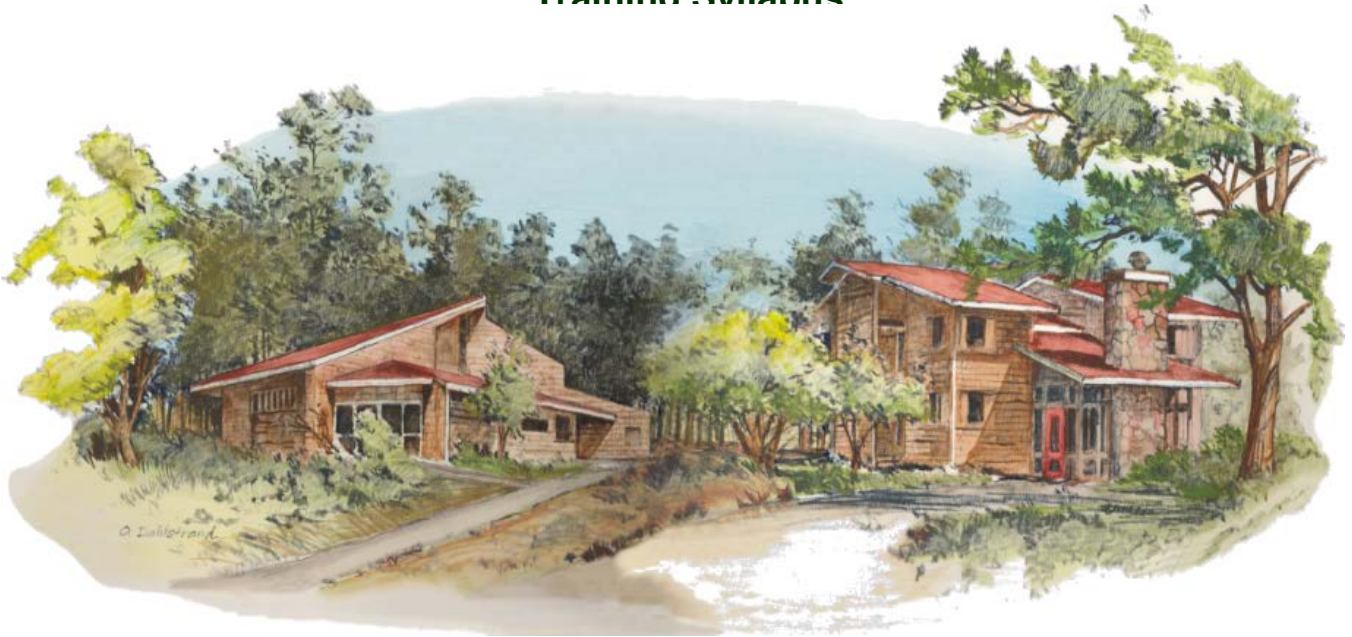


Resource Management Cultural Advanced

February 28, 2016 – March 4, 2016

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: February 12, 2016
To: Supervisor
From: Debbie Fredericks, Department Training Officer
Training Section
California State Parks
Subject: Employee Attendance at Formal Training
Resource Management Cultural Advanced Group 6

An employee from your office will soon be attending the formal training program described in the attached. Please ensure 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.
3. Support the employee's use of the training at the work place.

Three Months Following Training

1. Supervisor evaluates the effectiveness of the training on the employee's job performance and meets with employee to discuss the evaluation.

Thank you for your assistance in seeing that the full benefit of training is realized.



Debbie Fredericks
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 and
productivity through consulting, collaboration,
training, and development.***

TRAINING SECTION STAFF

Debbie Fredericks..... Department Training Officer
Ann D. Slaughter

Ann D. Slaughter	MTC Manager
Jack Futoran	EMS and LFG Training Coordinator
Dave Galanti	Training Specialist
Kenney Glaspie	Training Specialist
Karyn Lombard	Training Specialist
Sara M. Skinner	Training Specialist
Jason Smith	Academy Coordinator
Matt Cardinet	Cadet Training Officer
Jeremy Alling	Cadet Training Officer
Lisa Anthony	Program Coordinator
Edith Alhambra	Assistant Program Coordinator
Alex Franck.....	Assistant Program Coordinator
Pamela Yaeger	Assistant Program Coordinator

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

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 the 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 participate 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) and on the Parks and Recreation website under the Learning/Training Section. 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.

