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HUMAN RESOURCES MEMORANDUM NO. 02-095

November 8, 2002

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

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Comprehensive Public Training Program Update

The response for enrolling in the Comprehensive Public Training Program (CPTP) courses has been great. Those employees who are required to take courses for the mandatory supervisory training program must be limited to two courses per training schedule due to excessive demand. Supervisors who are currently in job titles that require training must complete training by July 2005. Employees who promote or hire into positions that require mandatory supervisory training have three years for completion from the date of the promotion or hire date.

Also, any employee who is in a supervisory position that is not listed on the Mandatory Supervisory Training list, which was sent out with HR Memo 02-026, should refrain from taking any course that is required by the Mandatory Supervisory Training. This, too, is because of the shortage of class space due to the demand for training by those who must meet the requirements. There are several other courses that will be beneficial for supervisors who are not required to take the mandatory training.

When submitting CPTP Course registration forms, be sure to do so in plenty of time prior to the course date. We have been receiving forms on or after the date of the first choice for many employees. Supervisors and managers should ensure that their employee's enrollment forms are forwarded to Human Resources as soon as possible.

Updates to the current CPTP Course schedule:

- Civil Service Essentials will not be offered until Spring 2003.
- Documenting for Discipline is full until July 2003.
- Developing a Motivated Work Group has openings for January's Baton Rouge classes.
- Over the next several years, courses will be available in many locations to prevent extensive traveling.

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