

ONTARIO TRAILS

Trail Management Program

August 2016

COURSE BEGINS SEPTEMBER 6, 2016

Professionalize your volunteerism, promote your career or make better, safer trails by taking the Ontario Trails 13-part trail management course.



What's Inside?

Course content, registration, about our expert coaching, earning The Ontario Trails Management Certificate, the support we provide, and more!



Welcome to Trail Management

The management of trails is complex and requires experts with business acumen to ensure the development and viability of a trail system as a community and tourism asset. Students learn essentials of business planning, budgeting, marketing and promotion of trails. Mitigating risk and engaging volunteers are also explored. Students come away with the strategies and skills necessary to manage projects in the trail industry.

This course will have 4 components:

1. Volunteer Management;
2. Budgeting and Planning Management;
3. Trail Management;
4. Tourism and Trails

1. *Volunteer Management*

Lessons 1-4: Volunteer Management

The four lessons you will do in this course cover all the aspects of the volunteer cycle for effective management, as well as consider how and why trails organizations of any definition should reach out beyond their own framework and advocate for a support the wider promotion of trails – creation, use and sustainability – that would include volunteers' involvement.

The volunteer cycle is the continuum by which a manager of volunteers, whether a paid staff or a volunteer, would research, plan, execute and activate the steps and systems that identify volunteer roles, find candidates, place them in the roles, oversee them in the role, keep looking ahead for new recruits, thank and reward the volunteers, and start over again.

The lessons are structured to introduce you to the volunteer cycle concepts through embedded text and online readings. These are intended to combine and give a wider understanding of the concepts as you work to apply them in your learning activities and assignments.

Volunteer management is dynamic, fluid and extremely personality and communications oriented. So your learning process can't be done 'on paper'. This is why your learning activities and assignments will connect you to real-life organizations. You will discover how they apply the volunteer cycle, and network to learn about as many organizations as you

wish to, as these connections inform your learning activities and assignments. You will also contribute to the discussion boards as a way to express what you are learning with fellow students and the facilitator.

The best learning outcomes from these lessons will be seen if you fully engage yourself. You might not be destined to be a formal volunteer manager, but if you are part of a trail organization, you will work with or have some supervision of volunteers. So understanding and appreciating the art or act of volunteer management as well as the importance and value of volunteers will give you a step up as you build a career in trails management.

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2. Budget and Planning Management

Lessons 5-8: Budget and Planning Management

In lessons 5-8 of this course, you cover all the aspects of developing a budget and financial documents for the fiscal cycle of an organization.

As tools of effective management, the budget, cash flow, profit and loss and balance sheet tell the managers of trails organizations how they can plan for project, program or organization sustainability by having the reporting documents to showcase your financial viability.

The lessons are structured to provide an introduction into the fundamentals of budgeting. Knowing how to read, prepare and approve a budget is the cornerstone of fiscal responsibility and accountability.

Learning how to complete all the line items in a budget allows you to develop management strategies to make projects, businesses, volunteer groups and government work.

You will also learn the companion documents that work with a budget (the cash flow, profit and loss, and balance sheet) work to provide a more complete picture to the public, the board and fund providers, than the budget alone.

You will make one of each type in order to experience the planning process and get a sense of the clarity these documents, even in simple form can bring to your work.

3. Trail Management

Lessons 9-11: Trail Management

The three lessons on Trail Management cover the who, what and how of managing trails, as this is a process. Also in these lessons trail risks and risk management practices are described, so that trail groups and land managers are managing risk together.

4. Tourism and Trails

Lessons 12-13: Tourism and Trails

In these two lessons, you are provided with a context for tourism as part of the greater Canadian economy as well as the placement of the outdoor tourism market within the Canadian tourism economy. You also learn more about trails tourism, the way trail tourism is managed, and how different communities and user groups promote and engage with trails.

Course Logistics – from Algonquin College

Course Title: Trail Management

Course Code: OAD3002

Host Code: ALG-OAD3002

Start Date: September 06, 2016

End Date: December 13, 2016

ISBN:	
Title:	No Books Are Required For This Course

Disclaimer: Textbooks subject to change. If there is a conflict between the above textbook title or edition between and the textbook offered through the Algonquin College Campus Store Connection, please do not hesitate to contact Online Learning at olttexts@algonquincollege.com.

TO REGISTER - <http://www.algonquincollege.com/ccol/>

Search OAD3002 Cost – \$425.80

EXAMS - Exam Deadlines

If your course begins:	You must book your exam by:	You must write your exam by:
September 6, 2016	November 18, 2016	December 18, 2016
October 3, 2016	December 16, 2016	January 15, 2017
November 1, 2016	January 13, 2017	February 12, 2017
December 1, 2016	February 10, 2017	March 12, 2017

You will be charged a \$50 late fee for booking past the due date. Bookings or changes made after the deadline dates cannot be guaranteed. Additional charges may be applied. A medical note and permission from the Dean is required if you miss an exam due to illness.

Contact Ontario Trails

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Ask Us about our Trail Steward and Trail Planning Certificate Programs!