

State of California . The Natural Resources Agency . California State Parks

TMS Cultural Basic

January 17-20, 2012

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: November 22, 2011

To: Supervisor

From: **William Penn Mott Jr. Training Center**
Department of Parks and Recreation

Subject: TMS Cultural Basic Group 1

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

TABLE OF CONTENTS

Formal Training Guidelines	1
Program Attendance Checklist.....	4
Pre-Training Assignment.....	5
Post-Training Assignment	6
Agenda.....	7
Program Outline	9
Objectives	10

Mission Statement Training Section

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

TRAINING SECTION STAFF

Tina L. WilliamsDepartment Training Officer
Pat Bost Office Manager
Matt Cardinet Cadet Training Officer
Dan Kraft Cadet Training Officer
Chuck Combs Training Specialist
Sara M. Skinner Training Specialist
Dave Galanti Training Specialist
Karyn Lombard Training Specialist
Pamela Yaeger Assistant Program Coordinator
Edith Alhambra Assistant Program Coordinator
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.
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 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. LOCATION AND HOUSING: This training is being held at the Two Rivers Training Room at Headquarters. Housing in a local lodging facility will be assigned to you (for training participants attending from out of the area) and will be available from 3:00 p.m. on the date of arrival to 10:00 a.m. on the date of departure. Specific details regarding lodging and specific class location will be forwarded to you via email at a later date. The Department provides your room and board expenses at the designated lodging facility only. No per diem allowance will be authorized for living at an alternative site. This does not preclude living elsewhere at your own expense. Overnight guests are not allowed..
5. HOUSING CANCELLATION POLICY: If you do not need lodging or must change or cancel your reservation, you must contact Sara M. Skinner at sskinner@parks.ca.gov at least seven (7) days prior to your date of arrival. Lodging, registration and associated fees will be charged to the employee's District or Office if a training cancellation is received with less than seven days' notice. The Training Section is committed to ensuring that the reservation that has been made for you is accurate and needed.
6. MEALS: Breakfast will be provided by the Training Section at the lodging facility; details will be provided upon arrival. Lunch and dinner are to be arranged (and paid for) individually and will be reimbursed for each day the course is in session (for training participants attending from out of the area). No per diem allowance will be authorized for eating breakfast at an alternative site. This does not preclude dining elsewhere at your own expense. Instructions on how to file the required Travel Expense Claims will be given on the last day of training.
7. CLOTHING AND CONDUCT: Field uniforms as found in "Description of Required Field Uniforms", DOM Chapter 2300, Uniform Handbooks, are **NOT** required for this program. All participants shall wear professional business attire. No shorts or T-shirts, please.

At the lodging site, we will be viewed by and interact with members of the public. As such, the image we project as State Park employees is important not only during working hours but off duty hours as well.

8. 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.

9. TRAINING SECTION STAFF: Sara M. Skinner is your Training Specialist and has been assigned the responsibility for your training group. You may be asked to assist Training Section Staff in the logistics of your training program, please work with Training Section Staff to help make your training experience pleasant and meaningful.
10. 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.
11. TRAINING MATERIALS: May be made available to you at both your unit and at the training site. 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. Please bring your own pens and pencils.
12. 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.
13. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies.
14. 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 your formal training session, the following checklist is provided.

- ____ 1. Read the TMS Cultural Basic syllabus prior to arrival.
- ____ 2. Arrange your travel through your Unit/Office.
- ____ 3. Bring the following to training:
 - Program syllabus.
 - Participants should wear professional office attire. Shorts, short pants, flip-flops, sandals or tank tops are not appropriate attire **(uniforms are not required for this program)**.
 - Pre-Training assignment.
 - Coffee cup and refillable water bottle.
 - Pens, pencils, writing paper, a binder/folder to store materials in, and alarm clock.

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

PRE-TRAINING ASSIGNMENTS

In TMS, please select a group of records with images (at least 8 and no more than 32) you would like to include in the online museum collection web site. You will be asked to make an oral presentation based on your selection. Please prepare to discuss: Why did you pick these? Why are they important?

Save it as a package in TMS by 1/10/2012 with the package name beginning with ETMS_ following with your user name, such as, ETMS_wyeun. Please be sure to check the global box.

Hints: If your collections do not have images in TMS, you can select from other parks.

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.

