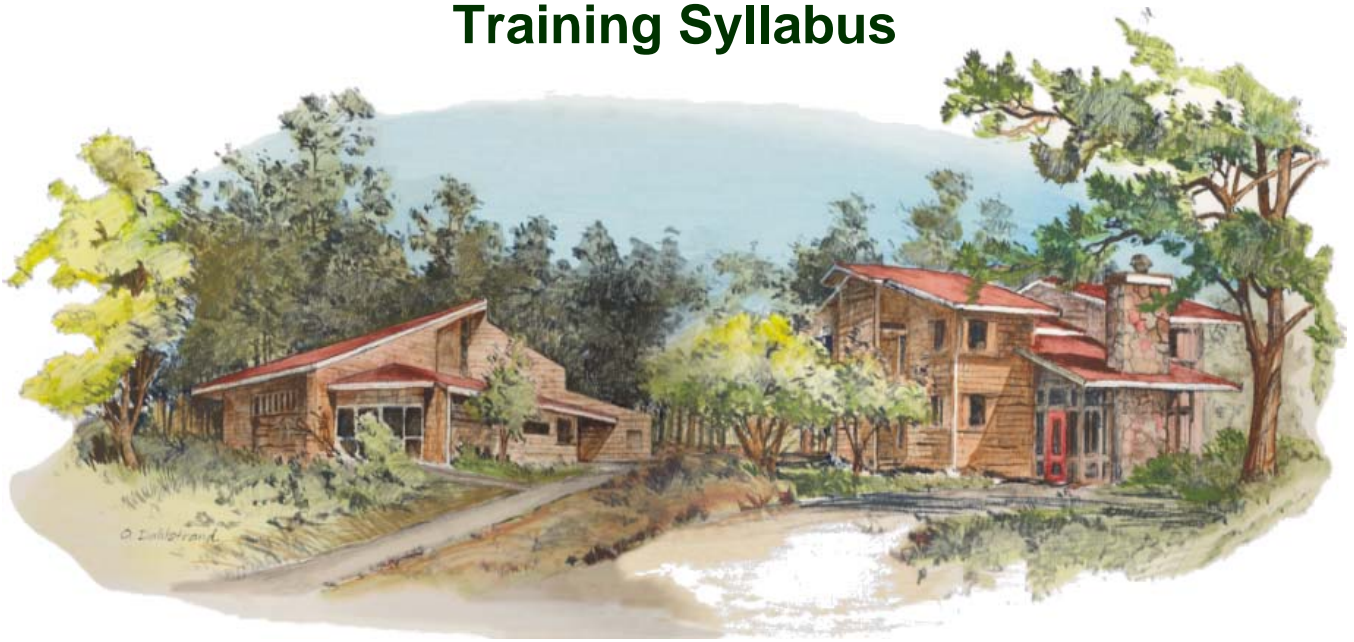


INTERPRETING IN RECREATION AREAS

May 8-13, 2011

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: April 12, 2011

To: Supervisor

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

Subject: Interpreting in Recreation Areas 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 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.***

TRAINING CENTER STAFF

Tina L. Williams	Department Training Officer
Pat Bost	Office Manager
Chuck Combs	Training Specialist
Sara M. Skinner	Training Specialist
Dave Galanti	Training Specialist
Karyn Lombard	Training Specialist
Matt Cardinet	Acting Academy Coordinator
Dan Kraft.....	Cadet Training Officer
Pamela Yaeger	Assistant Program Coordinator
Edith Alhambra	Assistant Program Coordinator
Rogers Williams.....	Program Assistant

THE MISSION

of the California State Parks and 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). You should print a copy of the syllabus to bring with you to class. 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 Mott Training Center does not have the capability to provide transportation to/from Monterey Airport.

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 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. Please 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.

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. OFF-GROUNDS ACCOMMODATIONS: When authorized to stay off-grounds by the Department Training Officer, the Mott 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. 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, notify the Asilomar Chef at 831-372-8016 no later than one week before your scheduled arrival.

In order to assist participants with limited mobility, Asilomar provides a shuttle to and from the dining hall. Please contact either Asilomar staff upon check in, or 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. 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 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.

9. ROOM SAFES: 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.
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, 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.
15. **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.
16. **TRAINING CENTER 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.
17. **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.
18. **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.

19. **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.
20. **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 birthdate.

To obtain the number, logon at: <http://www.mpc.edu>

- In the column on the left side of the screen, click on Registration (WebReg).
- In the form that comes up and is titled: Have you applied for a BOG Fee Waiver, enter your Social Security Number in the box that is titled MPC/ID, and enter your birthdate in the second box.
- Click on Login
- The system will then come back with your MPC Student Identifier (SID).

