

Patricia Mitchen's accounting of how she prepared LSU's staff for LSO and the EDGE

The first thing I did was include monthly announcements in our HR Newsletter starting last October. During October and November, I emailed each supervisor a FAQ sheet (modified from your website). In December, employees started registering for the sessions. I offered three sessions in January. I had 67 people attend the training. I used a simple PowerPoint (see attached) to communicate the main highlights, and then asked for a volunteer from the audience to come to the front to demonstrate each step. Each person was given a unique instruction sheet with their H Number so they could follow along.

At the sessions, each person logged into LEO, assigned a password, learned how to prebook and request an instructor led course, looking up a course, book an e-course, and look up and print their transcript. I also showed them what the e-course and the exam looked like. Once they saw what the courses looked like, they became excited!

For other supervisors who couldn't make the class, (I had about 20 people who didn't come), I either met with them individually in my office or if they indicated that they were comfortable with computers, I emailed them the instruction sheet, link to LEO, their H Number, and your training e-course tutorial.

Since then, I've gotten calls (5-6) from the supervisors with questions but it's been manageable. All of the feedback I've received has been positive. They like that the classes are shorter and that they can do them at home. I have one supervisor who is already registered for the Capstone Course and he said that he learned more from the e-courses than his day long classes. He loved the new changes!

The Edge Program

CPTP's new training program for all state employees

*Meet Pascale the
Pelican, The Edge's new
mascot!*



Civil Service Rule 7.4(f)

The Commission shall establish **mandatory training** for employees who occupy or are appointed to designated supervisory, managerial or administrative jobs. Employees who fail to meet the required training within the specified period of time may be disciplined or removed in accordance with Chapter 12 of Civil Service Rules.

Course Requirements

Online Courses

Civil Service Essentials

Hiring and Retaining Top Talent

Common Myths that Affect Good Supervision

Leave Management

Validating Employee Performance

Classroom Workshops

Supervisor Capstone Workshop

Performance Management (LSU)

Positive Discipline (LSU)

How much Time Do I Have ?

3 years from January 1, 2012 – until
December 31, 2014



How long will it take?

Each online class will take approximately
one hour to complete

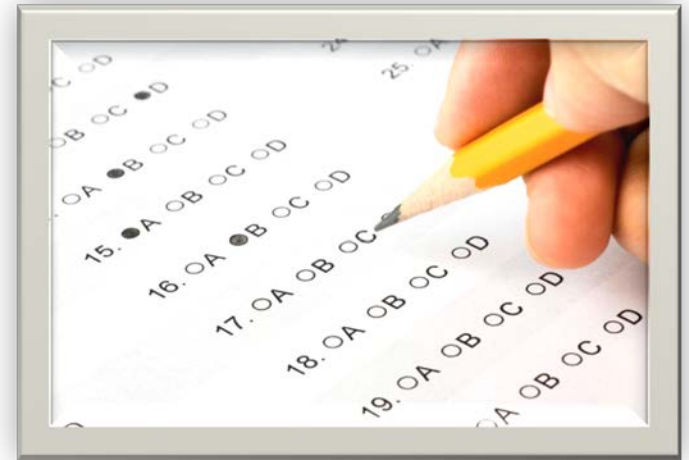


What do I need?



What if I have already taken the classroom version ?

- You still have to pass the online course assessments and take the Supervisor Capstone
- You can repeat the online material as many times as needed to pass



How long will it take?



