

Interpretive Special Event Training

May 9, 2012
June 20, 2012
July 25-30, 2012

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: April 17, 2012
To: Supervisor
From: David Saxby, Acting Department Training Officer
Department of Parks and Recreation
William Penn Mott Jr. Training Center
Subject: Interpretive Special Event Training Group 1

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.

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

David Saxby.....Acting Department Training Officer
Joanne DanielsonActing Academy Director
Juventino Ortiz..... Academy Coordinator
Pat Bost Office Manager
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
Nicole Shannon Cadet Training Officer
Dan Raducanu..... Cadet Training Officer
Pamela Yaeger Assistant Program Coordinator
Edith Alhambra Assistant Program Coordinator
Ellen Dewsnup..... Assistant Program Coordinator
Socorro Wallace Program Assistant
Joanne Ciccone Program Assistant
Ginger Henry Program Assistant
Rogers Williams..... Program Assistant

THE MISSION

of California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.



FORMAL TRAINING GUIDELINES

Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)

3. TRAVEL: Arrange your travel to and from the training site through your District or Office. 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 a PCA **to** and **from** the location of training which will be discussed during the training.

4. HOUSING: Housing will be assigned to you on a shared-room basis at the Jenner Inn and will be available from 3:00 p.m. on the date of arrival to 10:00 a.m. on the date of departure. 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.

Please note: You may be asked to present a valid credit or debit card while checking in to your room at the hotel. Many hotels require a credit card to cover charges incurred such as telephone calls, damages to rooms and/or furnishings, fees to clean rooms that have been smoked in that are not designated as smoking rooms, etc. 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 you must cancel your reservation for lodging, you must contact your 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: Breakfast is offered at the hotel. Lunch will be provided onsite during the training. Dinner will be determined; either on your own or at the hotel.
7. CLOTHING: Uniforms and/or suitable attire is required for this program, more information regarding proper attire will be given during the videoconference training.
8. 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.

9. **TRAINING SECTION STAFF:** Sara M. Skinner is your Training Specialist and has been assigned the responsibility for your training group. That staff member usually serves as a Course Leader as well as a Coordinator. During the program, you may be asked to assist Training Section Staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Training Section Staff will do all within their power to make your training experience pleasant and meaningful.
10. **TRAINING MATERIALS:** May be made available to you at both your unit and the training site. 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.
11. **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.

PROGRAM ATTENDANCE CHECKLIST

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

- _____ 1. Read and understand the program syllabus prior to your first videoconference. You will be sent a training handbook, too.
- _____ 2. Pre-training assignment:
 - Please send the following information to Sara M. Skinner, sskinner@parks.ca.gov, by Wednesday, April 25th: Where will you be videoconferencing from for the sessions on May 9th and June 20th?
- _____ 3. Arrange your travel through your Unit/Office.
 - The hotel is the Jenner Inn and Event Center <http://www.jennerinn.com/>
- _____ 4. Uniforms and/or suitable attire is required for this program; more information regarding proper attire will be given during the videoconference training.
- _____ 5. Bring a reusable coffee cup, refillable water bottle, alarm clock, pens, pencils, and backpack/satchel/messenger bag that you can carry around during the event with water, brochures, maps, etc.

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 Section in providing a return on the investment the Department has on training.

INTERPRETIVE SPECIAL EVENT TRAINING GROUP 1
FORT ROSS STATE HISTORIC PARK

Videoconference May 9, 2012 - 1300-1500
Videoconference June 20, 2012 - 1000-1200
Onsite July 25-30, 2012

Wednesday
May 9

Pre-training Videoconference

1300-1310	Introductions	Skinner
1310-1320	Discussion of ISET; Past and Present	Pozzi
1320-1340	Overview of Fort Ross and History, Event Themes	Wellman
1340-1400	Presentations About 2012 Partners	Birnbaum
1400-1420	Overview of Cultural Heritage Day and Event	Wellman
1420-1430	Background Assignments and Pre-training Reading Preview	Skinner
1430-1500	Group Discussions	All

