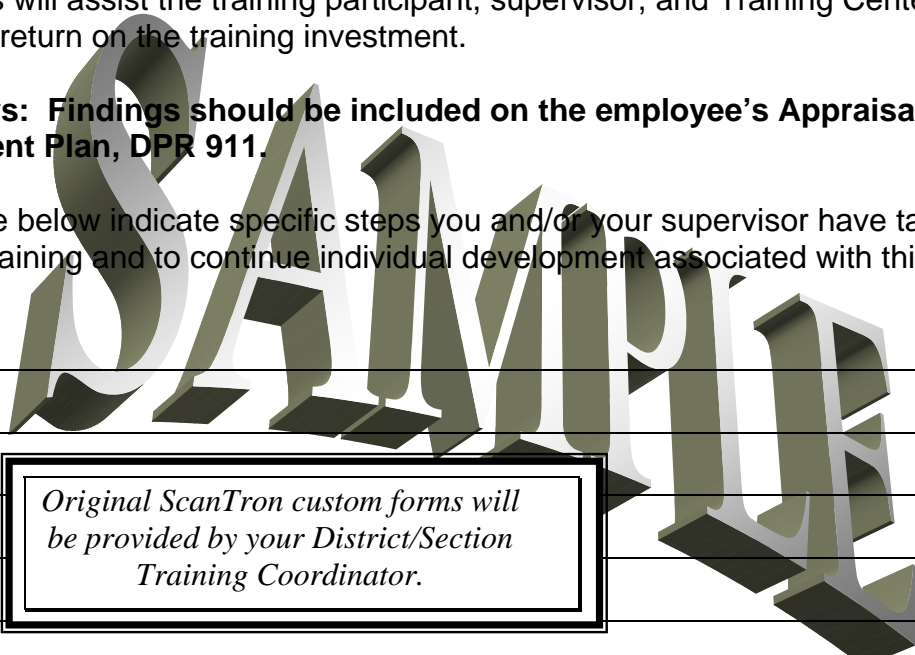
Program: Intermediate Electrical Skills #32 **Dates:** January 29-February 3, 2006

Training Participants: It is your responsibility to discuss this side with your supervisor.

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 training investment.

Supervisors: Findings should be included on the employee's Appraisal and Development Plan, DPR 911.

In the space below indicate specific steps you and/or your supervisor have taken to apply this training and to continue individual development associated with this training program.



Original ScanTron custom forms will be provided by your District/Section Training Coordinator.

Name: _____ Return to District/Section Training Coordinator by: **5/10/06**
(Print)

District/Section: _____

Supervisor's Name: _____

Employee's Signature verifying discussion with supervisor: _____

Date: _____

◆ ◆ ◆ over ◆ ◆ ◆

Employee completes this side using a No. 2 pencil by filling in the oval in the appropriate column.

STATEMENT	1 Never/ Rarely	2 Small Extent	3 Moderate Extent	4 Great Extent	5 Strongly Agree	6 N/A
To what extent did you use the knowledge and/or skills prior to attending this course?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
To what extent have you had the opportunity to use the knowledge and/or skills presented in this course?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
To what extent have you actually used the knowledge and/or skills presented in this course after completing this course?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
To what extent has your confidence in using the knowledge and/or skills increased as a result of this course?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
To what extent did you receive the assistance necessary in preparing you for this course?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
To what extent has the content of this course accurately reflected what happens on the job?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
To what extent have you had access to the necessary resources to apply the knowledge and/or skills on your job?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
To what extent have you received help, through coaching and/or feedback, with applying the knowledge and/or skills on the job?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
As a result of this course, my performance on the course objectives has changed by	0% <input type="radio"/>	10% <input type="radio"/>	30% <input type="radio"/>	40% <input type="radio"/>	50% <input type="radio"/>	60% <input type="radio"/>
As a result of this course, my overall job performance has changed by	0% <input type="radio"/>	5% <input type="radio"/>	10% <input type="radio"/>	15% <input type="radio"/>	20% <input type="radio"/>	25% <input type="radio"/>

Training participant returns completed form to District/Section Training Coordinator.