

CPTP Training Coordinator Webinar

March 2, 2021

Updates

ILT Updates

- Tech issues during virtual classes
 - We have experienced a few tech issues with participants recently, we are doing our best to work through them
- People signing up and then no-show for a class
 - Seeing an increase over the last month or so
 - Will be removed from remaining workshops in that series
 - If you miss Workshop 1, we will cancel all 3 workshops due to prerequisite
 - Link is sent one day before workshop
- If class is full, prebook
- If your deadline is close, please email Julie.Miller4@la.gov. There may be seats saved for emergencies.
- Capstone workshop courses can't be done from a phone
 - This is based on the inability to participate fully from a phone and also for safety concerns
- No Shows will be considered when making extension decisions
 - Deadlines past the March 31st extension will be done on a case by case basis

LA Career courses goes viral!

- Required for those new to HR, must be completed to get NeoGov access
- LA Careers prerequisite web-based course
- The class LA Career replaced by LA Career Workshops 1 & 2
- This will become permanent
 - Don't see going back to the classroom for this course
 - Looking to offer these workshops once or twice a month
 - Share this information with your HR people

Other updates

- When taking a WBT course, we recommend using Chrome
 - Do not use Internet Explorer to take a WBT course
 - Fix the capability to get credit
 - Wait 24 hours before contacting us
 - CPTP courses only, we do not own all other courses
 - Do not take courses on payroll Monday and Tuesday

Success Series Webinar changes

- Due to closures related to the winter weather, the Success Series Webinar was pushed back a month

- Next webinar March 18, 2021 at 1pm
- Topic: Communicating Change

TC Mail Bag

Q: Where are the virtual classes being held? What facility do I need to go to?

A: There is no physical classroom facility for virtual courses. You cannot take this class on your phone or in your car. You will need to be in front of a computer, which could be in your home, office, etc.

Questions:

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