

CPTP

Contact Information

“The Department strongly believes that creating a learning environment for the supervisory workforce will enable them to successfully deal with the workplace of the future. Establishing learning as an important part of the job will pay huge dividends to the state.”

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NEW

2015

Mandatory Supervisory Training Requirements

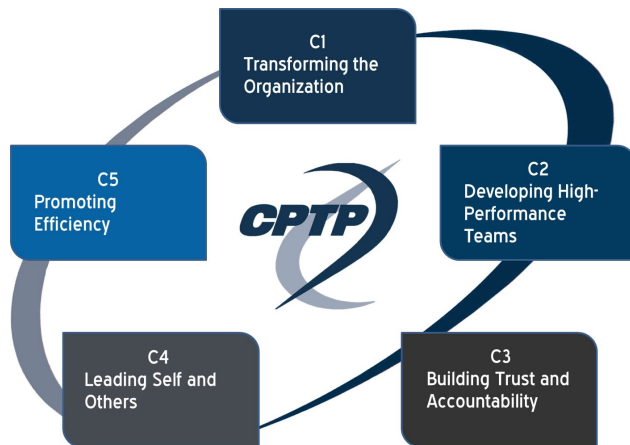
Effective January 1, 2015

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New 2015 Mandatory Supervisory Training Requirements

- These new training requirements are based on valid research into needed state competencies.
- The requirements on critical skills and competencies reach supervisors earlier in their careers, reducing potentially costly mistakes.
- The delivery of the classes takes full advantage of technology, blending web-based instruction with instructor-led instruction.
- The use of the blended learning approach of web-based courses and instructor-led courses will result in less time away from the workplace and less time required for course or program group completion.

State Competency Model



Required Time Frames

Group	Time Frames	Total Courses
Core	1 Year	6 Total Courses
		5 WBT, 1 ILT
Group 1	2 Years	9 Total Courses
		5-7 WBT, 1-3 ILT
		1 Elective
Group 2	1 Year	9 Total Courses
		6-7 WBT, 1-2 ILT
Group 3	No additional requirements	Note: Must complete the 5 required Core WBT courses within 1 year

WBT = Web-Based Training, ILT = Instructor-Led Training

Inclusions and Exemptions

- All employees who become supervisors on or after January 1, 2015, will be subject to the provisions of the new Mandatory Supervisory Training Requirements.
- Supervisors who are already in their positions prior to January 1, 2015 will have until July 1, 2015 to complete their required training under the 2012 Minimum Supervisory Training Requirements.
- Supervisors who have not fully completed their required training under the 2012 training requirements by July 1, 2015 will be subject to the provisions of the new 2015 training requirements.

Assessment	Choice	Competency Courses					FLS	Sup Group	Core (required by all groups)		
		C1: Change Management WBT	C2: Communicating Top Down Messages WBT	C3: Building Trust WBT OR Ethical Behavior ILT	C4: Inspirational Leadership WBT	C5: Managing and Improving Work Processes WBT/ILT					
Capstone ILT	Choose ONE of the Following: Conflict Mgmt WBT Delegation WBT Teams I ILT						Situational Leadership I WBT	G1	CS Essentials WBT		
										Emotional Intelligence I WBT	G2
Capstone ILT	Conflict Management WBT/ILT Critical Thinking WBT Teams II ILT						Situational Leadership II WBT	G2	Hiring and Retaining Top Talent WBT		
										Emotional Intelligence II WBT	G3
							C1: Strategic Thinking WBT	C2: Org Dynamics WBT OR DMWG ILT	Validating Employee Performance WBT		
							C5: Prioritizing Tasks with Agency Mission and Values WBT				
Special Offerings TBA											

**New
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