

# CPTP Training Coordinator Webinar

## December 4, 2018

Guest: Foster Alessi

### Updates

- **Feedback**
  - Everyone wants to keep updates
  - Monthly webinars will continue
  - Contact us if you have any more feedback

### LSO Updates

- **LSO influence group; identified several projects**
  - One project is for LEO to automatically subscribe supervisors to their training programs. This project is just beginning. Stay tuned for more updates.
  - Another project is to allow Training Coordinators & Training Administrators to assign certain courses to employees for mandatory training.
  - Group is forming a sub-committee to discuss issues with course sound and video.
    - Most issues come from Flash or Java needing to be updated on the individual's computer.
  - How to track training credit hours for a course on transcript, qual report, and training activities report
  - For job titles of employees to show up for employees without a qual record

### Additional Updates

- **PSH Training**
  - Do not wait until the last minute.
  - Have individuals check Java and Flash before taking a course.
  - [LEO Technical Requirements](#)
- **HR involvement in training requests**
  - Agency HR & Training Coordinator (TC) should be aware when there's a request for a special class of training
  - Our process will include HR Director and TC copied on all emails of agency specific training

### CPTP Request

- We need someone to assist us in developing macros in Excel
- Contact us

### Success Series Webinar

- No webinar in December.
- Return on Thursday, January 17, 2019
- Topic: Appy Hour Apps for Productivity