

Interpretive Special Event Training

July 29, 2014
August 19, 2014
September 4-7, 2014

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: July 23, 2014
To: Supervisor
From: Theresa Bober, Department Training Officer
Training Section
Department of Parks and Recreation
Subject: Interpretive Special Event Training Group 2

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

TABLE OF CONTENTS

Formal Training Guidelines	1
Program Attendance Checklist.....	4
Pre-Training Assignments	4
Post-Training Assignment	5
Agenda.....	6
Program Outline	8
Objectives	9

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

Theresa Bober Department Training Officer
Sara M. Skinner Training Specialist
Dave Galanti Training Specialist
Karyn Lombard Training Specialist
Connie Breakfield Field Training Program Manager
Matt Cardinet Cadet Training Officer
Travis Gee Cadet Training Officer
Pamela Yaeger Assistant Program Coordinator
Edith Alhambra Assistant Program Coordinator
Michael Bartenetti 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.
4. HOUSING: Housing will be assigned to you on a shared-room basis at Lake Natoma 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.

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

6. MEALS: Breakfast is not 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. REGISTRATION: When you arrive at Lake Natoma Inn, go directly to the front desk for your room key.
9. COURSE LEADERS: The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.

10. **TRAINING 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.
11. **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.
12. **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.
13. **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.
14. **TELEPHONE:** Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call (831) 901-5959.
15. **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.

PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at Folsom Powerhouse 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 Carolyn Schimandle, carolyn.schimandle@parks.ca.gov, by Wednesday, July 23: Where will you be videoconferencing from for the sessions on July 29 and August 19?
 - Housing has been arranged for everyone (not from the local area) from Wednesday, September 3 (check-in) to Sunday, September 7 (check out). If you are in the local Districts (Gold Fields or Capital) and require housing for the training please let Sara M. Skinner, sara.skinner@parks.ca.gov, **know by August 5**.
 - We have to release rooms by the beginning of August, so if you are NOT travelling from further than four hours away from Folsom and we can release your room for the night of Tuesday, September 3, please let Sara M. Skinner, sara.skinner@parks.ca.gov, **know by August 5**.
 - There will also be reading assignments and websites to look up and review prior to Videoconference #2 and the onsite training.

- _____ 3. Arrange your travel through your Unit/Office.
 - The hotel (for training participants from out of the area) is:
Lake Natoma Inn
702 Gold Lake Drive
Folsom, CA 95630
Phone: 916-351-1500
<http://www.lakenatomainn.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 sara.skinner@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 2
FOLSOM POWERHOUSE STATE HISTORIC PARK

Videoconference July 29, 2014 – 1000-1200
Videoconference August 19, 2014 – 1000-1200
Onsite September 4-7, 2014

Tuesday
July 29

Pre-Training Videoconference #1

1000-1015	Introductions and Welcome	Skinner
1015-1040	Participants' Introductions - What They Hope They Can Bring Back to Their Park / Program	Skinner
1040-1050	Overview of Training Agenda	Schimandle
1050-1100	Overview of Event (Date / Day / Time / Topics / Activities)	Lopez
1100-1110	Review of Materials	Lopez
1110-1200	Accessibility in Special Events	Stora

Tuesday
August 19

Pre-Training Videoconference #2

1000-1010	Introductions and Welcome	Skinner
1010-1020	Updates and Revisions of Any Changes with Training / Event	Schimandle
1020-1040	Review of Core Curriculum / EEI / Next Generation Science Standards	Lopez
1040-1200	Science in Our Parks	Lopez

Training Agenda

Thursday
September 4

1300-1305	Arrival and Check-In at Powerhouse State Historic Park Visitor Center	All
1305-1335	Review / Walk Thru of Visitor Center Exhibits / Panels	All
1335-1400	Introduction / Orientation	Lopez/ Schimandle/ Skinner
1400-1410	Break	
1410-1600	Tour - Field (Historic Canal / Forebay / Main PH / Lower PH)	Docents
1600-1610	Break	
1610-1640	Discussion of the CC / EEI / Next Generation Science Standards	Lopez
1640-1700	Follow-Up and Conclude the Day	All

INTERPRETIVE SPECIAL EVENT TRAINING GROUP 2
FOLSOM POWERHOUSE STATE HISTORIC PARK

Videoconference July 29, 2014 – 1000-1200
Videoconference August 19, 2014 – 1000-1200
Onsite September 4-7, 2014

Friday

September 5

0800-0810	Training Day Overview	Lopez
0810-0850	Solar In Parks	Lopez
0850-0900	Break	
0900-1130	Solar Activities (And Art in Science)	All
1130-1300	Lunch with FFPA Board Members and Volunteers / Staff	All
1300-1645	Event Station Rotations	All
1645-1700	Conclusion and Assignments	Lopez/ Schimandle/ Skinner

Saturday

September 6

The Schedule Will Be Distributed During Videoconference #2

INTERPRETIVE SPECIAL EVENT TRAINING GROUP 2

HOURS

PROGRAM OUTLINE

Two Videoconference Sessions	4
Overview of Agenda and Event.....	
Review of Handbook Part I.....	
Accessibility in Special Events	
Review of Core Curriculum / EEI / Next Generation Science Standards.....	
Science in our Parks	
Tours of Folsom Powerhouse SHP	3
Discussion of the CC / EEI / Next Generation Science Standards	1
Hands-on Training.....	8
Solar in Parks.....	
Solar Activities (And Art in Science).....	
Event Station Rotations.....	
Event Staffing.....	8
TOTAL HOURS.....	24

INTERPRETIVE SPECIAL EVENT TRAINING

OVERALL PURPOSE OF THE COURSE

Purpose: To provide participants with a solid foundation for conducting an interpretive special event with activity stations and training materials for presenting in their units.

Performance Objectives: By the end of this course participants 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 station activities.
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 other partners for the park unit and event.
10. List the nearby resources that a visitor may need: gas, food, lodging, etc.
11. Identify at least one activity they can use in their own park units.