

# Interpreting in Recreation Areas

April 26, 2015 – May 1, 2015

## Training Syllabus



**William Penn Mott Jr. Training Center**



## Memorandum

**Date:** April 8, 2015

**To:** Supervisor

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

**Subject:** Employee Attendance at Formal Training  
Interpreting in Recreation Areas Group 4

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 ..... MTC Manager  
Jack Futoran ..... EMS and LG Training Coordinator  
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

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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. 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 (airfare, 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 12:00 noon on the date of departure. The Department provides your room and board expenses at the Mott 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. Advise the Training Specialist 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 10:00 p.m.

**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. 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 2 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 Mott Training Center will absorb the cost of your room and meals at the current DPR Asilomar rate. If you stay off-grounds

and have meals on grounds, the Mott Training Center will authorize only what the Department pays Asilomar for lodging.

7. 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, 12:00 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, contact the Training Specialist Sara M. Skinner to request the Asilomar Dietary Restriction form no later than two weeks prior to the course start date. The Training Specialist will forward the form to the appropriate Asilomar Conference Grounds staff.

In order to assist participants with limited mobility, Asilomar provides a shuttle to and from the dining hall. Contact either Asilomar staff upon check-in, or Mott Training Center staff upon your arrival, for instructions on arranging a transport.

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. It does not include such items as shorts, t-shirts, tank tops, or sandals.

Because we are on the 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.

9. ROOM SAFES: Two safes have been installed in each of the lodge rooms used by the Mott 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 Mott Training Center has a master key for emergency entry. Safes are to be left in the open position when checking out of your room.
10. WEAPONS: Weapons are permitted in rooms under the following conditions. Authorized firearms and magazines stored while at the Mott 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 Mott Training Center's safes in the Whitehead Room or secured in your vehicle.
11. 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 ARAMARK.
12. SMOKING: Smoking is not permitted in the Mott Training Center or in any lodge or guest room on the Asilomar Conference Grounds.

13. **TRAINING CENTER:** The Mott 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.
14. **REGISTRATION:** When you arrive at Asilomar Conference Grounds, proceed 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.
15. **COURSE LEADERS:** The formal training you will attend is developed and, for the most part, conducted by experienced DPR employees in the 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 presentation, and provide a level of expertise difficulty to match.
16. **TRAINING SECTION STAFF:** Sara M. Skinner is your Training Specialist and has been assigned responsibility for your training group. 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.
17. **TRAINING MATERIALS:** 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 may be issued to you at the training session for notes and convenience in handling materials. Bring your own pens and pencils.
18. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important for 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 (except for POST RBC) 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.
19. **VEHICLES:** All vehicles should be parked in the lots adjacent to the Mott Training Center. Any questions regarding use of a State vehicle while at the Mott Training

Center should be discussed with your supervisor prior to your departure for training, or with your Program Coordinator while at the Mott Training Center.

20. BICYCLES: If you bring your bicycle, store it in the bicycle shed next to the Mott Training Center. Bicycles may not be brought into any building nor chained to lamp posts, trees, etc. The Mott 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  
PO 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. Limit those calls to your breaks.
23. FAX: The Mott 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 5:00 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 California State Parks training group. **Note: There are no longer pay telephones outside of the Mott Training Center. There are pay telephones located at the Asilomar Administration Building.**
25. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments.
26. RECREATION: Facilities available on grounds include a heated swimming pool, 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, these are to be completed under the direction of your supervisor.
28. COFFEE BREAK REFRESHMENTS: Will be available throughout each session. You will be asked to contribute to the "Hospitality Fund" to defray expenses. 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. Be sure to have read and understood the Interpreting in Recreation Areas Group 4 syllabus prior to your arrival at the Mott Training Center.
- \_\_\_\_\_2. Arrange your travel through your Unit/District Office.
- \_\_\_\_\_3. Complete the pre-training assignment on page 8 of the syllabus and bring with you to class.
- \_\_\_\_\_4. Bring the following with you to training:
  - Program syllabus, coffee cup, reusable water bottle, paper, pencils, pens, sunscreen, hats, and alarm clock.
  - Foul weather gear (due to the possibility of rain during this time of year).
  - Tuesday, Wednesday, and Thursday the class will wear plain clothes. Wear suitable and appropriate attire; you should not wear tank tops, shorts, or flip flops on Tuesday or Thursday.
  - Tuesday:  
Riding apparel needed for Tuesday. See below.

For those certified to drive an All-Terrain Vehicle (ATV):

- Helmet
- Gloves
- Goggles
- Ankle support shoes
- Long sleeved shirt
- Long pants

For class participants not certified to drive an ATV, we will alternate between side-by-sides and trucks. We will supply helmets to participants while they are in the side-by-sides.

## **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:

- Wednesday:  
The group will be kayaking. Inform Sara M. Skinner by April 20<sup>th</sup> if you will need to opt-out and attend an alternate activity TBD. Wetsuits, safety gear, and splash guards will be provided by Kayak Connections. If you have water clothing, a lifejacket, and/or a wetsuit that you are more comfortable with, bring them.

