

## Curriculum Path

The following diagram is the required path for the SCS Foundations for HR Professionals program. The chart displays the different phases, their courses, and the availability of the courses. HR Professionals can register for the SCS Foundations program through LEO. Be sure to pre-book for the instructor-led training modules in order to be guaranteed a seat in a particular month!

PHASE	SCHEDULE	
1	<b>CPTP HR Basics - (Web-Based Training)</b>	
	Common Myths for HR Professionals	Always available. Completion of all online courses required prior to registering for the HR Capstone.
	Civil Service Essentials	
	Interviewing and Onboarding	
	Leave Management	
	Documentation and Grievances	
SCS Department Overview		
2	<b>CPTP HR Capstone Workshop</b>	
	An instructor-facilitated workshop encompassing all of the skills covered in the web-based training courses.	Scheduled according to demand in Baton Rouge.
3	<b>CPTP HR Specialty Courses - (Instructor-Led Modules)</b>	
	Staffing Considerations	Jan, Mar, May, July, Sep, Nov
	Compensation Pay Rules and Classification Issues	Jan, Apr, Jul, Oct
	Disciplinary Actions and Civil Service Appeals	Mar, Jun, Sep, Dec
	LASERS Agency Training	Feb, May, Aug, Nov
4	<b>CPTP HR Optional Resources</b>	
	HR Panel Q & A Sessions	Apr, Oct
	Delegated Classification Authority Training	As needed
	Minimum Qualifications Training	TBA

If you have any questions, or would like more information, please contact your Training Coordinator or e-mail CPTP at [CPTPLSO.Coordinator@la.gov](mailto:CPTPLSO.Coordinator@la.gov).

# Do YOU have the foundation?



*CPTP's*  
**State Civil Service  
 Foundations**  
*for*  
**HR Professionals**

## CPTP's State Civil Service Foundations for HR Professionals

The SCS Foundations for HR Professionals program combines updated content, the latest learning technology and live instruction to provide your HR staff with a strong foundation in HR functions in the state environment. The program includes online learning modules, an instructor-led HR Capstone, additional instructor-led content, and an HR Panel event. The new program will be fully functional and released for the beginning of 2013.

### Online Modules

The online modules will cover the information currently taught in the instructor-led HR Curriculum modules 3 and 4. There are 7 online modules to replace the two live modules to offer a more convenient schedule for learners. The online modules are meant to serve as prerequisites to the remaining instructor-led modules in order to create a foundation on which the instructor-led modules can build upon. The online modules include:



1. Common Myths for HR Professionals
2. Civil Service Essentials for HR Professionals
3. Interviewing and Onboarding
4. Leave Management for HR Professionals
5. State Civil Service Overview
6. Documentation & Grievances

### Common Myths for HR Professionals

Examines a number of harmful, common myths that exist in the state government workforce. The course deconstructs the myths and offers specific techniques to correct behaviors resulting from these false beliefs.

### Civil Service Essentials for HR Professionals

Provides users with information about the history of Civil Service, the supervisory role within Civil Service, and the importance of political activity rules.

### Interviewing and Onboarding

Provides HR professionals tips for interviewing, orienting, and on-boarding new employees.

### Leave Management for HR Professionals

This course outlines the supervisor's rights and responsibilities in managing employee leave. The course covers various types of leave, and outlines requirements and obligations for each.

### State Civil Service Overview

Introduces learners to the different divisions within State Civil Service and the functions of each.

### Documentation and Grievances

Guides HR professionals in documentation standards and procedures and includes a brief overview of grievances.

## HR Capstone Workshop

This instructor-led course allows participants to practice skills learned in the online courses via cooperative learning experiences.

### Instructor-led Modules

The instructor-led modules were designed to not be contingent upon one another and to not be completed in any particular chronological order. The instructor-led modules include:

1. **Module 1:** Staffing Considerations
2. **Module 2:** Compensation Pay Rules and Classification Issues
3. **Module 3:** Disciplinary Actions and Civil Service Appeals
4. **Module 4:** LASERS Agency Training (Taught by LASERS)



#### Module 1: Staffing Considerations

Includes a discussion of the constitutionally defined purpose of merit hiring, the benefits of different selection procedures, and an in-depth discussion of chapter 22 and 23 rules.

#### Module 2: Compensation Pay Rules and Classification Issues

Provides a review of the pay rules in Chapter 6 of the State Civil Service rules and the classification issues in Chapter 5 of the rules.

#### Module 3: Disciplinary Actions and Civil Service Appeals

Teaches learners how to take legal disciplinary actions, gives an overview on State Civil Service rules regarding appeals and what an agency should know to win a State Civil Service appeal, and legal issues for the HR professional.

#### Module 4: LASERS Agency Training

Covers LASERS updates and details associated with everything from enrollment of a member to guiding an employee through the retirement process.

## HR Panel Q & A Session

An open forum panel provides an opportunity for executive human resource professionals to "question the experts" and ask a panel of directors from each SCS department clarifying questions or issues surrounding new processes and procedures.

## COMING SOON!

### Webinars

These webinars will cover timely and relevant topics of interest to HR professionals.

Visit CPTP's website at

<http://www.civilservice.la.gov/Training/CPTP/CPTP.asp>