You can store your MPC ID number in your ETMS Profile for future reference.

Newcomers to training will need to provide their SSN on the first MPC application only, after which a student ID number will be assigned and available by following the instructions above within a few weeks of the program's conclusion.

21. **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.
22. **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.
23. **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

24. 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.
25. FAX: The Mott Training Center's FAX number is (831) 649-2824.
26. 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. **Please Note: There are no longer pay telephones outside of the Mott Training Center. There are pay telephones located at the Asilomar Administration Building.**
27. LAUNDRY AND DRY CLEANING: May be taken care of by you at one of several local establishments.
28. 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.
29. 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.
30. 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 program syllabus prior to your arrival at the Training Center.

- _____2. Remember to bring the following with you to training:
 - Program syllabus.

 - Foul weather gear (due to the possibility of rain during this time of year).

 - Tuesday, Wednesday, and Thursday the class will be wearing plain clothes. Please 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 Gear List:
 - For those certified to drive an ATV:
 - Helmet
 - Gloves
 - Goggles
 - Ankle support shoes
 - Long sleeved shirt
 - Long pants
 - For class participants not certified to drive an ATV, we will be alternating between side-by-sides and trucks. We will supply helmets to participants while they are in the side-by-sides.

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

 - Thursday: The group will be kayaking. Please inform Sara M. Skinner by May 1st if you will need to opt-out and attend an alternate activity TBD. Wetsuits, safety gear, and splash guards will be provided by Monterey Bay Kayak. If you have a wetsuit that you are more comfortable with, please bring it.

 - Coffee cup, reusable water bottle, paper, pencils, pens, sunscreen, hats, and alarm clock.

- _____3. Arrange your travel through your Unit/Office.

PROGRAM ATTENDANCE CHECKLIST

- _____ 4. Proper field uniform (Review DOM 2300 and Formal Training Guideline #8).
Note: Non-uniformed participants should wear professional office attire.
Shorts and short pants are not appropriate attire.

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

INTERPRETING IN RECREATION AREAS GROUP 3
May 8-13, 2011

Sunday

May 8

1500- REGISTRATION: (Check-in at Asilomar Administration Building) All

Monday

May 9

0800-0830 Mott Training Center Introduction Skinner
 0830-1030 Introductory Round Table Discussion All
 1030-1200 CSP Updates and Resources Mitchell/Peabody
 Office of Community Involvement
 Junior Lifeguards
 1200-1300 Lunch
 1300-1500 Planning Division and Interpretation and Education Hook/Pozzi
 Division
 1500-1600 Statewide Trails Program Stehl
 1600-1700 ADA Section Martin/Harris

Tuesday

May 10

0800-0900 Travel to Hollister Hills SVRA All
 0900-1000 Introduction and Preparation Clark/Munoz
 1000-1200 Tour Munoz/Hollister Staff
 1200-1300 Lunch
 1300-1400 Tour Continues Munoz/Hollister Staff
 1400-1600 Developing Interpretive Messages Clark/Munoz
 1600-1700 Return to Mott Training Center All

Wednesday

May 11

0800-0900 Travel to Wilder Ranch State Park All
 0900-1100 Working with User Groups Stamps
 1100-1200 Tour Specific Park Projects Stamps/All
 1200-1300 Lunch
 1300-1500 Interpretive and Recreational Concessions Clayton
 1500-1600 Travel to and Tour PORTS Seacliff Studio All/Krey
 1600-1700 Return Travel to Mott Training Center All

INTERPRETING IN RECREATION AREAS GROUP 3
May 8-13, 2011

Thursday

May 12

0800-0900	Travel to Moss Landing	All
0900-0930	Introduction and Preparation	Parker/Elkhorn Slough
0930-1130	Kayak Tour Elkhorn Slough	Parker/Elkhorn Slough
1130-1200	Travel to Elkhorn Slough	
1200-1300	Lunch	
1300-1400	Elkhorn Slough Tour and Discussion	Parker/Elkhorn Slough
1400-1700	Return Travel to Mott Training Center	All

Friday

May 13

0800-1000	Children in Nature and Youth Initiatives	Gordon
1000-1100	Project Highlight: Chumash Play Area	Chapin
1100-1130	Bringing it All Together	All
1130-1200	Evaluation and Wrap-up	All