STATE OF LOUISIANA

LOUISIANA EMPLOYEES ONLINE

User ID * Ex. P00654321

Password * Case sensitive

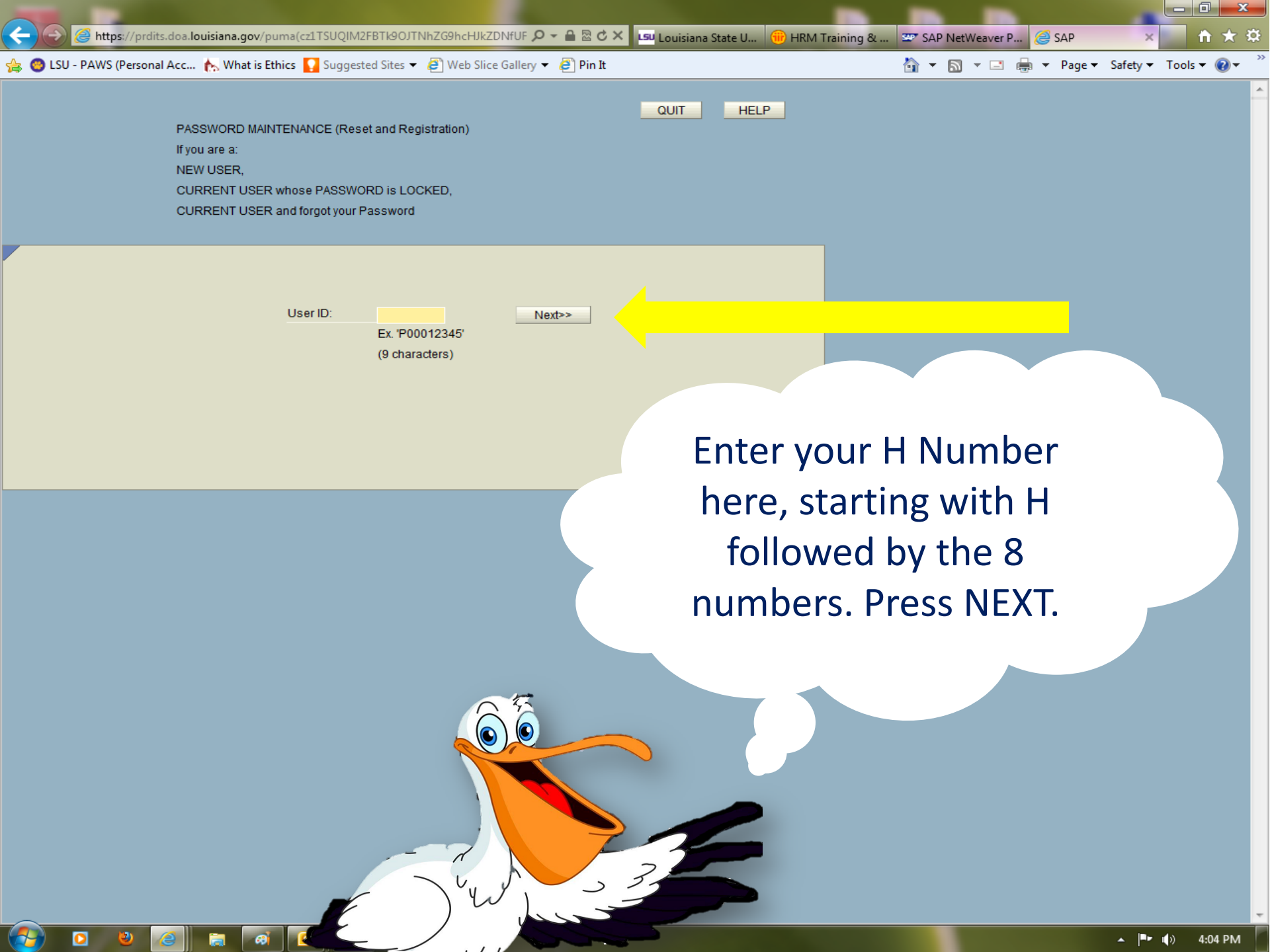
[Forgot / Change Password](#)

[First Time User?](#)
[Online Help](#)
[System Availability](#)

<https://leo.doa.louisiana.gov/irj/portal>

Your H Number

- You will be assigned a unique **8 digit number** that begins with the letter H
- You will need to set up your unique password
- Click on First Time User



PASSWORD MAINTENANCE (Reset and Registration)

If you are a:
NEW USER,
CURRENT USER whose PASSWORD is LOCKED,
CURRENT USER and forgot your Password

QUIT HELP

User ID:
Ex. 'P00012345'
(9 characters)

Next>>



Enter your H Number here, starting with H followed by the 8 numbers. Press NEXT.



