

OHV Interpretation Training

April 29-May 4, 2012

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: April 24, 2012
To: Supervisor
From: **California State Parks**
William Penn Mott Jr. Training Center
Subject: OHV Interpretation 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

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TRAINING SECTION STAFF

David Saxby..... Acting Department Training Officer
Joanne Danielson Acting 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 Dewsnap..... 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.

Mission Statement Training Section

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

Mission Statement Off Highway Motor Vehicle Division (OHMVR)

The mission of the OHMVR Division is to provide leadership statewide in the area of off-highway vehicle (OHV) recreation; to acquire, develop, and operate state owned vehicular recreation areas (SVRAs), and to otherwise provide for a statewide system of managed OHV recreational opportunities through funding to other public agencies. To ensure that quality recreational opportunities remain available for future generations by providing for education, conservation, and enforcement efforts that balance OHV recreation impact with programs that conserve and protect cultural and natural resources.



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 "Program Attendance Checklist" 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.
4. **HOUSING:** The host hotel is the Livermore Doubletree, 720 Las Flores Road, Livermore, CA 94551. The phone number is 925-443-4950. Information regarding lodging was sent out via email previously.
5. **CLOTHING:** Attire is business casual for the first two days and casual for the rest of the week.

6. **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.
7. **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. Bring your own pens and pencils.
8. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
9. **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.
10. **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 the following list is provided:

- _____1. Read and understand the program syllabus prior to your arrival at the training.

- _____2. Complete the following Pre-Training Assignments before the class begins.
Pre-Training Assignment emailed to participants 4/19/2012
Professors from California State University Sacramento will be presenting an overview on survey development at our Interpretation Summit on Monday, April 30. As a pre-training assignment, they have developed a short survey on Survey Monkey to acquire information about your job duties. At your earliest convenience, but no later than April 25th, please access <http://www.surveymonkey.com/s/WQ6X7BW> to complete the survey.

Pre-Training Assignment emailed to participants 4/24/2012
For our planning session on Thursday, please email your current top three interpretive program priorities to: martileicester@gmail.com by Friday, April 27.

Alan Leftridge Participant Background form with agenda, emailed as separate documents.

- _____3. Your reporting location will be responsible for travel, lodging, or costs for the entire training; please arrange travel through your unit or office.

- _____4. Bring a pencil, pens, reusable coffee mug, and reusable water bottle.

- _____5. Bring the OHV Interpretation 2 syllabus and your binder from the OHV Interpretation 1 training in 2010 with you to the course.

- _____6. CLOTHING: Attire is business casual for the first two days and casual for the rest of the week.

- _____7. Due to the remoteness of the park, please plan to buy your lunch in Livermore each morning before class. A refrigerator will be available at the Carnegie Sector office.

POST-TRAINING ASSIGNMENT

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down, 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.

OHV INTERPRETATION TRAINING GROUP 2
April 29-May 4, 2012

Sunday
April 29

1500- Registration: *(Check-in at the Livermore Doubletree)*

Monday
April 30

0830 - 0900	Welcome, Introductions (Icebreaker)	McFarland/Clark/All Staff
0900 - 1000	Welcome Address	
1000 - 1015	Break	
1015 - 1230	Legally Alternate Funding Sources	Lynch
1230 - 1300	Lunch	
1300 - 1500	Survey Development	Erickson/Rolloff
1500 - 1515	Break	
1515 - 1700	Understanding our Visitors and Their Machines	Zucker/Schumaker

Tuesday
May 1

0800 - 1020	The Art of Interpretation Writing	Leftridge
1020 - 1030	Break	
1045 - 1200	The Art of Interpretation Writing	Leftridge
1200 - 1245	Lunch	
1245 - 1450	The Art of Interpretation Writing	Leftridge
1450 - 1510	Break	
1505 - 1700	The Art of Interpretation Writing	Leftridge

Wednesday
May 2

0830 - 0900	Program Development: Carnegie Landscape	McFarland/Clark
0900 - 1230	Tour of Carnegie SVRA	McFarland/Mosier
1230 - 1300	Lunch	
1300 - 1400	4x4 Audience	Driving Company
1400 - 1700	Hands-On 4x4 Basics	Driving Company

OHV INTERPRETATION TRAINING GROUP 2
April 29-May 4, 2012

Thursday

May 3

0830 - 0900	Brainstorming Carnegie Program Development	McFarland/Clark
0900 - 1000	OHMVR Statewide Interpretation Master Planning	Leicester
1000 - 1015	Break	
1015 - 1200	OHMVR Statewide Interpretation Master Planning	Leicester
1200 - 1230	Lunch	
1230 - 1500	OHV Safety Simulator Demonstration	McNeil/McGuire
1500 - 1515	Break	
1515 - 1600	Simulator Protocol, Curriculum, and Media	McNeil/McGuire/ Zucker
1600 - 1700	Outreach Tools Sharing and Metrics for Accountability	All

Friday

May 4

0800 - 0900	State of Interpretation in California State Parks	Pozzi
0900 - 1000	Volunteer Basics	Wittich
1000 - 1015	Break	
1015 - 1100	Volunteer Basics, Continued	Wittich
1100 - 1145	Debrief, Open Discussion	All
1145 - 1200	Evaluations	Clark
1200 -	Adjourn; travel safely!	

