

# CPTP Training Coordinator Webinar

## September 11, 2018

### Success Series Webinar

- Season 5 Topics
  - Topics announced
    - October 18, 2018 topic—Social Media: Doing it Right, Avoiding the Dangers
  - Will be posted on State Civil Service website

### Updates

- Rosanna is retiring at the end of 2018
  - Retirement party on 11/9/18—invitations to come
- Julie Miller will take Rosanna's place

### Subscribing employees to PES program

- PES program is required for any classified employee who conducts the planning and evaluation (PES) for classified state employees. The courses must be completed within 90 days of hire or promotion/appointment to the supervisory role.
- <https://www.civilservice.louisiana.gov/Divisions/Training/CPTPLearner/OnlineTraining.aspx?expand=PES>

### Preventing Sexual Harassment & Ethics monitoring

- We recommend checking to see which employees have completed the training and communicate with those who have not completed the training.

### Updating Training Coordinator Information in LEO

- Please be sure the primary and alternate training coordinators are identified in LEO.
- The how to video will be linked on State Civil Service's website

### Training Coordinator Survey

- Surveys were sent out Tuesday, September 11, 2018 following the webinar. Please be sure you submit your feedback by September 27, 2018. Survey includes the following:
  - Contact information
  - Which email lists you'd like to be on
  - Signing up for a training session on mandatory training rules
  - Feedback on course scheduling