

CPTP Training Coordinator Webinar

April 5, 2016

A. CPTP Professional Development Webinars: The Success Series

- 3rd Thursday of each month
- Only 500 people can register at one time
- More information on the web:
<http://www.civilservice.louisiana.gov/Divisions/Training/CurrentProjects/CurrentProjects.aspx>

B. Training Coordinator Summit survey results

- Top topics:
 - Tracking MTRs
 - Understanding MTRs
 - The Spreadsheet
 - LEO Admin Training/Reports
 - Communication strategies
 - Instructional Design
- Top 3 will be combined into an omnibus morning session
- Two afternoon breakout sessions:
 - Instructional Design
 - Franklin Covey's 5 Choices to Extraordinary Productivity course
- Location overwhelmingly: BR
 - NO & Alex 2nd & 3rd choices
 - 36% can't travel at all; remainder can travel up to 2 hours
 - Hopeful to be able to put on road
- Other Benefits: Networking
- Coming in Fall 2016

- Info from LEO Admin Team
 - There are ILT courses that cover those topics but those are not always well attended
 - Prebook if you want to retake the course
 - Some topics are being put into elearning modules

C. Effective Performance Evaluation course

- Course covers where PES Program stops
- Combination of 3 previously taught courses:
 - Conducting Effective Performance Reviews
 - Writing Performance Expectations
 - Clarifying Performance Expectations
- New participant manual

D. Infographics

- New graphic way to present information
- Picture learning tool
- Example: the new infographic that appears when selecting the Training Requirement tile on the CPTP website
- Online classes and classes at library available to learn to create these

E. Updates

- Statewide Competency Model
 - Now in Lafayette and Lake Charles
 - Over 900 respondents
 - More information on the web:
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- Course Catalog Refresh
 - Employees can enroll same day a class is put in LEO
 - TCs cannot enroll people into classes until they update and refresh their course catalog
 - LaGov TC Overview >LaGov Learners >Refresh Course Catalog > Execute
 - Non LaGov: must wait overnight; no refresh option

F. New Course Release – Teams 2 WBT

- Teams 1 and Teams 2 now web-based
- Teams 2 is now available
- Covers personality preferences
- Teams 3 will remain ILT with Teams 1 & 2 as prerequisites and no test

Next webinar is Tuesday, May 3, 2016.