

# CPTP Training Coordinator Webinar

July 2, 2019

- **Continuing Education**
  - List of Cont. Ed. courses released on July 1<sup>st</sup>
  - Can be found in LEO or on our CPTP website
  - You can print infographic of the Cont. Ed. courses out and send to employees
- **Make sure you are enrolling in the correct class**
  - WBT or ILT
  - If ILT , remind employees to complete prerequisite courses first
  - Situational Leadership 3 and Emotional Intelligence 3 have prerequisites

(Demonstration: How to find the Cont. Ed. courses on our website in the Course Catalog

(Dana gives an overview of each course on the Cont. Ed. list)

- **Searching for Cont. Ed. courses in LEO**
  - Register through “My Training”
  - Make sure you take the correct course; ex. You took the ILT instead of the WBT that is required.
  - ILT-Half day classes.
  - Any classified G1 or G2 supervisor who has already finished their mandatory training and their program due date has passed.
  - If you are still working on your program requirements, Cont. Ed. is not required.
- **Continue to prebook for our classes & OTS Training Coordinator class**
  - We monitor courses which lets us know what courses are in demand
- **Don't forget to subscribe supervisors to their course program with correct due dates.**

## TC Mailbag

- **Does an employee have to finish the Core Capstone before moving on to the Group 1 courses?**
  - Only requirement is to complete all prerequisite courses before each Capstone
  - Send questions to the CPTPLSO Box, Glyn, Joan, or call 225-342-8539.