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HUMAN RESOURCE MEMORANDUM NO. 01-019

February 28, 2001

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Comprehensive Public Training Program Changes

The Comprehensive Public Training Program (CPTP) curriculum has undergone some major changes. The biggest change is the elimination of Management in State Government, Levels I, II, and III.

The Certificate in Supervisory Techniques (CST) will be phased out by July 1, 2003. The CST will be replaced with four new certificates. The new certificates are made up of a series of classes that are designed to improve job skills. The four developmental certificates are:

Certificate for Building Effective Teams (total of 10 days training)

Certificate for Managing People (total of 9.5 days training)

Certificate for Managing Work (total of 11.5 days training)

Certificate for Advanced Managerial Skills (total of 10 days training)

(The attached publication contains details concerning credits that the Management Level participants and CSTs can obtain towards these new certificates.)

To earn each certificate, participants must complete the required course work, pass the test at the end of each class with a score of at least seventy percent, and complete one work-related project for each certificate that will be graded by CPTP, the instructional staff and the participant's agency. Please see the attached pamphlet for further information and a class list for each certificate.

Participants who earn all four certificates are eligible to earn the Certified Public Manager (CPM) certificate by completing an additional nine days of elective courses and work simulation exercises.

Also attached is a copy of the course schedule and class registration form. The course schedule, course catalog and registration form will soon be accessible from Channel Z's Human Resources Link or you can view this information on CPTP's web site (<http://www.state.la.us/cptp/cptp.htm>).

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Please consider scheduling classes early in the schedule. The first months of the schedule traditionally have so few applicants that classes are canceled, where as, the same classes later in the schedule tend to be overfilled and applicants are asked to reschedule.

If you have any questions, please contact the Human Resources Office at (225) 342-0880.

Attachments

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