

CPTP Training Coordinator Webinar

February 7, 2017

A. Updates

Success Series Webinars (2nd season)

- Next date February 16th
- Topic: Updating your Writing Skills
- 3rd Thursday of every month; open to ALL employees
- After webinar in April we will take a break and then start back up in the summer and fall
- Put in the survey your topics of interest; we use those to create future webinars

B. Training Coordinator Contact List

- Email request for updated contact info went out to agency Training Coordinators
- Send CPTP any TC changes and city email list you would like to be on
- We asked about H ID's
 - Most state employees have Personnel numbers (P IDs in LEO)
 - Employees at agencies not using the state payroll system have H IDs
- We also asked about the Personnel Area codes you cover
- We also asked if you have the TC tab
 - TCs at small agencies do not
 - We need to know which of you don't have that tab

C. Leadership Connection

- New endeavor concerning training and knowledge retention
- How intervention affects knowledge retention
- We will be creating a mailing list /ListServ of persons who completed capstones
- We will be sending Leadership Connection newsletter topics
 - Links to current articles about the relevant topics
- Expect to start in March
- Ideas are welcomed

D. Training Coordinator Tab

- Contact HR Security Administrator to assist
- Prebook the LaGov LSO Training Coordinator course
- CPTP staff perform LEO functions (enrollment, cancellation, reports, etc. for small agencies that do not have the TC Tab

E. Course Revision

- Developing a Motivated Work Group
- Will be on the open scheduled in April or May
- Contact Rosanna if you want a "Special" for your group
- We customize course content for your specific agency
- At least 10 participants for the course

