



Winter E&O Training 2018



Goals for Training:

1. Develop a high functioning education team.
2. Provide you with background information to develop and present programs.
3. Orient you to program sites around the park and resource locations.
4. Prepare you to present programs that are cohesive, creative, exploratory, hands-on, and inquiry based.
5. Empower you with the authority, tools, and knowledge to lead and instruct programs without a supervisor.
6. Clarify expectations, responsibilities, and procedures of the position to enable your success.
7. Prepare you for the risks of the job and help you stay safe in the field or office.

BE PREPARED TO BE OUTSIDE!

Monday, January 8th

<i>Time</i>	<i>Training Topic</i>	<i>Facilitator</i>	<i>Location</i>	<i>Notes</i>
8:00-9:30	Breakfast/Icebreaker & Intros (turn in housing and other paperwork – yes, I need the blue envelope) <ul style="list-style-type: none"> • RMC welcome from Rachel B. • Mailboxes • True Colors 	Katie	McLaren Hall	<ul style="list-style-type: none"> • Bagels, cream cheese, fruit, coffee, and juice provided. Rachel S.
9:30-10:30	Welcome to the NPS	Michele B.	McLaren Hall	Rosemary – all day Rachel S.
10:30-11:15	Intro to EE: Who we are, what we do and who we serve. Discussion of strategic plan & work plan.	Katie	McLaren Hall	
11:15-11:30	Agenda for training	Katie	McLaren Hall	
11:30-12:30	Introduction to Winter <ul style="list-style-type: none"> • PowerPoint and Discussion 	Kathy B.	McLaren Hall	Rachel S.
12:30-1:00	Lunch			
1:00-2:00	Beaver Meadows Visitor Center <ul style="list-style-type: none"> • Program set up, process, and supplies/snowshoe storage Welcome Talk example	Katie	Beaver Meadows Visitor Center	Everyone - Bring two forms of ID for HR!
2:00 – 4:00	Winter Detectives Demo	Katie	Bear Lake	Christie – program prep/teacher phone call
4:00 – 4:30	Return to McLaren			

Homework	Review Winter Detectives Program Outline and Animals in Winter Program Outline			
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Tuesday, January 9th

<i>Time</i>	<i>Training Topic</i>	<i>Facilitator</i>	<i>Location</i>	<i>Notes</i>
8:00-9:00	Rich's Why	Rich	McLaren Hall Training Room	Rosemary Rachel S until 1:30
9:00-9:30	Twiggy Tales Winter Tree ID and Adaptations (ID and match)	Chelsea	McLaren Hall	Rosemary
9:30-9:45	McLaren Hall Orientation Radios, Cars, Supplies, Library, Work Spaces, Staff	Cynthia	McLaren Hall	
9:45-11:00	Tour of the Administrative Area - Fire, Apartments, Laundry, Recycling and Trash, Trails building, Maintenance building, VIP office for Uniforms, LE, Resources, Garages, Auto shop, RMNA, Headquarters	Cynthia	McLaren Hall	VIP office for uniforms 10am appointment (confirmed)
11:00-12:00	Self-Awareness & Bias	Chelsea	McLaren Hall	
12:00-12:30	Lunch			
12:30-1:30	Site Research and Relevance	Cynthia	McLaren Hall	
1:30-2:30	Computer Scavenger Hunt	YOU	Library	
2:30-3:30	Teambuilder	Jason		
3:30-4:30	Classroom Programs - Animals in Winter Demo and Discussion	Katie	McLaren Training Room	Christie prep for Thursday program/Friday demo Rosemary Rachel S.
Homework	Review Winter Ecologist Program Outline • Bring one new winter animal adaptation fact to share			



Wednesday, January 10th

<i>Time</i>	<i>Training Topic</i>	<i>Facilitator</i>	<i>Location</i>	<i>Notes</i>
8:00-10:00	Beaver Meadows Visitor Center Opening/Closing Procedures Informal Visitor Contacts (VCs & Roving) & Ethics	Sue	BMVC	8:00 - Christie prep for Thursday program/Friday demo Rachel S. – all day
10:00-10:45	Dispatch Training/Radio Training	Cynthia	McLaren Hall Training Room	Rosemary
10:45-12:00	Safety Discussion <ul style="list-style-type: none"> • JHA's (sign) • Backcountry Protocol • Emergency Contact Cards • Dealing with Emergencies 	Cynthia	McLaren Hall Training Room	Rosemary
12:00-12:30	Lunch			Rosemary
12:30-4:30	Winter Ecologist Program Demo	The Echo's Matthew Juneau	BMVC/Bear Lake	Michele B Rosemary Rachel S.
Homework	The 5 E Model reading			



