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## **GENERAL CIRCULAR NUMBER 2015-003**

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**DATE: March 2, 2015**

**TO: Heads of State Agencies and Human Resources Directors**

**SUBJECT: Change in 2015 Mandatory Supervisory Training Requirements**

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In response to the increasing budget demand placed on state agencies, the Comprehensive Public Training Program (CPTP) as administered by State Civil Service (SCS) will be changing some of the 2015 Mandatory Supervisory Training Requirements for both Group 1 and Group 2 Supervisors.

CPTP is aware that agency supervisors are challenged to do more with less and are frequently less able to leave their posts to attend training. Additionally, we are aware of increasing travel budget restrictions which can make travelling cost prohibitive.

For these reasons, CPTP has decided to replace all instructor-led courses in the 2015 Mandatory Training Requirements for supervisors (with the exception of the Capstone courses) with web-based training options.

For Group 2 supervisors, CPTP is immediately replacing the Developing a Motivated Work Group instructor-led course requirement with the web-based training course Organizational Dynamics. Organizational Dynamics supports competencies in the High Performance Teams competency cluster (C2).

The Group 2 program will now list Organizational Dynamics as the primary course requirement, with Developing a Motivated Work Group as an alternate course. This means that any supervisor who has already completed Developing a Motivated Work Group will have that course count towards his/her program completion and will not have to also take Organizational Dynamics as long as the course was completed in 2012 or later.

For Group 1 supervisors, CPTP is currently developing a web-based version of Managing and Improving Work Processes. A new web-based course, Building Trust, is also in development to replace the instructor-led course Ethical Behavior. These courses will have their final release by the end of FY2015.

As with Group 2, both Group 1 substitutions will be listed in the Group program as primary courses, with the instructor-led courses remaining as alternates. Again, any supervisor who has already completed the instructor-led courses will receive credit toward program completion, and will not be required to also take the two web-based course replacements as long as the courses were completed in 2012 or later.

All three instructor-led courses will continue to be offered at least through the remainder of the fiscal year, in order to fulfill requirements of other training programs, including the 2012 Mandatory Training Requirements and the Professional Certificate.

CPTP will distribute this information through our network of training coordinators. Please feel free, however, to distribute this information to the appropriate individuals.

CPTP will continue to monitor the training and development needs of state supervisors and will continue to take a proactive approach towards meeting those needs.

If you have any questions or concerns regarding the Mandatory Supervisory Training Requirements, please contact the CPTP office, at (225)342-8539 or by email at [CPTPLSO.Coordinator@la.gov](mailto:CPTPLSO.Coordinator@la.gov).

Sincerely,

s/Shannon S. Templet  
Director