

# CPTP Training Coordinator Webinar

May 3, 2016

## A. CPTP Professional Development Webinars: The Success Series

- 3<sup>rd</sup> Thursday of each month
- May 19: 10 Techniques for Professional Recruiting & Job Interviews
- More information on the web:  
<http://www.civilservice.louisiana.gov/Divisions/Training/CurrentProjects/CurrentProjects.aspx>

## B. Updates

- Training Coordinator Summit
  - Save the date: November 3, 2016
- Info from LEO Admin Team
  - Training Coordinator classes scheduled
    - Monday, May 16
    - Friday, May 27
- New course/old qual
  - Conflict Management (was Eff. Conflict Resolution Strategies)
  - Teams 1 & 2
  - Core courses
- New course/old prebookings
  - Examples: Conflict Management, Effective Performance Evaluation, Presentation Skills, Presentation Practice
    - Old courses had prebookings
    - We will do mass deletion of old prebookings
    - We will do mass booking of new courses

- Ex: Effective Presentation Skills (old course) – prebookings to be removed
  - Presentation Skills and Presentation Practice to be prebooked
- Parking permits – new procedure
  - No permits will be attached to courses any longer
    - This will allow the course manual to be seen at both the course information and class information areas in LEO
  - Permits will be emailed to students when class is firmly booked
  - If TC or supervisor is the email stored, must get parking permit to the participant
  - Instructor will have a few additional permits for walk-ins
- Competency Initiative
  - Lafayette and Lake Charles one
  - Next is Bossier City, Alexandria, and Monroe in May
  - More information on the web:  
<http://www.civilservice.louisiana.gov/Divisions/Training/CurrentProjects/CurrentProjects.aspx>

#### C. New Course Release – Teams 1 WBT

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

Next webinar is Tuesday, June 7, 2016.