

CPTP Training Coordinator Webinar

May 7, 2019

Updates

- New employee with Talent Development
 - Katie Scarbrough joined us in Mid-April
 - Core & Teams 3 will be her first courses to teach
 - End of the month there are a few on the schedule
- Currently working on the schedule for July and August
 - Joan will be taking over the schedule
 - Glyn & Joan will work together on the schedule
- Continue to pre-book courses
 - This lets us know what courses are in demand
- Contact us if you would like to request a “Special” class for your agency
 - We can come to agency for your employees only
 - Request is on a first come, first served basis
 - Depends on our availability
 - Must have at least 15 employees
 - We can do 10, and open up the class so others outside of your agency can enroll if you don’t have 15
- Please keep us posted if your primary and secondary training coordinator changes.
 - To keep our records updated
- New Courses
 - ADA Awareness-WBT
 - ADA Etiquette-WBT
 - Developed to support SAME (State as a Model Employer) initiative (Executive Order JBE 18-08)
 - Will discuss these courses at our June webinar
 - Situational Leadership 3
 - Kymberlie Broussard developed this course
 - ½ day course

- To increase communication with employee processes
 - Practice leadership strategies
 - Will be taught for first time in Shreveport toward the end of this month
 - Open to anyone
 - Please contact us if you want this course taught for your agency
- New Webinar Feature
 - TC mail bag
 - Starting next month
 - Email us with any TC related questions
 - On the email subject line type “TC WEBINAR MAILBAG” in all caps
 - We’ll pick 1 or 2 questions to answer during the webinar the following month
- Success Series Webinar
 - May 16th at 1pm
 - Topic: Power Up Your PowerPoints
 - Rescheduled from April due to weather related office closure