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**DATE:** July 27, 2012  
**TO:** Heads of State Agencies and Human Resources Directors  
**SUBJECT:** Revision of the ACT 377 Executive Online Training Course

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The Training and Workforce Development division of State Civil Service has revised and updated the courses mandated for appointing authorities under Act 377. The new online course, entitled **Performance Management for Executives**, replaces both the **CS Performance Management for Executives** course and the **CS Employee Selection and Corrective Actions for Executives** course.

The new course provides updated information regarding the state's classified workforce, the new Performance Evaluation System (PES), and taking hiring and corrective actions in accordance with Civil Service rules.

**Performance Management for Executives** will be available on LEO beginning Wednesday, August 1, 2012. On this date, the older courses will be removed from LEO, and will no longer be accessible.

**CS Performance Management for Supervisors**, an online course covering the obsolete Performance Planning and Review (PPR) process, will also be removed from LEO on August 1, 2012. Supervisors needing information on performance management and the state's new PES system are encouraged to take any of the courses in the PES Suite, including **PES Planning Process**, **PES Evaluation Process**, and **PES Forms**. All of these courses are currently available in LEO.

If you have any questions about this information please contact [CPTPLSO.Coordinator@la.gov](mailto:CPTPLSO.Coordinator@la.gov).

Sincerely,

s/Shannon S. Templet  
Director