



Louisiana
SCS
State Civil Service

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This public document was published at a total cost of \$.29. Two copies of this public document were published in this 1st printing at a cost of \$.58 each. The total cost of all printings of this document including reprints is \$.58. This document was published by the Department of State Civil Service to keep agencies, employees, and other persons informed about the personnel program under authority of Article X of the Louisiana Constitution. This material was printed in accordance with standards for printing by State Agencies pursuant to La. R.S. 43:31.

GENERAL CIRCULAR NUMBER 2015-045

DATE: December 16, 2015

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: CPTP Announces Success Series Monthly Webinars

The Comprehensive Public Training Program (CPTP) is pleased to announce a new venture for providing learning to state and public employees: **The Success Series webinars.**

Starting in February 2016, CPTP will offer a one-hour webinar on the third Thursday of every month at 1pm. Topics will change monthly, and will address areas of interest to professionals and supervisors alike. The series kicks off with **10 Tips to Power Packed Communication.** Upcoming topics include customer service techniques, recruiting, and time management.

CPTP wants to explore ways of reaching state employees outside of traditional instructor-facilitated or web-based instruction. These interactive webinars are a first step in that direction, and may be accessed anywhere with an internet connection through pc, cell phone or tablet.

Registration for the webinars may be accessed here:
<https://attendeegotowebinar.com/register/3151575629612013314>. Participants need only register once for all scheduled webinars.

Below are the first six dates and topics for the webinars:

February 18, 2016 **10 Steps to Power-Packed Communications**
March 17, 2016 **10 Tips to Take Control of Your Time**

April 21, 2016	10 Solutions for Your Customer Service Toolbox
May 19, 2016	10 Techniques for Professional Recruiting and Job Interviews
June 16, 2016	10 Secrets of High Performing Teams
July 21, 2016	10 Practices to Productive Performance Evaluations

Webinar recordings will be placed on the State Civil Service YouTube channel for those who are unable to attend the live webcast.

For questions about The Success Series webinars, please contact Dana LeBherz at dana.lebherz@la.gov or at (225) 342-8539.

Sincerely,

s/Byron P. Decoteau, Jr.
Interim Director