CPTP Training Coordinator Webinar

March 7, 2017

Success Series Webinars

- o Next webinar 1:00, March 16th : Dealing with Irate Customers
- o No webinar in May and June
- o 3rd season will start in July
- o 3rd Thursday of each month at 1:00
- o Link will be posted on CPTP webpage by June 1st
- o Send in your suggestions for topics

A. **Developing a Motivated Workgroup ILT**
- o Course totally revised
- o G2 alternate for Organizational Dynamics WBT

B. **Leadership Connection**
- o Quarterly newsletter with links to articles pertinent to supervision
- o Serves as a booster for long-term knowledge retention
- o Linda will automatically add subscriptions for those who finish G1 Capstone
- o 1st one sent this month: Dealing with Accountability
- o Anyone can be subscribed: already completed the capstone or wants the info> contact us
- o Individuals can unsubscribe

C. **Audit Programs**
- o Duplicate programs for MTR Core, G1, G2 Programs
- o Agency can use to subscribe people not in G1 or G2 job titles and track compliance
    - o For employees who supervise, but not in supervisory job title
    - o For classified/unclassified required by dept/agency/etc. to complete the G1 or G2 program
    - o MTR applies when person enters sup group job title
    - o MTR Program credit invalid if person completes MTR program while not in a sup group job title
    - o MTRs in place at time of promotion to sup group job are required
- o Search for Audit course program in LEO

D. **Training Coordinator Contact List**
- o Email CPTP requested contact info requested information if you haven't done so
- o Notify CPTP of any changes

E. **CPTP Policy Board**
- o Next meeting scheduled for March 23, 2017, at 2:00 pm in Claiborne, Room 136 AB

F. **Effective Performance Evaluation**
- o Helps supervisors write good performance expectations
- o Prepares them to have meaningful conversation with employees during evaluation
- o Scheduled across state around PES time

G. **New Course**
- o *CPTP Interaction with Inmates WBT*
- o How to interact with inmates and recognize prohibited inmate behavior
- o General information applicable for any agency and appropriate for all employees