



KATHLEEN BABINEAUX BLANCO
LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

PHILLIP J. JONES
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCE MEMORANDUM NO. 01-054

July 24, 2001

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Mandatory Training - Performance Planning and Review

There will be a mandatory Performance Planning and Review (PPR) training for all supervisors and managers. This training will be a review of Chapter 10 of the Civil Service Rules and in particular the date guidelines for PPR's. The classes are one hour and will be held in New Orleans, Baton Rouge and Ville Platte. There will be two one-hour sessions held in New Orleans at the U.S. Mint, eight one-hour sessions held in Baton Rouge at the Office of State Library's Seminar Center, and two one-hour sessions held in Ville Platte at Chicot State Park. The schedule of classes is as follows:

Date	City	Location	Beginning Time
Monday, July 30, 2001	New Orleans	U.S Mint- The Mint Auditorium on the 3 rd Floor	10:00 a.m. 2:00 p.m.
Monday, August 6, 2001	Baton Rouge	State Library- The Seminar Center on the 1 st Floor	9:00 a.m. 10:00 a.m. 1:00 p.m. 2:30 p.m.
Wednesday, August 8, 2001	Baton Rouge	State Library- The Seminar Center on the 1 st Floor	9:00 a.m. 10:00 a.m. 1:00 p.m. 2:30 p.m.
Wednesday, August 15, 2001	Ville Platte	Chicot State Park- Lodge	10:00 a.m. 1:00 p.m.

Please contact Heather Sherlock in the Human Resources Office to schedule your training by e-mail at hsherlock@crt.state.la.us.

This training is being required by Lieutenant Governor Blanco and Secretary Jones; therefore, all managers are responsible for ensuring all of their supervisors who conduct ratings attend this training.

The Comprehensive Public Training Program (CPTP) is also offering additional Performance Planning and Review Training for Supervisors classes this semester. This is a one-day class for managers and supervisors which will provide participants with basic information concerning the major components of the Civil Service performance planning and review system: planning, documentation, and evaluation. This class may not be taken in lieu of the mandatory training mentioned previously. The dates, times and locations for these classes are as follows:

Date	City	Location
July 26, 2001	Baton Rouge	Room B-62, State Capitol Annex Bldg., 1051 Third St.
August 14, 2001	Baton Rouge	Room B-63, State Capitol Annex Bldg., 1051 Third St.
September 11, 2001	Baton Rouge	Room B-63, State Capitol Annex Bldg., 1051 Third St.
September 27, 2001	Baton Rouge	Room B-63, State Capitol Annex Bldg., 1051 Third St.
October 19, 2001	Baton Rouge	Old Forestry Bldg., 1 st Floor, Louisiana State University

If you are interested in taking the PPR training offered by CPTP, please complete the attached CPTP form and return it to the Human Resources Office as soon as possible since space is limited.

Again, you must attend one of the mandatory one-hour training classes. All classes are open to all employees. You may choose the most convenient location and/ or time to attend.

Attachment

Please Post and Circulate