

# Partnership Skill Building and Cooperating Association Liaison Skill Building

March 27-31, 2012

Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** March 7, 2012

**To:** Supervisor

**From:** David Saxby, Acting Department Training Officer  
Department of Parks and Recreation  
William Penn Mott Jr. Training Center

**Subject:** Partnership Skill Building Group 17 and Cooperating Association Liaison Skill Building Group 4

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 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 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. (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. (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 10:00 a.m. 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 you must 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 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, 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 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. 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 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, 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 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.
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. **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  
P. O. 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. Please 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. **Please 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 are to be completed under the direction of your supervisor. See "Program Attendance Requirements" in this syllabus.
28. COFFEE BREAK REFRESHMENTS: Will be available throughout each session. 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 Mott Training Center.
- \_\_\_\_\_ 2. Complete the following pre-training assignments:
  - Bring a copy of your association newsletter, annual or strategic plan, and cooperating association Standard Agreement (213).

The following reading assignments will be emailed out to participants as separate documents:

- Read and be aware of main points in Partnership Success Factors by Brian O'Neill.
  - Review the PRC 513 Guidelines.
  - Review the Partnership Workbook.
  - Review the 5080.42 summary and language.
- \_\_\_\_\_ 3. Arrange your travel through your Unit/Office.
  - \_\_\_\_\_ 4. Uniforms are required for this program as noted in the Formal Training Guidelines, No. 8, Clothing, on page 3 of this syllabus.
  - \_\_\_\_\_ 5. Bring a reusable coffee cup, refillable water bottle, alarm clock, pens, and pencils.

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

**PARTNERSHIP SKILL BUILDING GROUP 17 AND**  
**COOPERATING ASSOCIATION LIAISON SKILL BUILDING GROUP 4**  
**March 27-31, 2012**

**Tuesday**  
**March 27**

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

**Wednesday**  
**March 28**

**Introduction / Policy**

0800-0815	Program Orientation / MPS Registration	Skinner
0815-0825	Agenda Overview	Breece
0825-0900	Introductions	Breece
0900-0920	Welcoming Remarks	Pozzi
0920-1030	What's Changing?	Breece
1030-1200	Operating Agreements	Mott
1200-1300	Lunch	

**Establishing Mission and Vision**

1300-1320	Exercise	Benjamin
1320-1400	Building the Foundation: Vision and Mission	Money/Asbury
1400-1500	Vision / Mission Panel Point Lobos Foundation	

**Partnerships: The Keys to Success**

1500-1530	Activity: Partnership Success Factors / Checklist for a Healthy Partnership	Benjamin/Money/Asbury
1530-1645	Planning in Tandem	
1645-1700	Question and Answer	

**Thursday**  
**March 29**

**Governance of Non-Profits**

0800-0815	Welcoming Remarks	Breece
0815-0900	Life Cycle of a Non-Profit - Where Does Your Organization Partnership Fit?	Money/Asbury
0900-1020	Basic Responsibilities of a Board of Directors	Money/Asbury
1020-1100	Exercise: Board of Effectiveness	Benjamin/Money/Asbury
1100-1200	Staying Ahead of the Curve - Transparency and Accountability	Money/Asbury
1200-1300	Lunch	
1300-1330	Game: Review and Discussion	Benjamin/Money/Asbury
1330-1500	Selecting and Development Board Members / Modeling Inclusion and Gaining Diversity of Perspectives	Money/Asbury

**PARTNERSHIP SKILL BUILDING GROUP 17 AND**  
**COOPERATING ASSOCIATION LIAISON SKILL BUILDING GROUP 4**  
**March 27-31, 2012**

**Thursday**  
**March 29**

**Managing for a New Time**

1500-1600	Assessing Current and Potential Changes in External Environments	Posey
1600-1700	Breakout Groups: Free Talk	Breece

**Friday**  
**March 30**

**Fundraising: Building the Foundation**

0800-0815	Welcoming Remarks	Breece
0815-1000	The Visioning Organizational Process	Money/Luna
1000-1100	Assessing Organizational Readiness	Asbury/Money/ Morelli
1100-1200	Creating a Dynamic Case Statement	Asbury/Morelli/ Benjamin
1200-1300	Lunch	
1300-1400	Review and Exercise	Benjamin
1400-1500	Setting Realistic Fundraising Goals	Asbury/Morelli
1500-1630	Revenue Diversification for Your Organization	Morelli
1630-1700	Discussion / Question and Answer	

