

CPTP Training Coordinator Webinar

December 1, 2015

I. Updates

a. Statewide Competency Initiative

- Letters sent to Appointing Authorities with explanation of initiative and list of invitees
- FAQs and more information on the web:
<http://www.civilservice.louisiana.gov/Divisions/Training/CurrentProjects/CurrentProjects.aspx>
- Schedule for BR sorts has begun
- Will offer choice of dates and rescheduling
- Sort cities:
 - BR, NO, HAM, LAF, LC, BC, ALEX, MON

b. Job Interview and Individual Differences & Diversity classes back on the schedule

- No longer restricted to supervisors

c. SCS adopts Chapter 25 Rules

- New chapter devoted to training. Various rules and sub-rules previously in other chapters have now been consolidated.

d. HR Handbook Chapter 25

- CPTP and its mandatory training requirements officially adopted as part of the SCS HR Handbook

- Overview, HR Impact, Rule-by-Rule Review, Job Aids & Resources

e. Schedule in LEO through February, except Hammond

II. CPTP Professional Development Webinars

a. CPTP Success Series Webinars

- Another option for self-development
 - ILT classes may be limited or inconvenient
 - WBT doesn't have interaction of classroom
 - Webinars offer piece of both worlds in convenient package
- Start February 2016
- 3rd Thursday of every month, one hour, hosted by Christee Atwood
- Anyone who is interested in the topic is welcome
- Not limited to classified employees or supervisors
- Practical takeaways and strategies
- No credit in LEO
- Will be recorded and available on CPTP YouTube channel for anytime access
- Not required
- More Information on CPTP website:
<http://www.civilservice.louisiana.gov/Divisions/Training/CurrentProjects/CurrentProjects.aspx>
- First 6 dates & topics:

February 18th - 10 Steps to Power-packed Communication

March 17th – 10 Tips to Take Control of Your Time

April 21, 2016 – 10 Solutions for Your Customer Service

Toolbox

May 19th – 10 Techniques to Professional Recruiting and Job Interviews

June 16th – 10 Secrets of High Performing Teams

July 21st – 10 Practices to Productive Performance

Evaluations

III. New Course Release – Benchmarking Basics WBT

This course is designed to help you discover new ways to stay at the top of the competitive high-performance chain by providing you with a basic understanding of benchmarking and the process involved in using benchmarking to increase performance.

Next webinar is Tuesday, January 5, 2015.