

## HUMAN RESOURCES MEMORANDUM NO. 03-103

December 4, 2003

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

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT:** **Comprehensive Public Training Program - Winter Schedule**

Enclosed is the Comprehensive Public Training Program Schedule of Classes for December 2003 to April 2004 and the CPTP Class Registration Form.

The CPTP Schedule of Classes is in alphabetical order and provides a short summary of each class. Also, if the class is a part of Mandatory Training, the group the class is in is noted in parenthesis after the class title.

The course schedule and registration form may be accessed from Channel Z's Human Resources Link, or you can view this information on the Comprehensive Public Training Program's web site at <http://www.state.la.us/cptp/cptp.htm>. Also, accessible through these web sites is the course catalog which describes each course in detail.

Applicants should read the course materials carefully before submitting a registration form to ensure their eligibility for enrollment. Any employee who is in a supervisory position that is not listed on the Mandatory Supervisory Training list (HR Memo 03-054) should refrain from taking any course that is required by Mandatory Supervisory Training. Please return all CPTP course registration forms to the Human Resources Office after supervisor and agency approvals have been received. Electronic submission of the registration form cannot be accomplished at this time.

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

Enclosures

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