

# CPTP Training Coordinator Webinar

## August 7, 2018

### Success Series Webinar

- Season 5
  - Moving to whole year schedule
    - Every month except June, July and December
  - Remains 3<sup>rd</sup> Thursday of the month at 1pm
  - No webinar for August and September this year
  - Starts October 18
  - Topics are in the works
- Sign up at Go to Webinar; check the Success Series section on our website
  - 6 registrations per sign-up; twice/year
    - Oct 18 - April 19
    - May 19 – Sep 19
  - When signing up for one, you're signing up for all 6

### New ILT Course

#### **Stress & Anger Management**

- Taught for the first time on 8/8/18
- Topic is general
  - Stress Symptoms & Triggers
  - ABC Model to Stress Management
  - Four Steps to Anger Management
  - Positive Communication in Challenging Situations
- On open schedule soon
- Half-day class - 3 hours

### Updates

- Open schedule is complete now until December
- Contact us to request a Special
- Training Coordinator webinars series ended with this month, August
  - Next set of webinars is September- February
  - Registration sent out following this webinar

### Continuing Education

- Cont. Ed. PY 18-19 infographic going on website this week

### Training Activities View in LEO for Employees

- On My Training Page in Navigation panel
  - In My Learner Account select Training Activities; scroll to Completed Courses
  - Sort Course category (click on small, barely-visible triangles)
- Puts repeated course titles together so employees can see multiple completions of a course, which does not appear on the transcript (non-expiring quals appear once on a transcript and do not update)