OHV INTERPRETATION TRAINING

36 HOURS

PROGRAM OUTLINE

<u>INTRODUCTION AND EVALUATION</u>	2.0
Welcome and Introductions	
Next Steps - Date and Topics for Next Training	
Evaluation and Adjourn	
<u>COMMUNICATION AND COLLABORATION</u>	11.5
Understanding Visitors and Their Machines.....	
Interpretive Writing	
State of Interpretation in California State Parks	
<u>PROGRAMMING AND PROGRAM MANAGEMENT</u>	26.5
Legally Alternate Funding Sources	
Survey Development	
Carnegie Natural and Cultural Landscape and Tour	
4x4 Basics	
Interpretation Master Planning	
OHV Safety Simulator Demonstration	
Outreach Tools Sharing and Metrics for Accountability	
Volunteer Basics	
TOTAL HOURS.....	36.0

OHV INTERPRETATION TRAINING

INTRODUCTION AND EVALUATION

Purpose: Participants will meet new staff and reacquaint themselves with staff they already know. They will also be informed of the challenges Carnegie SVRA faces when developing interpretation programming as well as the Division and the Department's interpretation challenges.

Performance Objectives: By the close of these sessions, participants will:

1. Network and share information with fellow colleagues.
2. Identify the interpretation field's challenges from the unit, Division, and statewide level.

LEGALLY ALTERNATE FUNDING SOURCES

Purpose: To identify legal funding sources for interpretive and volunteer program support that staff may utilize absent their park having a cooperating association.

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

1. Develop a list of types of venues to contact seeking donations.
2. Explain to District and Sector Superintendents why it is acceptable to contact the identified types of venues for donations.
3. Generate discussion on pursuing donations.

SURVEY DEVELOPMENT

Purpose: To introduce staff to the latest survey techniques and technology.

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

1. Describe the principles and procedures for evaluation of programs.
2. Demonstrate application of techniques for program evaluation and policy analysis that measure effectiveness and the extent to which programmatic and organizational goals and objectives are achieved.

UNDERSTANDING VISITORS AND THEIR MACHINES

Purpose: Participants will be exposed to information about visitor's machines (4x4's, quads, motorcycles, and other off-highway vehicles) to gain a clearer understanding of the recreation holistically.

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

1. Describe the difference between a two and a four-stroke engine.
2. Identify red and green sticker laws.
3. Develop a clear understanding of the OHV culture through visual media.

INTERPRETIVE WRITING

Purpose: To expose and actively involve participants to the many concepts of effective interpretive writing.

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

1. Identify the five elements of interpretive writing, and the differences in writing styles for varying types of media.
2. Develop a working knowledge to assess quality of interpretive writing and how to be effective with passive and active language.
3. Discuss planning for frontline interpretive programming and writing projects.

CARNEGIE NATURAL AND CULTURAL LANDSCAPE AND TOUR

Purpose: To familiarize participants with interpretive program planning as it applies to Carnegie SVRA's natural and cultural resources.

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

1. Describe Carnegie SVRA's historic and natural context.
2. Share their ideas for effective interpretation within Carnegie SVRA.
3. Discuss existing interpretation media and its potential effectiveness.
4. Propose possible additions to existing programming.

4 x 4 BASICS

Purpose: To understand the 4x4 enthusiast and identify, discuss and drive 4x4 vehicles.

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

1. Develop a basic understanding of the enthusiast and four-wheel drive theory.
2. Identify and participate in off highway driving involving wheel placement, vehicle clearance, throttle control, and spotting techniques.

INTERPRETATION MASTER PLANNING

Purpose: To identify a combined work plan that is of value and benefits the interpretation programs in the field and the Division.

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

1. Identify three interpretation program priorities for each SVRA.
2. Share planning outcomes from the 2010 Interpretation Summit Training.
3. Develop four cohesive teams that meet monthly to develop components of an interpretation management plan.
4. Describe the required follow-up to one year interpretation program planning.

OHV SAFETY SIMULATOR AND OUTREACH TOOLS

Purpose: To introduce participants to the safety simulator and the statewide outreach program with associated tools.

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

1. Identify the protocols, curriculum, and media for simulator use.
2. Recognize that the simulator may be used as an effective tool in safety training in a variety of settings.
3. Discuss field outreach efforts and Division's tools with metrics for accountability.

40TH ANNIVERSARY EFFORTS

Purpose: To provide participants with an overview of the OHMVR Division's 40th Anniversary commemoration efforts.

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

1. Identify media used to generate testimonials from OHV enthusiasts.
2. Discuss expectations of the Division and the field towards the 40th anniversary commemoration.

VOLUNTEER BASICS

Purpose: To inform participants of an effective volunteer program from recruitment to recognition; this optimally equals retention.

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

1. Recognize the importance of thorough recruitment efforts.
2. Discuss their volunteer success and not so success stories.
3. Share in identifying ways to recognize and retain their volunteers.

DIRECTIONS TO CARNEGIE SVRA

Carnegie sector office is at 15751 Tesla Road, Livermore 94550. If you look it up on Google maps, the location is correct. Coming from Livermore you will head east on Tesla Road. You will go over a big hill. When you get back down to the flats there will be a green gate on your right. Turn into the gate and go up the hill. Our office looks like a house. Come on in.

From Tracy head south on Corral Hollow Road. Go past the park entrance and keep going for about another three miles. Make a left into the green gate.

HOTEL AND TRAINING VENUE INFORMATION

- **Hotel**
Livermore Doubletree at 720 Las Flores Road, Livermore, 94551. The phone number is 925-443-4950.
- **Carnegie Sector Office:**
Ranger Station:
(925) 447-9027
District Office:
(925) 447-0426

Physical Address:

15751 Tesla Road
Livermore, CA 94550-9364