Kayak Connections also recommends:

- A hat and sunglasses
- Sunscreen
- Water and a snack
- A swimsuit with a change of clothes and a towel (just in case)
- Camera or binoculars
- Footwear such as old sneakers, Tevas, water-socks, or booties

- Thursday:  
You will need appropriate hiking and walking apparel.

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

## **PRE-TRAINING ASSIGNMENT**

Complete the following pre-training assignment and bring with you to class:

Topic: Planning

Choose one State Vehicular Recreation Area (SVRA) or State Recreation Area (SRA) in your District or Sector. For that park determine:

1. Is there a General Plan?
  - A. If yes, what year published?
  - B. If yes, does it contain interpretation goals and/or guidelines, interpretive themes, or other topics on interpretation?
2. Is there an Interpretation Management Plan?
3. Contact your District Interpretive Coordinator (DIC) to determine if there are any projects identified in the Project Infrastructure Database (PID) for interpretation planning (e.g., Interpretation Master Plans, General Plans, Interpretive Services Plan, etc.).
4. Be prepared to report your results at the Training.

## **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.

**INTERPRETING IN RECREATION AREAS GROUP 4**  
**April 26, 2015 – May 1, 2015**

**Sunday**

**April 26**

1500 REGISTRATION: *Check-in at the Asilomar Administration Building*

**Monday**

**April 27**

0800-0815	Mott Training Center Introduction	Skinner
0815-0830	Training Background Goals / Objectives	Krey
0830-1000	Interpretation and Recreation Roundtable Discussion	Munoz/All
1000-1100	Junior Lifeguards	Martino
1100-1200	Role of Planning	Patterson
1200-1300	Lunch	
1300-1500	OCI Programs/Statewide Comprehensive Outdoor Recreation Plan	Mitchell
1500-1600	ADA Considerations	Stora
1600-1700	Division of Boating and Waterways	Miranda/King

**Tuesday**

**April 28**

0800-0900	Travel to Hollister Hills State Vehicular Recreation Area	All
0900-0920	Buffer Non-Motorized Trails / Introduction	Staff
0920-0940	Outfit with Gear	Staff
0940-1000	T-Cloc Inspect Vehicles	Staff
1000-1010	Overview of Tour	Staff
1010-1020	Training Range (ASI, MSF, HHORA)	Staff
1020-1040	Octagon Interpretive Center - Day Use Area	Staff
1040-1100	Radio Ridge – Junior Ranger Activity	Staff
1100-1140	Lake Road - Olive Orchard	Staff
1140-1200	Old Ranch Road to Overlook	Staff
1200-1300	Lunch at Renz Overlook	
1320-1340	Windmill	Staff
1340-1400	Return Vehicles and Meet in Training Building	All
1400-1500	Ocotillo Wells Interpretation Presentation	Staff
1500-1600	Developing Interpretive Messages	Staff
1600-1700	Return to Mott Training Center	All

**Wednesday**

**April 29**

0800-0900	Interpretive Direction	Cahill
0900-0930	Travel to Moss Landing	All
0930-1230	Guided Kayak Tour Elkhorn Slough or Alternate Option	Staff

**INTERPRETING IN RECREATION AREAS GROUP 4**  
**April 26, 2015 – May 1, 2015**

**Wednesday**

**April 29**

1230-1330	Lunch	
1330-1430	Tour Analysis Using RAPPORT	Munoz/Skinner
1430-1500	Return to Mott Training Center	All
1500-1700	Research / Trends in Recreation	Baur

**Thursday**

**April 30**

0800-0930	Travel to Wilder Ranch State Park	All
0930-1100	Working with User Groups	Staff
1100-1200	Tour Specific Park Projects	Staff
1200-1300	Lunch	
1300-1500	Interpretive and Recreational Concessions	Staff
1500-1600	Return to Mott Training Center	All
1600-1700	Field Training Analysis and Discussion	Munoz

**Friday**

**May 1**

0800-0900	Statewide Trails Section	Stehl
0900-1000	Project Highlight: 10000 Steps	Perry/Dandurand
1000-1130	Practical Exercise, Bringing It All Together	Munoz
1130-1200	Evaluation and Conclusion	Skinner

**INTERPRETING IN RECREATION AREAS**

<b><u>PROGRAM OUTLINE</u></b>	<b><u>HOURS</u></b>
<b><u>PROGRAM ADMINISTRATION</u></b> .....	1
Welcome, Applications, and Course Review	
Evaluation and Conclusion	
<b><u>DIVISION / PROGRAM / POLICY RESOURCES</u></b> .....	8
Junior Lifeguards	
Office of Community Involvement	
Planning	
Interpretation	
ADA	
Division of Boating and Waterways	
Statewide Trails Program	
<b><u>INTERPRETIVE PROGRAM DEVELOPMENT AND ANALYSIS</u></b> .....	5
Roundtable	
Tour Analysis	
Bringing It All Together	
<b><u>RESEARCH / TRENDS IN RECREATION</u></b> .....	2
<b><u>FIELD TRAINING EXCURSIONS</u></b> .....	19
Hollister Hills State Vehicular Recreation Area - OHV Operations	
Wilder Ranch - Santa Cruz District Operations	
Kayak Elkhorn Slough Tour or Alternate Activity	
<b><u>PROJECT HIGHLIGHT</u></b> .....	1
<b>TOTAL HOURS</b> .....	<b>36</b>

## **INTERPRETING IN RECREATION AREAS**

### **PROGRAM PURPOSE AND PERFORMANCE OBJECTIVES**

Purpose: The purpose of this training is to introduce participants to current trends in recreation and interpretation pertaining to park settings. Participants will see, hear and experience effective interpretive programs that infuse recreational activities and recreational activities that employ interpretive techniques. Participants will have time to reflect upon the experiences and information and will brainstorm ideas for incorporating interpretation and recreation into their park programs / projects.

