

STATE OF LOUISIANA
DEPARTMENT OF STATE CIVIL SERVICE
BATON ROUGE, LOUISIANA

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September 8, 2009

General Circular No. 1782

To: Heads of State Agencies and Human Resource Directors

Subject: Delivery of Course Materials for Minimum Supervisory Training Program

Issue Date: September 8, 2009

NOTE: Please make this General Circular available all training coordinators and supervisory employees in the Minimum Supervisory Training Requirements Program.

In an effort to conserve costs and promote efficiency through the usage of technology, **effective October 1, 2009**, the Department of Civil Service will provide electronic course manuals and materials for the following classes.

- **Common Myths that Affect Good Supervision – Traditional**
- **Common Myths that Affect Good Supervision – Non-traditional**
- **Civil Service Essentials for Supervisors – Traditional**
- **Civil Service Essentials for Supervisors – Non-Traditional**
- **Controlling Absenteeism & Tardiness**
- **Documenting for Performance & Discipline**
- **Performance Planning & Review for Supervisors**

Supervisors attending the courses listed above will be required to bring their training manuals to class. Course manuals will no longer be provided by the Department of Civil Service. Course manuals are located on the Civil Service website at: <http://www.civilservice.la.gov/Training/CourseManuals.asp>. In the future, all course manuals listed will also be available on the CPTP website for your convenience.

Having these resources online will allow any supervisor and manager to access the course information as needed and upon demand. In addition, this allows supervisors and managers the opportunity to review the course materials prior to class. We are hopeful that supervisors and managers who choose to review the manuals prior to class will be more participative in the classes, and will therefore generate more engaging, dynamic dialogue in the sessions.

Training coordinators communicate with supervisors regularly to register them for classes. Hence, we believe that they are a key factor in making this transition successful. **To affect a smooth transition, all training coordinators will be responsible for informing supervisors taking the courses listed above that they must bring their training manuals to class and if needed assist them with obtaining (printing) the course manuals.** We are aware that many employees taking these classes may not have direct access to a computer; therefore, your cooperation and assistance is needed to ensure that these employees are assisted timely. **If your agency does not have a training coordinator, please designate someone in your HR office to assist the employees as stated.**

Questions regarding this General Circular may be directed to Dwuena Wyre, Human Resources Division Assistant Administrator, at 225-342-8274 or Dwuena.wyre@la.gov and/or to Judy McGimsey, HR Division Administrator, at 225-342-8274 or judy.mcginsey@la.gov.

Sincerely,

s/Shannon S. Temple
Director