

CPTP Training Coordinator Webinar

January 7, 2020

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Course Recruitment

- **Course recruitment schedule list**
- **Make sure you are prebooking**
- **We schedule according to prebookings, and requirements in the area**
- **Let us know what courses you are interested in**

Updates

- **PSH 2020 courses have been released**
 - **Everyone must take the Preventing Sexual Harassment course**
 - **Supervisors are required to take an additional Sexual Harassment course**
 - **ACT 270-1 hour of training for PSH and PSH for Supervisors**
 - **Courses are released on 1/1 of every year to ensure quals are for the current year**

New process for requesting quals for the Ethics course

- **Beginning with the 2020 version of the Code of Ethics training**
 - **No longer sends help desk ticket or certificates to the LaGov LSO Team**
 - **TC validate the course was completed**
 - **Agency will keep documentation and/or certificates in agency files for completions**
 - **Complete the Ethics Credit Request form found in LEO**

Tips for Successful WBT Completion

- **Avoid payroll Mondays and Tuesdays when taking courses**
- **Give yourself enough time to complete courses**
 - **30 minutes to an hour depending on course**
- **Do not let the course sit unattended, it may disconnect after a while**
- **If you start a course and must quit, log out; you can pick up where you left off when you sign on again**
- **If a course freezes, cancel the booking and rebook the course**
- **Finish mandatory training now**

New Course

- **Understanding & Managing Anger**
- **A new design and theme**
- **Course objectives**
 - **Recognize your brain's reaction to anger**
 - **Identify your triggers**
 - **Course is interactive**
 - **Apply strategies to help manage your anger**
 - **Reflect on your relationship with anger**

Success Series Webinar

- **Next Thursday at 1pm**
- **Topic: Cyber Security**
- **Register on CPTP website using the Success Series Webinar link**

TC Mailbag

- **Another way to watch the Success Series Webinars**
 - **Two weeks to edit before putting into LEO**
 - **Making it available in another platform**

Note: We are aware of the issues with GoToMeeting and we are in discussions on how to resolve the problem.