**Saturday**  
**March 31**

**Fundraising: Next Steps**

0800-0815	Welcoming Remarks	Breece
0815-0900	Review	Benjamin
0900-1000	Organizational Success Stories Angel Island Immigration	Din
1000-1100	Putting the Fundraising Plan Together	Wildera
1100-1200	Identifying Donors	Wildera/Asbury/ Benjamin
1200-1300	Lunch	
1300-1330	Review	Benjamin
1330-1400	Building Relationships / Making the Ask	Wildera/Asbury/ Benjamin
1400-1500	A Board's Responsibility in Fundraising	Money
1500-1600	Exercise? Evaluating Your Fundraising Effort	Wildera/Abury/ Money
1600-1700	Wrap-up and Evaluation	Asbury/Benjamin

**PARTNERSHIP SKILL BUILDING AND  
COOPERATING ASSOCIATION LIAISON SKILL BUILDING**

**HOURS**

**PROGRAM OUTLINE**

New Cooperating Association Standard Agreement (213) .....	.5
New Annual Report .....	.5
AB 42 and Cooperating Associations .....	1
Establishing Mission and Vision .....	2
Partnerships: The Keys to Success.....	2
Governance of Non-Profits.....	8
Managing for a New Time .....	2
Fundraising: Building the Foundation .....	8
Fundraising: Next Steps.....	8
<b>TOTAL HOURS.....</b>	<b>32</b>

## **PARTNERSHIP SKILL BUILDING AND COOPERATING ASSOCIATION LIAISON SKILL BUILDING**

### **NEW COOPERATING ASSOCIATIONS STANDARD AGREEMENT (213)**

Purpose: To introduce changes to the Standard Agreement (213) and provide CALs and cooperating association members with a better understanding of how the improvements to contract permits greater operating flexibility.

#### Learning Objectives:

1. Identify 2011 Standard Agreement changes.
2. Identify new provisions in the contract.
3. Suggestions for completing the contract and submitting it.

### **NEW ANNUAL REPORT**

Purpose: To introduce the new annual report format and explain the reporting requirements.

#### Learning Objectives:

1. Identify how the new annual report reflects changes in PRC 513.
2. Identify how the report reflects the health of the association.
3. Suggestions for completing the annual report.

### **AB42 AND COOPERATING ASSOCIATIONS**

Purpose: Introduce AB42 and provide examples of how it is being applied.

#### Learning Objectives:

1. Discuss the basic element of AB42.
2. Discuss how the Department is managing the AB42 process.
3. Identify successful applications of AB42 by cooperating associations.
4. Identify the process that cooperating associations have employed to submit an AB42 application.

5. Suggestions for submitting an AB42 application.

### **ESTABLISHING MISSION AND VISION**

Purpose: To bring participants together and work from the same basic tenets of organizational success.

#### Learning Objectives:

1. Determine the difference between mission and vision.
2. Describe what makes an effective mission statement.
3. Hear practical examples of mission and vision.

### **PARTNERSHIPS: THE KEYS TO SUCCESS**

Purpose: To understand better the mutual benefits of public/private partnerships and to highlight how such partnerships serve to further the missions of both nonprofit partners and agencies.

#### Learning Objectives:

1. Explore the components of successful partnerships.
2. Determine if your partnership is healthy; what makes a healthy partnership.
3. Discover the importance of planning in tandem, both the agency and its non-profit partner.

### **GOVERNANCE OF NON-PROFITS**

Purpose: To strengthen knowledge of non-profit boards and board governance in order to help assess an organization's fundraising readiness.

#### Learning Objectives:

1. Describe the importance of solid board structure to fundraise.
2. Break down the basic responsibilities of a board.
3. Explore best practices of successful boards.

## **MANAGING FOR A NEW TIME**

Purpose: To raise awareness of situational challenges confronting California State Parks.

### Learning Objectives:

1. Discuss the changes in the park landscape affecting both the agencies and the non-profits.
2. Break out into groups to gain various perspectives.

## **FUNDRAISING: BUILDING THE FOUNDATION**

Purpose: To build solid foundational understanding of the basic elements of fundraising.

### Learning Objectives:

1. Connect the visioning process with fundraising.
2. Determine what prepares an organization for fundraising success.
3. Learn various revenue opportunities.

## **FUNDRAISING: NEXT STEPS**

Purpose: To further explore the process of fundraising, laying the groundwork for strategies directed toward financial stability and organizational sustainability.

### Learning Objectives:

1. Move from fundraising theory to practice.
2. Deepen the fundraising foundation and learn the importance of a non-profit board's participation in fundraising.
3. Evaluate your efforts, making sure your efforts are not exercises in futility.



