

# CPTP Training Coordinator Webinar

August 4, 2020

## Updates

### Virtual Core Capstone Workshops

- Started in mid-July.
- Going great thus far; receiving great feedback
- Requires access to microphone and webcam.
- Participants will not be allowed to register for the Workshops if they do not have a microphone or webcam.
- Can participate on computer or tablet only—no phones.
- Group 1 will be available for booking by September.
- Group 2 will be available later this fall.

### Alt Core Capstone

- 3--2 hour workshops
- Must be completed in order.
  1. Alt Core Workshop I
  2. Alt Core Workshop II
  3. Alt Core Workshop III
- Must complete all 3 workshops in order to receive the Core Capstone qual.
- Can register for all three workshops at one time.
- Space is limited, so please attend if you register.

### Alt Core Capstone availability

- 8/12—Alt Core Capstone Workshop II (8:30-10:30am)
  - 10 spots available
- Alt Core Capstone Workshop I (1-3pm)
  - 5 spots available

### Prebook

- We monitor prebookings for scheduling courses needed.

### **Leave Management course**

- Final revisions are being made
- Look for it by the end of next week

### **Updates**

- **We will be exploring offering other courses in a workshop format later this year**
  - We 're not sure what these courses will be yet.
  - Agency mandatories will be given priority.
- **Final revisions are being made to Leave Management-WBT**
  - Look for it by the end of next week
- **Program due date reminders**
  - We will be able to send out emails reminding those subscribed to our MTR programs of their due dates.
  - Time frame is up to us, or the individual agency.
  - We would like your feedback.
  - What would be helpful for your employees?

### **TC Mail Bag**

- **I just completed an e-learning class for the 2<sup>nd</sup> time, but my transcript isn't showing the most recent completion.**
  - The transcript only records the first passing date.
  - The Training Activities Report will show the most recent training that is not on the transcript.

### **Questions:**

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