

Training for District Interpreters

February 3-8, 2013

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: January 4, 2013
To: Supervisor
From: Joanne Danielson, Acting Department Training Officer
William Penn Mott Jr. Training Center
Department of Parks and Recreation
Subject: Employee Attendance at Formal Training

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.



Joanne Danielson
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

Joanne Danielson Acting Department Training Officer
Juventino Ortiz..... Acting 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 Dewsnup..... Assistant Program Coordinator
Socorro Wallace Program Assistant
Ginger Henry Program Assistant
Joanne Ciccone 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

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 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. 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, ping-pong and 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:
 - Please read Imperiled Promise: The State of History In The National Park Service and be prepared to discuss it at the training:
 - Available online: http://www.oah.org/programs/nps/Imperiled_Promise.pdf
 - And emailed to participants with the syllabus
 - Please complete the “TDI 8 Pre-Training for Pelonio” (page 7 in this syllabus and emailed to participants) and email it to John Pelonio, Superintendent of Emergency Services, by 5:00 p.m., February 4th, 2013 at john.pelonio@parks.ca.gov You may also contact him if you have any questions about this assignment.
 - The course starts at 1300 on Monday, February 4th, 2013. Please answer the following question and submit via email to Sara M. Skinner sara.skinner@parks.ca.gov by January 13th, 2013
 - #1-Will you need housing for Sunday night, February 3rd?
- _____ 3. Arrange your travel through your Unit/Office.
- _____ 4. Uniforms are required for this program as noted in the Formal Training Guidelines, Number 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 sara.skinner@parks.ca.gov.

Office of the State Fire Marshal (OSFM) Special Event Permits

Please complete this assignment and email it to John Pelonio, Superintendent of Emergency Services, by 5:00 p.m., February 4th, 2013 at john.pelonio@parks.ca.gov. You may also contact him if you have any questions about this assignment.

For the purposes of this exercise, a special event is any indoor or outdoor planned gathering of 50 or more persons. This includes school group programs, Living History Programs, Environmental Living Programs, train excursion programs, campfire programs, volunteer training, festivals, group camps, races, weddings, volunteer appreciation dinners, fundraising events, staff meetings, and any other planned gathering of 50 or more people in calendar year 2012.

How many total special events took place in your District?	
How many special events were covered by a permit from the OSFM?	
How many special events were sponsored by DPR?	
How many were sponsored by some other entity?	
How many were annual events?	
How many involved fire or flame, such as cooking fire, candles or lanterns?	
How many involved gas lighting?	
How many involved the discharge of firearms such as canons or black powder rifles?	
How many involved tents, awnings or other fabric enclosures?	
How many involved flammable or combustible liquids?	
How many involved any pyrotechnics?	
How many involved over 1000 people?	
How many had trained crowd managers in attendance?	

District

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.

TRAINING FOR DISTRICT INTERPRETERS GROUP 8
February 3-8, 2013

Sunday

February 3

1500- Registration (check-in at the Asilomar Conference Center Administration Building) All

Monday

February 4

1300-1315 Introduction to Mott Training Center Skinner
 1315-1400 Welcome, Introductions, and Agenda Overview Pozzi
 1400-1430 Updates From the Interpretive Performance Improvement Team (IPIT) IPIT members
 1430-1520 New "Interpretation Planning Workbook" Schimandle
 1520-1700 Discussion of How Partnerships are Working Breece/Cowan

Tuesday

February 5

0800-0900 Marketing Your Interpretive Programs Ptomey/
 Panel Members
 0900-1030 California State Parks 150th Anniversary Lynch/Pozzi/
 Ptomey
 1030-1100 Hiring a Market Research Company to Help Plan Your Project (Morro Bay Case Study) Schulz
 1100-1200 Design of Interpretive Reports and Plans Kemper/Perez
 1200-1300 Lunch
 1300-1500 Meet Our Director and Deputy Director Jackson/Clark
 1500-1700 Consulting with Native California Indians Lindahl/Tipon/Castro/
 Yturralde

