

SKELLY OFFICER REFRESHER TRAINING

Group 2 – May 12, 2010 – San Diego Coast District Office

Group 3 – May 19, 2010 – CA Citrus SP, Riverside

Group 4 – May 20, 2010 – Bolsa Chica SB, Huntington Beach

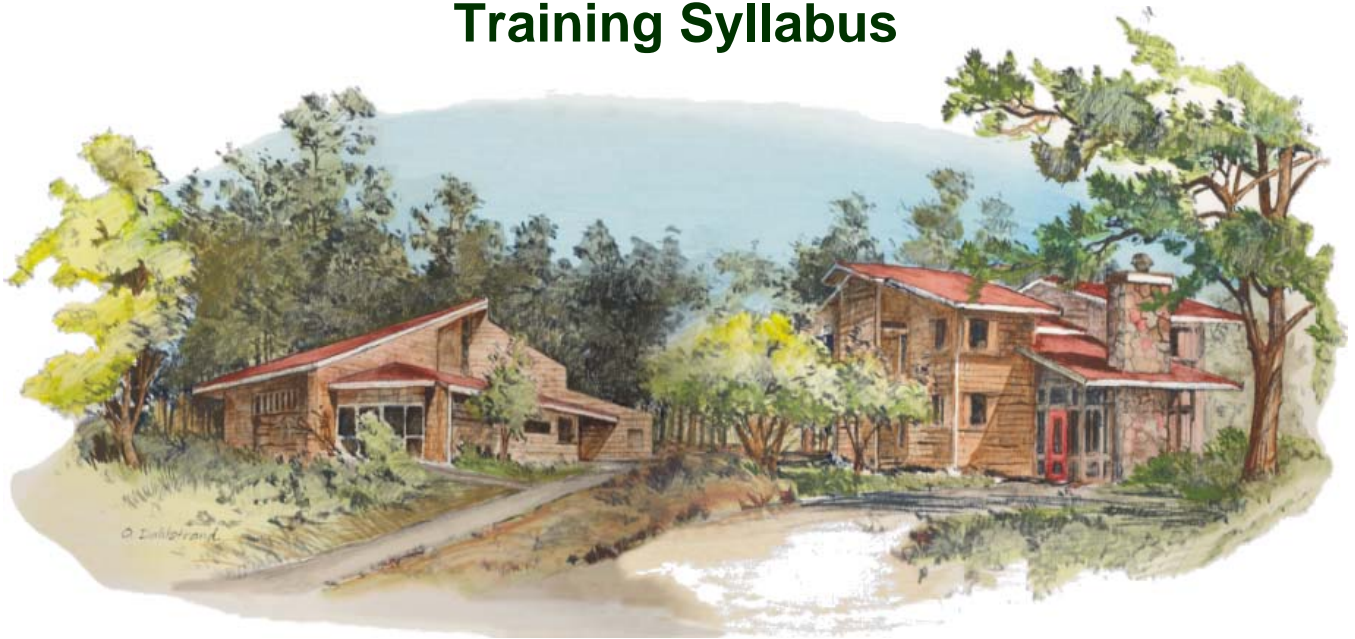
Group 5 – May 26, 2010 – One Capitol Mall, Sacramento

Group 6 – June 9, 2010 – North Coast Redwoods District Office

Group 7 – June 17, 2010 – Mott Training Center, Pacific Grove

Group 8 – June 23, 2010 – OHMVR Division Headquarters, Sacramento

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: April 30, 2010
To: Supervisor
From: **Department of Parks and Recreation**
William Penn Mott Jr. Training Center
Subject: Skelly Officer Refresher Training Groups 2-8

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.



Tina L. Williams
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 productivity
through consulting, collaboration, training, and
development.***

TRAINING SECTION STAFF

Tina L. Williams Department Training Officer

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

Pamela Yaeger Assistant Program Coordinator

Bill Spencer..... Assistant Program Coordinator

Edith Alhambra Assistant Program Coordinator

Eric Marks..... 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). 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. 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 professional business attire.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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 the agenda and program objectives prior to your arrival at the training site.
- _____2. Your reporting location will be responsible for travel, lodging and other costs for the entire training; please arrange travel through your unit or office.
- _____3. Print and bring the agenda and program objectives with you to the training.
- _____4. Bring paper/notebook, pens, pencils, etc. for note taking.
- _____5. Uniforms should not be worn to this training.
- _____6. Bring a brown bag lunch to the training.

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

SKELLY OFFICER REFRESHER TRAINING GROUPS 2, 3, 4, 5, 6, 7 AND 8
May 12, 19, 20, 26, June 9, 17, and 23, 2010

1000-1015	WELCOME AND INTRODUCTION: Introduction of facilitator, course norms and standards.	Goodwin-Boyd
1015-1030	PROGRAM ORIENTATION: <ul style="list-style-type: none">• Participant introductions• Expectations and challenges• Inclusion Activity: Tools of Discipline	Goodwin-Boyd
1030-1130	THE SKELLY HEARING PROCESS: Overview of the Skelly Hearing Process with an emphasis on acceptable and non-acceptable practices during the hearing process. Case study scenarios provided for participant review, interaction and knowledge transfer.	Goodwin-Boyd
1130-1230	MAKING THE SKELLY DECISION: Overview of the Skelly Decision Process with an emphasis on acceptable and non-acceptable practices during the decision hearing process. Emphasis on a variety of factors including: Adverse Action, Rejection During Probation Medical Action and Non Punitive Action.	Goodwin-Boyd
1230-1330	AFTER THE SKELLY DECISION IS MADE: Writing the Skelly Decision, communicating the decision and the logistics of forwarding the information on to the appropriate parties	Goodwin-Boyd
1330-1400	PROGRAM CLOSURE: Closing Question and Answer Session Evaluations completed by participants	Goodwin-Boyd
1400-	DEPART	

SKELLY OFFICER REFRESHER TRAINING

Purpose: To familiarize participants with the pre-deprivation hearings referred to as “Skelly” hearings and the Skelly Officers’ role and responsibilities.

Learning Objectives: By the close of the class the participants will:

1. Review appropriate and inappropriate actions of a Skelly Officer.
2. Evaluate a Skelly package to ensure all relevant information is included.
3. Appraise conditional factors prior to rendering a decision.