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## GENERAL CIRCULAR NUMBER 2026-009

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**DATE:** February 6, 2026

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

**SUBJECT:** New Web-based Course – SCS CPTP Introduction to AI in the Workplace

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As part of the State Civil Service SHIFT Initiative, the SCS Comprehensive Public Training Program is excited to introduce **SCS CPTP Introduction to AI in the Workplace**, a new course designed to help employees understand emerging technologies and their practical applications in public service. This training supports SHIFT's focus on preparing our workforce with the knowledge and tools needed to adapt, innovate, and responsibly leverage technology in a rapidly changing environment.

**SCS CPTP Introduction to AI in the Workplace**, now available in LaGov Learning, provides a high-level introduction to artificial intelligence (AI) and how it is already present in our lives and everyday work. It is designed to build awareness, clarify common misconceptions, and help employees better understand the benefits and considerations associated with AI in the workplace. No prior technical knowledge is required.

Upon completion of this course, learners will be able to:

1. Explain what artificial intelligence (AI) is.
2. Identify common examples of AI in daily life.
3. Recognize the benefits of AI.
4. Identify key concerns around AI.
5. Discuss how AI tools can be used at work.

Please note that this course is intended as a general, informational overview. It does not replace agency-specific guidance or policies related to AI use. Employees should continue to follow their agency's policies and procedures when using AI tools in the workplace.

Employees may access the course through SuccessFactors LaGov Learning at their convenience.

If you have any questions or need additional information, please feel free to contact the SCS Learning, Performance, and Culture team by emailing [SCS-CPTP@civilservice.la.gov](mailto:SCS-CPTP@civilservice.la.gov).

Sincerely,

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