Thursday, January 11th

<i>Time</i>	<i>Training Topic</i>	<i>Facilitator</i>	<i>Location</i>	<i>Notes</i>
8:00-8:30	Brain Builder	Griffin	McLaren Hall	Rachel S
8:30-9:00	Cars and Car Safety, when to lock and when to not	Katie, Cynthia		Rachel S
9:00 – 12:00	EPHS Flood Table Program	Christie	School	New staff will shadow – no uniform
12:30-12:30	Lunch			
12:30-1:00	Program Debrief meeting example	Christie	McLaren Hall	
1:00-1:30	Teambuilder	Charlotte	McLaren Hall	
1:30-2:30	Park Norms and Values	Michele B.	McLaren Hall	Rachel S
2:30-4:30	In Design Training	Kathryn	Library	Christie – program prep time. Rachel S.
5:00	Social Hour (Optional)		The Rock Inn	
Homework	Snow Science Outline			

Friday, January 12th

<i>Time</i>	<i>Training Topic</i>	<i>Facilitator</i>	<i>Location</i>	<i>Notes</i>
8:00-8:30	Brain Builder: Content Review	Rachel S.	McLaren Hall	Rosemary Rachel S
8:30-9:30	Knowledge of your Audience Age appropriate instruction and content	Rachel Balduzzi		Rosemary Rachel S
9:30-1:30	Snow Science Program Demo	Christie	Bear Lake	Rosemary
1:30-2:00	Break		McLaren Hall	
2:00-3:00	Programming 101: Responsibilities and Process <ul style="list-style-type: none"> - Review Job Responsibilities - Review Programs. (PowerPoint of Program photos) - Standard Operating Procedure - Paperwork Expectations - Programming expectations (Supply lists, editing) - Evaluation Cards - Collateral Duties: Vehicle maintenance - Organization and Cleaning - Projects 	Katie	McLaren Hall Training Room	
3:00-3:30	Teambuilder	Kathryn		
3:30-4:30	Debrief training week 1	Katie	McLaren Hall	
Homework	Clow Paper			

Monday, January 15th – Holiday!



Tuesday, January 16th

<i>Time</i>	<i>Training Topic</i>	<i>Facilitator</i>	<i>Location</i>	<i>Notes</i>
8:00-8:30	Brain Builder: Content Review	Rosemary	McLaren Hall	Rosemary Rachel S until 3:00
8:30-9:30	Building Audience & Community	Barbara	McLaren Hall	Rosemary
9:30-12:30	Winter Mtn Safety Background	Sturmer	Bear Lake	Rosemary Katie - webinar
12:30-1:00	Lunch		McLaren Hall	
1:00-2:00	Climate Change	CDRLC	McLaren Hall	Rosemary
2:00-3:00	FRVC Tour	Barbara		
3:00-4:30	Group Expectations, Shared Purpose, and Contract for the Season	Katie	McLaren Hall	
Homework	Review Winter Mtn Safety Outline			

Wednesday, January 17th

<i>Time</i>	<i>Training Topic</i>	<i>Facilitator</i>	<i>Location</i>	<i>Notes</i>
8:00-8:30	Brain Builder/Teambuilder	Collette	McLaren Hall	Rosemary
8:30-10:30	First Aid Kit Inventory Housekeeping Time/Entrance Interview Prep	Katie		
10:30-10:45	Break			
10:45-11:45	Hand out calendar and make season assignments			
11:45-12:15	Lunch			
12:15-3:15	Winter Mountain Safety Program Demo	Katie	McLaren Hall	Christie – program prep time Rosemary
3:15-4:30	Program Prep			
Homework	To Be Assigned			

Thursday, January 18th

<i>Time</i>	<i>Training Topic</i>	<i>Facilitator</i>	<i>Location</i>	<i>Notes</i>
8:00-8:30	Morning Minutes	Katie	McLaren Hall	Rosemary
8:30-1:00	EPHS Snow Science Program	Lead: Christie	BMVC/Bear Lake	Everyone in uniform. Rosemary
1:30-2:00	Break		McLaren Hall	Rosemary
2:00-2:30	Discuss and Debrief Program	Christie	McLaren Hall	Rosemary
2:30-4:30	Entrance Interviews	Katie	McLaren Hall	
Homework	To Be Assigned			



Friday, January 19th

<i>Time</i>	<i>Training Topic</i>	<i>Facilitator</i>	<i>Location</i>	<i>Notes</i>
8:00-9:00	Climate Change	Chelsea		
9:00-4:30	Program Prep/Entrance Interviews	YOU		
	Turn in Training Evaluation	Staff		