Wednesday
June 20

Pre-training Videoconference

1000-1005	Introductions	Skinner
1005-1045	Interpretive Techniques	Hammack
1045-1105	Discussion of Roles and Responsibilities	Rath
1105-1115	Cultural History Day Updates	FRSHP Staff
1115-1130	Evaluation Process (Participants and Visitors)	Skinner
1130-1140	Explanation of Travel, Lodging, and Expectations	Skinner
1140-1150	Uniforms and/or Required Attire	Skinner
1150-1200	Group Discussion About Special Events	All

Wednesday
July 25

1500-	Check-in to Jenner Inn	All
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Thursday
July 26

0900-1200	Overview of the Park, Staff, Mission, and Cooperating Association	TBA
	Cultural Heritage Day Overview	TBA
	History, Natural and Cultural Resources, Tour	Parkman/ O'Neil
	<ul style="list-style-type: none"> • Fort Ross Compound: Russian History / Current Involvement • Fort Ross Visitor Center: Kashaya History / Current Involvement 	

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Thursday
July 26

1200-1300	Lunch	
1300-1500	History, Natural and Cultural Resources, Tour, Continued <ul style="list-style-type: none"> • On the Bluff: The Hudson Bay Company History • Orchard, Cemetery, and Call House • Fort Ross Sandy Cove: Native Alaskan History and Russian Scientific Expedition 	
1500-1700	Logistics: Chain of Command for Emergencies, Supplies, Relief Break Protocol, Nearby Visitor Necessities, Special Needs, Assignments and Placement Sign Ups, and Accommodations for Special Needs	Stinson

Friday
July 27

0800-1200	Craft and Activity Station Prep, Involvement, and Demonstration Logistics and Locations for: <ul style="list-style-type: none"> • Kiosk Greeters, VC Greeters, Trail Greeters • Fort Compound/Sandy Cove/Bluff Greeters and Breakers • Runners • Basic History Presenters and Crafts Stations 	TBA
1200-1300	Lunch	
1300-1600	Background and Information on VIP's in Attendance Mini Interpretive Presentation (Participants) How and Where to Distribute and Collect Evaluations	Burko/ Sweedler All

Saturday
July 28

0800-1700	Cultural Heritage Day	All
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Sunday
July 29

0800-1700	Cultural Heritage Day	All
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Monday
July 30

Depart

INTERPRETIVE SPECIAL EVENT TRAINING

HOURS

PROGRAM OUTLINE

Introductions, Overview, and Program Overview	2
History of Fort Ross State Historic Park.....	
Partners.....	
Interpretive Techniques and Logistics	16
Overview of the Park, Staff, Mission, and Cooperating Association	
Cultural Heritage Day Overview	
History and Stations	
Craft and Activity Station Preparation, Involvement, and Demonstration Logistics and Locations.....	
Event Day.....	16
TOTAL HOURS.....	34

INTERPRETIVE SPECIAL EVENT TRAINING

Upon conclusion of the course the employee will

1. Define the importance and role of the vision and mission statement for managing the chosen park unit.
2. Describe the unit/park theme(s) and develop talking points to help deliver the theme.
3. Identify the natural and cultural resources within the park; and expand on the ones that define the statement of purpose for the park unit.
4. List the different ways to interpret the significant resources of the park unit to visitors there for the special event.
5. Demonstrate proficiency in historical trades/crafts, if applicable.
6. Define their role in the special event.
7. Identify the chain of command for emergencies, supplies, and relief breaks for the special event.
8. List the key players in the planning and presenting of special events.
9. Identify the cooperating association and/or support group for the park unit.
10. List the nearby resources that a visitor may need: gas, food, lodging, etc.
11. Demonstrate, in small groups, a mini interpretive presentation based on the history/resources and theme of the park unit.