



**Byron P. Decoteau, Jr., Director**

Post Office Box 94111  
Baton Rouge, LA 70804-9111  
225.342.8274  
[scsinfo@la.gov](mailto:scsinfo@la.gov)  
<https://civilservice.louisiana.gov>

## GENERAL CIRCULAR NUMBER 2024-060

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**DATE:** December 3, 2024

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Continuous Performance Management – Required Training

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As we approach the implementation of the Continuous Performance Management (CPM), which will go into effect on January 1, 2025, State Civil Service is pleased to announce the release of a new course: **SCS CPTP CPM Basics WBT**. This course will prepare state employees for the implementation of the new process and ensure they have an understanding of the role of performance management within their organization. Louisiana State Civil Service is requiring all classified state employees, except classified When Actually Employed (WAE) appointments, to complete this class by July 1, 2025.

Moving forward, new classified state employees, except for WAEs, will be required to complete this course within 90 days of hire. This e-learning course provides users with an overview of the CPM process in its entirety and allows learners to access the course wherever and whenever needed.

While this is the only required course, additional CPM training is currently available:

- **SCS CPTP CPM Planning – Paper Forms WBT** – This course provides an overview of the planning process for those agencies using paper forms.
- **SCS CPTP CPM Planning Process in SuccessFactors WBT** – This course provides an overview of the planning process in SuccessFactors.

SCS recommends that agencies incorporate these trainings, as well as those that will be released at a later date, into their internal policies. This will encourage employees to take the courses and make them familiar with CPM. You can find additional information regarding the available training on the [CPM Training Center page](#).

All these courses can be accessed in LaGov Learning by using the search term “CPM” in the “Search for Learning” box at the top of your “My Learning” home page.

If you have questions, please contact Dr. Dana LeBherz, Learning, Performance, and Culture Division Administrator by email at [dana.lebherz@la.gov](mailto:dana.lebherz@la.gov) or by calling (225) 342-8540.

Sincerely,

s/Byron P. Decoteau, Jr.  
State Civil Service Director