LEO - Louisiana Employees Online

STATE OF LOUISIANA

Help Personalize Log off



Home **My Training** My Work My Help Training Coordinator

Training Reports

Training

Navigation

Training Home

[My Training Quick Reference for LaGov Employees \(P IDs\)](#)

[My Training Quick Reference for Non-LaGov Employees \(H IDs\)](#)

[Problems Receiving Course Credit and Other Issues](#)

[Tips for Viewing Courses](#)

Find

Search Term

Find

Extended Search

Course Catalog

- [Comprehensive Public Training Program](#)
- [Department/Agency Training](#)
- [Statewide Courses](#)

My Learner Account

- [Training Activities](#)
- [Course Prebookings](#)
- [Favorites](#)
- [Qualifications Profile](#)
- [Settings](#)

Messages and Notes

There are no messages or notes for you.

My Training Activities

All (1) Web-Based Training (1)

Your current training activities in summarized format.

Course	Delivery Method	Schedule/Due Date	Location	Start
CPTP Myths that Affect Good Supv-WBT	WBT	Released until Unlimited		

[Refresh](#)

[Print](#)



If you experience any course issues, please contact your
Training Coordinator for assistance.

Table of Contents

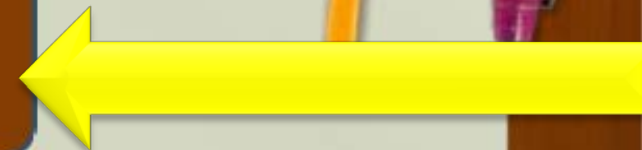
- I. You can't fire a state employee.
- II. Performance Adjustments are automatic.
- III. All employees must be treated the same.
- IV. I can't stop employees from wasting work time.

Table of Contents

- V. I can't assign job duties that are not specifically written in the job description.
- VI. My agency can reallocate job positions based on my employees' performance.
- VII. I'm doing enough to prevent workplace harassment and discrimination.

Myth:
unfoun
false n

Take me to the
assessment!



LEO - Louisiana Employees Online

Welcome PATRICIA MITCHEN

STATE OF LOUISIANA

Help Personalize Log off



- Home
 - My Training
 - My Work
 - My Help
 - Training Coordinator
- Training | Reports

Training

Navigation

- #### Training Home
- [My Training Quick Reference for LaGov Employees \(P IDs\)](#)
 - [My Training Quick Reference for Non-LaGov Employees \(H IDs\)](#)
 - [Problems Receiving Course Credit and Other Issues](#)
 - [Tips for Viewing Courses](#)

Find

Search Term

- #### Course Catalog
- [Comprehensive Public Training Program](#)
 - [Department/Agency Training](#)
 - [Statewide Courses](#)

- #### My Learner Account
- [Training Activities](#)
 - [Course Prebookings](#)
 - [Favorites](#)
 - [Qualifications Profile](#)
 - [Settings](#)

Web-Based Training : CPTP Hiring & Retaining Top Talent-WBT :

[Course Catalog](#) > [Comprehensive Public Training Program](#) > [CPTP Web Courses](#) > CPTP Hiring & Retaining Top Talent-WBT

GET CREDIT FOR COURSE

YOU HAVE COMPLETED THIS COURSE, HOWEVER, YOU WILL NOT RECEIVE A QUALIFICATION FOR THE COURSE UNTIL YOU CLICK THE 'GET CREDIT FOR COURSE' LINK BELOW.

[GET CREDIT FOR COURSE](#)

Breadcrumb Navigation with 4 Items.

Course Appraisal

[Perform Course Appraisal](#)

Course Content

This course provides managers with tips for interviewing, on-boarding, and motivating employees.

Intended Audience:
State supervisors in Supervisory Group 1

Learning Objectives:
At the end of this course, learning will be able to:
* Use behavior-based interviewing to hire the best candidates for your positions. This includes using questions that help you to determine how potential employees will act on the job and conducting interviews that are fair.
Get new hires engaged and productive quickly by learning on-boarding strategies that help you get new employees comfortable in their roles and producing quickly.
* Encourage confidence, engagement, and productivity in all supervised employees by practicing key motivational techniques.

Notes

Learners must pass the course exam with a score of 70% or higher to receive credit for this course.

Learners experiencing difficulties accessing or viewing the web course may choose to use the course handout. See the web links section for a link to the course handout.

Course Duration

The course is licensed from 01/09/2012 to 12/31/9999.