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LIEUTENANT GOVERNOR

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

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SECRETARY

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HUMAN RESOURCES MEMORANDUM NO. 07-021

TO: CRT Employees
GR

FROM: Jan Ramezan
Human Resources Assistant Director

SUBJECT: MindLeaders Web Based Training Program

DATE: September 19, 2007

MindLeaders is a Web Based Training Program offered by the Comprehensive Public Training Program (CPTP). This is a state of the art e-Learning solution, which you can access from your office whenever the time is right for you. All courses are available interactively over the Internet 24 hours a day, 7days a week. MindLeaders offers a wide selection of classes. Some of the choices are Word, Excel, PowerPoint, Access, Sexual Harassment in the Workplace, Stress Management, Photoshop, Effective Presentation, Effective Business Communication, Customer Service, Grammar, Basics of Business Math and many more. This is a wonderful opportunity to help you achieve the skills you need at your own pace.

The website address to register for these training courses is:

http://client.mindleaders.com/Louisiana_CPTP/cptphome.htm

If you are a new user, you must first self-register to begin taking courses. Click once on the self-register button on the left of the screen.

Enter the following enrollment key: elearn01works

Please remember that the enrollment key is confidential to state employees only.

If you have any questions please feel free to call (225) 342-0880 or e-mail Kristina Jackson at kjackson@crt.state.la.us.

JR:KJ:cm

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