TMS CULTURAL BASIC GROUP 1
January 17-20, 2012

Tuesday
January 17

1300-1400	Introduction and Orientation	Skinner/Yeung
1400-1600	TMS Introduction Outline (Handout) Tutorials and other Documentation Main Menu: General Overview Objects Module Searching in TMS: 4 Tools Reviewing Data in TMS: 6 Views Standard Data Entry View Field Types Searching on Free Text Fields Free Text Field Search Exercises (8)	VanAssche

Wednesday
January 18

0800-1200	Creating a New Object Record Entering Data in 3 Main Field Types Constituent Xrefs Field Linking a Constituent to an Object Record Front Card (Objects) Note Card (Objects) Check-off Boxes at Top of Data Entry Screen Generating and Printing Reports	VanAssche
1200-1300	Lunch	
1300- 1500	Object Packages Registration Menu Curatorial Data Tracking Conservation	VanAssche
1500-1600	What is your pick? Part I	Group

TMS CULTURAL BASIC GROUP 1
January 17-20, 2012

Thursday
January 19

0800-1200	Media Cards (Objects) Bibliography Card (Objects) Cataloguing Set of Objects Location and Movement Inventory Tools Searching on Locations Other Cards (Objects) Attributes (Thesaurus Keyword-Linking Field) Flex Fields Advanced Query Constituents Module (Artist/Donor Information) Constituent Packages Documentation Card (Constituents) Addresses Card and Location Authority (Constituents) Media Card (Constituents) Geography Card (Constituents) Constituents Reports	VanAssche
1200-1300	Lunch	
1300-1400	What is your pick? Part II	Group
1400-1600	Exhibitions and Loans Exhibition Node Review Exhibition Venues Node Venue Objects Node Exhibition Objects Node Loans Node (Loan Module)	VanAssche

Friday
January 20

0800-1100	Shipments Node (Shipping Module) Events and Sites Modules Batch Data Processing Tools (Review)	VanAssche
1100-1200	Evaluation and Wrap-up	Yeung/Skinner

TMS CULTURAL BASIC

HOURS

PROGRAM OUTLINE

INTRODUCTION, ORIENTATION, CONCLUSION, AND EVALUATION.....2

MUSEUM COLLECTIONS DATABASE MANAGEMENT PROGRAM (TMS)20

TMS Introduction.....

Objects Module.....

Searching in TMS: 4 Tools and Free Text Fields

Reviewing Data in TMS.....

Entering Data in 3 Main Field Types.....

Constituents Xrefs Field.....

Linking a Constituent to an Object Record.....

Front Card (Objects) and Note Card (Objects).....

Check-off Boxes at Top of Data Entry Screen.....

Generating and Printing Reports.....

Object Packages.....

Registration Menu.....

Curatorial Data Tracking.....

Conservation Media Cards (Objects).....

Bibliography Card (Objects).....

Cataloguing Sets of Objects.....

Location and Movement.....

Inventory Tools.....

Searching on Locations.....

Other Cards (Objects).....

Attributes (Thesaurus Keyword-Linking Field).....

Flex Fields.....

Advanced Query.....

Constituents Module (Artist/Donor Information).....

Constituents Packages.....

Documentation Card (Constituents).....

Addresses Card and Location Authority (Constituents).....

Media Card (Constituents).....

Geography Card (Constituents).....

Constituents Reports.....

Exhibitions and Loans.....

Exhibition Node Review.....

Exhibition Venues Node.....

Venus Objects Node.....

Exhibition Objects Node.....

Loans Node (Loan Module).....

Shipments Node (Shipping Module).....

Events and Sites Modules.....

Batch Data Processing Tools (Review).....

MUSEUM RECORDS AND ONLINE MUSUEUM COLLECTIONS.....2

Total Hours.....24

TMS CULTURAL BASIC

OVERALL PURPOSE OF THE COURSE

Purpose: To train museum collections staff to effectively use the Department's statewide museum collections database management program.

Learning Objectives: By the end of the session the participant will

1. Recognize the major TMS modules, fields and their uses.
2. Create new records in object, constituent, loan, and shipment modules.
3. Demonstrate searching, displaying, and printing of selected records.
4. Link objects to accession records, constituent, loan, shipment, and exhibit records.
5. Identify methods for linking images, documents to TMS records.
6. Recognize ways to create a new location, move to a different location, and to perform an inventory.
7. Discuss the potentials of museum collections in Parks.
8. Recognize ways to improve TMS data for online publishing.