Performance Objectives: By the close of the session participants will

1. Participants will know three currently active department programs in place which utilize interpretation and recreation.
2. Participants will identify current trends in recreation.
3. Participants will identify three functional programs / projects that successfully incorporate recreation and interpretation and will be able to identify one reason the program is successful.
4. Participants will identify who can assist with program / project / partnership development inside and outside the Department

### **Background / Introductory Roundtable Discussion**

Purpose: Have participants / course coordinators share their experiences, programs, and initiatives pertaining to recreation areas, recreational park users and interpretive programs.

Performance Objectives: By the close of the session participants will

1. Describe how the training program has developed.
2. Identify the role and importance of recreational areas, recreation and interpretation relating to California State Parks.
3. Demonstrate the need to tailor interpretive programs to the needs of visitors to recreation areas and recreational users.



## **INTERPRETING IN RECREATION AREAS**

### **PROGRAM PURPOSE AND PERFORMANCE OBJECTIVES**

#### **Division / Program / Policy Resources**

**(Junior Lifeguards, Office of Community Involvement, ADA, Statewide Trails, Planning, Interpretation, Boating and Waterways)**

Purpose: Identify DPR leaders, resources, and programs currently employing an infusion of interpretation and recreation.

Performance Objectives: By the close of the session participants will

1. Identify how to access Department programs, plans, and initiatives that incorporate recreation and interpretation.
2. Identify who to contact for more information and assistance with employing Department resources in their districts.

#### **Hollister Hill SRVA Field Training Experience**

Purpose: To expose the participants to the interpretive and recreational opportunities that the OHV Division and Hollister Hills SVRA offers to the public and to provide a venue for hands-on activity pertaining to interpretation.

Performance Objectives: By the close of the session participants will

1. Participate in a park tour that highlights challenges and the strategies to overcome challenges in order to conduct effective interpretation in a recreation area.
2. Experience two examples of interpretation tailored to a recreation audience.
3. Describe the importance of knowing the audience and their form of recreation.
4. Be equipped with strategies to overcome challenges to delivering effective interpretation.

## **INTERPRETING IN RECREATION AREAS**

### **PROGRAM PURPOSE AND PERFORMANCE OBJECTIVES**

#### **Santa Cruz District Operations Field Training - User Groups and Concessions**

Purpose: To introduce participants to field staff who have successfully worked with recreational user groups in the Santa Cruz District and to provide a venue for a presentation on recreational and interpretive concessions.

Performance Objectives: By the close of the session participants will

1. Participate in a tour with park staff who will describe the challenges and success stories pertaining to the infusion of recreation and interpretation.
2. Identify two challenges of working with park user groups.
3. Describe what steps were taken to overcome the challenges.
4. Identify the process of utilizing concessions to enhance interpretive / recreational opportunities in park districts.

#### **Elkhorn Slough Kayak Field Training - Model Tour**

Purpose: To demonstrate a successful interpretive program that is given in a recreation area. Develop confidence in the participants that effective interpretation can be delivered during a recreational activity.

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

1. Experience the infusion of recreation and interpretation.
2. Identify two challenges to interpreting during a recreational activity.
3. Discuss the quality of the interpretive tour using the RAPPORT method.

## **INTERPRETING IN RECREATION AREAS**

### **PROGRAM PURPOSE AND PERFORMANCE OBJECTIVES**

#### **Trends and Current Research in Recreation**

Purpose: To identify research into current trends of recreational users and opportunities, especially in urban landscapes in California

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

1. Identify two trends in recreation.
2. Describe the needs of diverse audiences.
3. Describe the concept of ecosystem services.

#### **Project Highlight - 10,000 Steps at Baldwin Hills Scenic Overlook**

Purpose: To introduce participants to a unique integration of interpretation and recreation at a State Park.

Performance Objectives: By the close of the session participants will

1. Identify the purpose for taking a unique approach to the integration of recreation and interpretation.
2. List the steps that were taken to implement the project.

#### **Practical Group Exercise**

Purpose: Discuss the implementation of strategies learned throughout the training and build upon these strategies to augment current interpretive programs, or develop new ones.

Performance Objectives: By the close of the session participants will

1. Review and reiterate the lessons and strategies learned throughout the training.
2. Participate in a discussion that assists to assimilate and build upon the strategies, methods, and lesson learned throughout the training.
3. Develop specific ways to improve or create a new interpretive program at their own locations.

