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

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SECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 05-009

**TO:** CRT Employees

**FROM:** Mary V. Gloston *MVG*  
Human Resources Director

**SUBJECT:** CPTP Mandatory Supervisory Training

**DATE:** February 3, 2005

Wow! We're just about done with the 3<sup>rd</sup> year since implementation of the CPTP Mandatory Supervisory Training Program. Transcripts were sent out yesterday to Assistant Secretaries for employees who have taken classes through CPTP as of December 31, 2004. Overall, the Department is looking very well but we still have a few supervisors that need to complete their training requirements. I anticipate we'll get 100% completion by the June 30, 2005 deadline and I'm willing to bet you are out for the challenge!

Now, for some news from Sam Breen, our CPTP Administrator,

*"Employees must remember to wait for confirmation that you're in a class. Everyone's trying to get that last minute training in prior to the deadline and we're having employees show up who have not been confirmed as being in the class. This causes problems with classes being too full and participants are being turned away."*

*"Employees are showing up for the incorrect classes for their assigned supervisory group. It's okay to attend a class outside of your group but we're in a priority situation with trying to get those in who must meet a requirement for a specific class."*

I hope that you are all mindful of Sam's comments as they portray a negative light on our Department. Remember, if the time is getting close and you haven't received a confirmation, contact Desha Walden in Human Resources for assistance. We will follow-up to ensure that your enrollment was received. If the class is full, you will be scheduled for the next requested date. As always, Desha will be available to help you with your CPTP questions.

Again, **I know we can do it, team!** I would like to see that the Department of Culture, Recreation and Tourism's supervisors, assigned to a supervisory group prior to July 1, 2002, meet all training requirements by June 30, 2005. Let us know if we can be of assistance to you in meeting this endeavor.

MVG:cm

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