

CPTP Training Coordinator Webinar

April 2, 2019

Updates

- New roles within Talent Development
 - Joan Haase will be scheduling our courses
 - Joan will be working with Glyn to transition into this role
 - Ammy Ard will be handling everything for PSH
 - Ammy is tracking the volume of issues and it's normal compared to other courses
 - Please encourage your employees to check their technology requirements – your computer may not be LEO compatible
 - Encourage your employees to not wait until the last minute to complete this training (especially for internal deadlines): [TC Helpful Tips](#)
 - Send individuals who need credit for the course to Ammy weekly
- Please continue to be patient!
 - As Glyn helps Joan transition into scheduling courses
- Updated course calendar on CPTP site
 - Courses are available now until June – see calendar under [Course Dates](#)
 - Joan and Glyn will begin working on July through September soon
- LSO training – Pre-book!
 - Glyn spoke with Foster about this course. They monitor pre-bookings and use that to schedule dates for a class. If you know of anyone who needs to take this course for multiple reasons, please pre-book it.
- Webinar format moving forward
 - Starting new month, we will invite instructors to talk about an upcoming course. Instructors will join the webinar to give insight into course so you are more knowledgeable about the training and can make thoughtful recommendations to your employees
- MTR questions – use CPTP website as reference
 - Some people weren't aware it was two different programs, course requirements, due dates, etc.
 - There are resources on the FAQ section of the CPTP page of the SCS website and under [Supervisory Training Requirements](#)
 - Due Dates:
 - 1 year for Core Capstone from hire date
 - 2 years for Group 1 from initial hire date
 - 1 year for Group 2 from initial hire date

Courses in the Works:

- ADA Awareness - WBT
- ADA Etiquette - WBT
- Situational Leadership III – ILT
- Documenting and Discipline – ILT (Tentative timeline: end of Summer)

Reminders

- LATOD – latodlouisiana@gmail.com
 - Accepting new members now! Open to anyone in government or nonprofit who has any role in a training capacity.
 - Quarterly meetings include networking, a hot topics from the field, and speakers who present on personal and professional development
 - No dues!
 - Contact Ammy Ard with any questions or a request to join.

Success Series Webinar

- April 18, 2019 at 1:00 PM
- Topic: Power Up Your PowerPoints
- Register on CPTP webpage on the Civil Service website

Questions? Contact CPTP if you have any questions at CPTPLSO.Coordinator@la.gov or Glyn.Hays@LA.GOV or (225) 342-8539.