INTERPRETING IN RECREATION AREAS GROUP 3

HOURS

PROGRAM OUTLINE

<u>PROGRAM ADMINISTRATION</u>	3.5
Welcome, Applications, and Course Review	
Evaluation and Wrap-up	
Bringing it All Together	
<u>CSP UPDATES AND RESOURCES</u>	8.5
Office of Community Involvement	
Junior Lifeguards	
Planning Division and Interpretation and Education Division	
Statewide Trails Program	
ADA Section	
Children in Nature and Youth Initiatives	
Project Highlight: Chumash Play Area	
<u>FIELD TRAINING EXCURSIONS</u>	24
Hollister Hills SVRA	
Tour	
Developing Interpretive Message	
Wilder Ranch State Park	
Working with User Groups	
Specific Park Projects	
Interpretive and Recreational Concessions	
Tour PORTS Seacliff Studio	
Moss Landing	
Introduction and Preparation	
Kayak Tour Elkhorn Slough	
Elkhorn Slough Tour and Discussion	
TOTAL HOURS	36

INTERPRETING IN RECREATION AREAS

Purpose: The purpose of this training is to expose participants to current trends in recreation and interpretation pertaining to state park settings. Participants will see, hear, and experience functional 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 program/projects.

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

1. List three currently active Department programs in place which utilize interpretation and recreation.
2. Identify two current trends in recreation.
3. Identify three functional programs/projects that successfully incorporate recreation and interpretation and will be able to identify one reason the program is successful.

INTRODUCTORY ROUNDTABLE DISCUSSION AND CALIFORNIA STATE PARKS UPDATES AND RESOURCES

Purpose: Have participants and California State Parks Program Leaders share their experiences, programs, and initiatives pertaining to recreation areas, recreational park users, and the interpretive programs that center around these parks and visitors.

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

1. Identify the role and importance of recreational areas, recreation, and interpretation in relating to California State Parks.
2. Identify trends, differences, and needs of visitors to recreation areas and recreational users.
3. Access Department wide programs and initiatives that incorporate recreation and interpretation.
4. Describe the need to tailor interpretive programs to the needs of visitors to recreation areas and recreational users.

HOLLISTER HILLS FIELD TRAINING EXCURSION

Purpose: To introduce participants to the interpretive and recreational opportunities that the Off Highway Motor Vehicle Division and Hollister Hills State Vehicle Recreation Area offer to the public and provide information on the effective management of resources at a State Vehicular Recreation Area.

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

1. Participants in a tour of the park with staff who will explain their roles in providing successful interpretation and recreation opportunities to a wide range of visitors.
2. Describe the visitor's interpretive experience at a State Vehicular Recreation Area.
3. Identify the various practices associated with resource management in a State Vehicular Recreation Area.

ELKHORN SLOUGH FIELD TRAINING EXCURSION

Purpose: To demonstrate to the participants 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. Provide a venue for discussion and reflection with staff and classmates.

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

1. Experience the infusion of recreation and interpretation.
2. Identify two challenges to interpreting during a recreational activity.
3. Participate in a discussion with refuge staff pertaining to recreational users and interpretive activities.

WILDER RANCH STATE PARK FIELD TRAINING EXCURSION

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

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

1. Participate in a discussion and tour with park staff and an interpretive concessionaire 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 the steps that were taken to overcome the challenges

PORTS DISTANCE LEARNING STUDIO TOUR

Purpose: To identify the PORTS Distance Learning Program as a unique way to meet the needs of nontraditional audience.

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

1. Describe how an out of the box approach to interpretation may benefit a park program.

CHILDREN IN NATURE CAMPAIGN AND YOUTH HEALTH INITIATIVES

Purpose: To introduce participants to the Department's Children in Nature campaign and how it involves interpretation and education and to identify other state and national efforts that relate to youth, health, and recreation.

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

1. Describe the Children in Nature campaign.
2. List two other efforts in place that aim to improve the health of California youth.
3. Identify one way these programs can benefit their district/park interpretive program.

PROJECT HIGHLIGHT: CHUMASH INTERPRETIVE PLAY AREA

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

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

1. Identify the purpose for taking a unique approach to the integration of recreation and interpretation.

2. Describe what steps were taken to implement the project.

BRINGING IT ALL TOGETHER

Purpose: To reflect and apply lessons learned from the presentations and activities of the week.

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

1. Identify one new recreational activity that they can incorporate at their park and the interpretive message that will be conveyed.

location map for
WILLIAM PENN MOTT JR. TRAINING CENTER
837 ASILOMAR BLVD.
PACIFIC GROVE, CALIFORNIA 93950

