



**Byron P. Decoteau, Jr., Director**

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## GENERAL CIRCULAR NUMBER 2018-012

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**DATE:** May 17, 2018

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

**SUBJECT:** Updated Professional Trainer Certificate Program

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Louisiana State Civil Service's Comprehensive Public Training Program has unveiled an updated **Professional Trainer Certificate** program that creates an opportunity for state employees to master the skills of instructional design and facilitation of programs for their agencies and stakeholders.

This program takes candidates through a series of instructor-led and web-based courses created to cultivate the skills needed to design, develop, and facilitate effective training programs. The curriculum culminates in a presentation and panel interview, each of which must be completed with a passing score in order to earn the certificate.

New features that enhance the quality of this program include: a cohort model of nine candidates who will progress through the program together, ongoing interaction and networking, online discussions, and continual feedback to reinforce course content.

The first cohort of this new program will kick off July 9, 2018, with a Welcome Webinar for participants and an orientation session to introduce faculty mentors, train candidates on navigation of the online systems that will be used in the program, and answer questions.

The goal of this program is to create a community of talent development specialists equipped to help state agencies evolve with the rapidly changing needs of their employees.

Please make the attached flyer available to your employees. Individuals and agencies are encouraged to contact the Talent Development Division, as space in the program is limited. To reserve a seat, please call 225-342-8539 or email [cptplso.coordinator@la.gov](mailto:cptplso.coordinator@la.gov).

Sincerely,

s/Byron P. Decoteau, Jr.  
State Civil Service Director

# ARE YOU READY TO BECOME A PROFESSIONAL TRAINER?

Availability is limited!  
Registration is first come, first served.



**STATECIVILSERVICE**  
COMPREHENSIVE PUBLIC TRAINING PROGRAM

*Register  
Now!*

## WHAT'S NEW?

- Membership to professional training network
- Exclusive access to training tools and resources
- Guided skills practice
- One-on-one coaching sessions

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For more details, contact  
[cptplso.coordinator@la.gov](mailto:cptplso.coordinator@la.gov)  
or 225-342-8539.