Wednesday

February 6

0800-0900 Photographs for Sale Jorae/Yturralde
 0900-1000 Discussion of "Imperiled Promise, the State of History in the National Park Service" All
 1000-1130 Working with your Fire Marshal Pelonio/
 Fire Marshals
 Schimandle
 1130-1200 CAMP Update
 1200-1300 Lunch
 1300-1500 Education Programs at Crystal Cove Liles/Magdizarz
 1500-1600 Update on STEM, Common Core, and Next Generation Science Standards Stephens
 1600-1700 Blueprint for Environmental Literacy; Legality of Student Fees Stephens

TRAINING FOR DISTRICT INTERPRETERS GROUP 8
February 3-8, 2013

Thursday
February 7

0800-0945	Travel to Monterey Bay National Marine Sanctuary Sanctuary Exploration Center, Santa Cruz	
0945-1000	Break	
1000-1200	Tour Center	Uttal/Rosaler
1200-1300	Lunch	
1300-1400	Drive to Fort Ord Dunes State Park	
1400-1415	Break	
1415-1630	Tours and Field Discussions with District and Service Center Staff	Clark-Gray/Abma/ Gray/Bischoff/ Carpenter/Hartzell Metraux
1630-1700	Return to Mott Training Center	

Friday
February 8

0800-0900	Group Sharing of Projects, Resources, Successes	All
0900-1100	Creative Strategies to Fund Interpretation	Breece
1100-1145	Group Sharing of Projects, Resources, Successes	All
1145-1200	Wrap-up; Evaluations	Pozzi/Skinner
1200-	Adjourn	

TRAINING FOR DISTRICT INTERPRETERS

HOURS

PROGRAM OUTLINE

INTRODUCTION AND CLOSING 1.5
Welcome
Closing

INTERPRETIVE REPORTS AND TRAINING 12
Updates from the Interpretive Performance Improvement Team (IPIT).....
New “Interpretation Planning Workbook”.....
Discussion of How Partnerships are Working
Meet Our Director and Deputy Director
Design of Interpretive Reports and Plans
Photographs for Sale
Discussion of “Imperiled Promise, the State of History in the National Park Service”
Camp Update
Update on STEM, Common Core and Next Generation Science Standard
Blueprint for Environmental Literacy; Legality of Student Fees
Creative Strategies to Fund Interpretation.....

COLLABORATIONS AND DEMONSTRATIONS 10.5
Marketing Your Interpretive Programs.....
California State Parks 150th Anniversary.....
Hiring a Market Research Company to Help Plan a Project (Morro Bay Case Study)
Consulting with Native California Indians
Working with your Fire Marshal.....
Education Programs at Crystal Cove
Group Sharing of Projects, Resources, Successes

FIELD TRAINING EXCURSIONS 8
Tour Monterey Bay National Marine Sanctuary, Sanctuary Exploration Center
Tours and Field Discussion of Fort Ord Dunes State Park

TOTAL HOURS..... **32**

TRAINING FOR DISTRICT INTERPRETERS

PURPOSE: The overall purpose of this course is to introduce current District Interpretive Coordinators to interpretive reports, trends, manuals, training, collaboration, and demonstrations relevant to the fields of Natural and Cultural Interpretation in California State Parks. The course meets the initial requirements of DOM 0901.7 District Interpretive Coordinator, and will provide materials to the DIC's to take back to their districts and train staff providing interpretive services.

PROGRAM OBJECTIVES: By the end of this training session, attendees will

1. Identify the value of the Interpretive Performance Improvement Team. Describe training policies and resources within the Department. Brainstorm and give feedback to the Interpretive Performance Improvement Team on opportunities for improvement based on situations in their specific districts.
2. Recognize the importance of interpretation planning and discuss the Interpretation Planning Workbook.
3. Discuss how partnerships are working within California State Parks.
4. Identify ways to market interpretive programs, plan projects, find creative funding strategies, and process difficult questions regarding photographs.
5. Identify tips for success in the design of interpretive reports and plans.
6. Discuss the 150th Anniversary of California State Parks and "Imperiled Promise, the State of History in the National Park Service".
7. Describe best practices to working with your fire marshal.
8. Identify best practices in consulting with Native California Indians.
9. Meet the Director and Deputy Director of Park Operations and engage in conversations about the direction of the Department.
10. Describe education programs including: STEM, Environmental Literacy, and Common Core, and Next Generation Science Standards.
11. Identify how to use CAMP to document and support interpretation.
12. Participate in a field training excursion to analyze a new visitor center and discuss Interpretive Management Plans.

MOTT TRAINING CENTER