3. TRAVEL: Arrange your travel to and from the training through your District Office. No reimbursement for travel expense – including per diem cost – 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 (airfare, 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. 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.

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. 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 Training Section 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 Specialist, the Mott Training Center will absorb 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, contact Training Specialist Sara M. Skinner to request the Asilomar Dietary Restriction form no later than two weeks prior to the start date. The Training Specialist will forward the form to the appropriate Asilomar Conference Grounds Staff.

In order to assist participants with limited mobility, Asilomar provides a shuttle to and from the dining hall. 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. It does not include such items as shorts, t-shirts, tank tops, or sandals.

Because we are on the 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 DPR employees in the 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 presentation, and provide a level of expertise difficulty to match.
16. **TRAINING SECTION STAFF:** Sara M. Skinner is your Training Specialist and has been assigned responsibility for your training group. 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:** 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. A conference binder or notebook may be issued to you at the training session for notes and convenience in handling materials. Bring your own pens, pencils, etc.
18. **ATTENDANCE:** Regular attendance is a critical course requirement and your participation is important for 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 (except for POST RBC) 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
PO 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. 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. **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, these are to be completed under the direction of your supervisor.
28. COFFEE BREAK REFRESHMENTS: Will be available throughout each session. You will be asked to contribute to the "Hospitality Fund" to defray expenses. 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. Be sure to have read and understood the Resource Management Cultural Advanced syllabus prior to your arrival at the Mott Training Center.
- _____ 2. Arrange your travel through your Unit/District Office.
- _____ 3. Uniforms are not required for this program as noted in the Formal Training Guidelines, No. 8, Clothing, on page 3 of this syllabus.
- _____ 4. Bring the following with you to training:
 - Program syllabus.
 - Foul weather gear (due to the possibility of rain during this time of year).
 - Coffee cup, reusable water bottle, paper, pens, pencils, and alarm clock.

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 discuss the impact and assess the effectiveness this program has had on the employee.

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.

RESOURCE MANAGEMENT CULTURAL ADVANCED GROUP 6 AGENDA

February 28, 2016 - March 4, 2016

Sunday

February 28

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

Monday

February 29

0800-0815	Introduction	Skinner/Kennedy
0815-0900	Cultural Resources Division Update	Hartzell
0900-1000	SB204 and Historic Preservation	Florida
1000-1100	How to Launch New Partnerships	Hylkema
1100-1200	Jack London Programs	Van Wyk
1200-1300	Lunch	
1300-1400	SF Presidio Management Plans	Thomas
1400-1430	Unit Data Files	Aguilar
1430-1600	How to Access GIS Data	Veisze
1600-1700	Historic Fort Ross Film	Fitzgerald

Tuesday

March 1

0800-0815	Introduction of Pilot: Fort Ross	Hartzell
0815-0900	Native American Perspective	Franklin
0900-1000	History	Farris
1000-1100	NOAA - Approach to Fort Ross	Delgado
1100-1200	Existing Data	Lightfoot/Parkman
1200-1300	Lunch	
1300-1400	Nominations	Kennedy/Parkman
1400-1430	Collections	Groff
1430-1500	Interpretation	Lecari
1500-1600	Breakout Groups	TBA
1600-1700	Presentation and Discussion	TBA

Wednesday

March 2

0800-0900	Fire Management Plans - Bodie/Anderson Marsh	Jaffke/Ladd
0900-1000	Breakdown of Fire Management Plans	Bakken
1000-1100	Emergency Services	Elliott

