

CPTP Training Coordinator Webinar

August 4, 2015

A. Introduction of CPTP new trainer: Christee Atwood

B. Training Coordinator Outline changes

- Newly added help on
 - Modifying Spreadsheet
 - Switch over 2012 rules to 2015 rules

C. Webinar Summaries on CPTP Website

D. Accountability Audit

- What it entails and updates
- Start after 7/1/2016
- Auditors will look at 3 questions
 1. Are people subscribed and are they subscribed to proper due dates?
 2. Are people completing program timely (Compare due dates to completion dates)?
 3. CE Qual - Compare program due date to CE qual date

Note: Nothing extra Coordinators need to do for the audit

E. Supervisors must be subscribed to the 2015 programs. This is not automatic. Training Coordinators must subscribe the supervisors.

F. 2012 Group 1 Program Qual

Program completion does not appear on the transcript in the program section; it's in the qualification section now. The LEO team is looking into this.

G. LEO "HELP" and Tutorials: 2 ways to find help:

In context (when in the actual report, etc.): Menu->Help->StLA Help

From LEO Home page: Help (upper right in gray band)>select PROJECTS (in upper left) >select LSO-Learning Solutions >pick a topic

H. ILT Course Revisions/Prebooking

- Revised ILT Available Now
 - Business Writing
 - Workforce Planning (replaces Workforce and Succession Planning)
 - Effective Performance Evaluation (replaces and consolidates Conducting Productive Performance Reviews, Writing Performance Expectations, Clarifying Performance Expectations)
- Under Development Now
 - Providing Quality Service
 - Effective Presentations

- Next Up
 - Teams Series (Teams 1, Teams 2, Teams 3)
 - ILT courses for Master Trainer certificate
- Future
 - Feedback is helpful – through prebooking or through direct communication with CPTP

I. Professional Certificate

- Revising Courses: will result in changes to the Prof. Certificate
- Next assessment scheduled for September

J. New Courses Released

- Preparing to Train WBT
- Effective Performance Evaluation ILT

K. Master Trainer Certificate

- Designed for
 - People interested in or new to training
 - Employees who are not trainers but have training duties
- 4 Components, each with a number of courses
 - Design – 2 WBT, 1 ILT
 - Delivery – 6 WBT, 2 ILT
 - Capstone – 1 ILT
 - Assessment – Written and Performance Assessment
- Will be available by end of October.