RESOURCE MANAGEMENT CULTURAL ADVANCED GROUP 6 AGENDA

February 28, 2016 - March 4, 2016

Wednesday

March 2

1100-1200	Parks Response and Where We Fit	Allsop
1200-1300	Lunch	
1300-1700	Emergency Response Scenarios with CAL FIRE	Fenega/Valesquez

Thursday

March 3

0800-1100	Transformation Team Update and Discussion	McCormick/Phillips Newland/Hartzell Meyers
1100-1200	Arches	
1200-1300	Lunch	
1300-1400	Survey LA	Hensen
1400-1500	Youth Summits	Florence
1500-1600	NPS Climate Change and Cultural Landscapes	Germano
1600-1700	Applied Analysis - Identifying Nominations Needing Updates	TBA

Friday

March 4

0800-1100	Post WWII Resources	Polanco/Allen
1100-1200	Conclusion	Kennedy
1200	Depart	

RESOURCE MANAGEMENT CULTURAL ADVANCED GROUP 6

Program Outline

36 Hours

<u>PROGRAM ADMINISTRATION</u>	1
Welcome, Course Review, Evaluation, and Conclusion	
<u>CURRENT ISSUES AND PRACTICES IN CULTURAL RESOURCE MANAGEMENT</u> ..	8
Cultural Resources Division Update	
SB204 and Historic Preservation	
How to Launch New Partnerships	
Jack London: A 100 Years Later	
San Francisco Presidio Trust Management Plans and Preservation Handbook in Action	
Department Archives and Unit Data File in Review	
Compilation and Analysis of GIS and Park Unit Data File Records	
<u>HOLISTIC CULTURAL RESOURCES MANAGEMENT: FORT ROSS CASE STUDY</u> ..	8
Introduction to Transformation Team Pilot Project	
Native American Perspective	
Fort Ross History	
Holistic Approach with NOAA	
Existing Archeological Data	
Nominations Overview	
Collections Overview	
Applying Technology to Interpretation	
Filling the Gaps: Identify Data Gaps and Strategies to Better Manage Cultural Resources	
<u>EMERGENCY RESPONSE</u>	8
Current Trends in Fire Management Plans	
The Components of an Effective Fire Management Plan	
Emergency Services	
California State Parks' Emergency Response and the Role of Cultural Specialists	
Emergency Response Scenarios with CAL FIRE	
<u>NEW PERSPECTIVES IN CULTURAL RESOURCES</u>	8
Transformation Team Update and Discussion: Relevancy, Partnerships, and Service Based Budgeting	
Getty Conservation Institute Introduces Arches: Heritage Inventory and Management System	
Survey LA: Arches Applied	
National Park Service Youth Summits	
National Park Service Addressing Climate Change and Cultural Landscapes	
Applied Analysis – Updating and Identifying Nominations and Landscapes	
<u>STEWARDSHIP</u>	3
Post World War II Resources	

RESOURCE MANAGEMENT CULTURAL ADVANCED GROUP 6

PROGRAM PURPOSE AND OBJECTIVES

Course Goal: This course will provide required advanced training to department and cultural heritage support employees in the Archaeologist and Historian and related series. This course seeks to provide the means to effectively and consistently manage cultural resources in State Parks. This week-long program also provides a forum for collaborating and networking with professional peers about current issues and trends in the preservation field.

Course Purpose: The purpose of this course is to provide a broad overview of cultural resource management programs system-wide. Course segments will provide both hands-on and classroom activities covering a range of management topics. The course is designed to place cultural resources management within the context of the Department's mission, regulatory processes, and programs. Topics covered during the course include various aspects of archaeology, the historic built environment, cultural landscapes, data management, cultural resources emergency preparedness and response, and tribal policy and practice.

Course Objectives: Participants will leave this course with a greater understanding of

1. Data necessary to record and document cultural resources and how to properly manage the resultant data.
2. The regulatory framework and mandates that dictate how State Parks cultural resource professionals carry out their areas of responsibility.
3. How State Parks fulfills their responsibility to the California Native tribal members and other stakeholders.
4. How to properly respond to emergencies for the protection and preservation of cultural resources, including collections.

