

CPTP Training Coordinator Webinar

August 6, 2019

Guests: Dana LeBherz, Foster Alessi, Mary Olexy

Updates:

- **Class schedule thru December is complete**
 - Will be on calendar today or tomorrow
- **Documenting & Discipline ILT is in development**
 - Revising training
 - Preview on webinar when done
- **Poll-Required ADA courses at your agency and for your supervisors?-only 2 agencies indicated these courses are required for their supervisors**
 - Disability Awareness
 - Disability Etiquette
- **Weather Cancellation Policy**
 - Try to announce 2 days prior, but may happen day of.
 - LEO send notices to participants
 - We'll try to contact Training Coordinators and participants
 - Policy is on website—Talent Development→CPTP Training Coordinators→Logistical Information
 - Any questions, let us know
- **ILT course questions and schedule requests**
 - Joan is handling ILT course scheduling
- **Automatic Program Subscriptions**
 - Brand new program OTS built that will allow the system to subscribe supervisors to programs
 - Forward any questions you may have and we will revisit them next webinar
 - General Circular will be issued soon. Plan to cover at next HR Community webinar.
- **Who will benefit**
 - LaGov agencies with P IDs
 - This new program doesn't affect H IDs
 - Training Coordinators for H IDs will continue to subscribe and unsubscribe supervisors as before
 - Automatic program will subscribe and unsubscribe classified supervisors, and DETAILED supervisors as well to the appropriate program based on the "holder relationship"
 - LEO can hold and track these relationships
 - Detailed supervisors will now have to complete MTRs. Give them a heads up.
 - Detailed supervisors will be unsubscribed if he/she goes back to an old position that's not in a supervisory group
 - Example-Employee does not hold a supervisory position. Detailed into a G1 position. Will now be automatically subscribed AND NEED TO COMPLETE the Core and G1 program.
 - This program does not include the AUDIT program, you must subscribe participants to this program
 - Supervisors with H IDs can be subscribed to the AUDIT programs.

- **What does this mean for Training Coordinators of P# employees in LaGov**
 - You will no longer have to determine due dates, nor subscribe supervisors to MTRs (Core, G1, G2, and G3).
 - You CAN STILL change program due dates to an earlier date if agency requires this
 - This program will go into effect starting August 10th looking retroactively to holder position changes with change dates from 7/1/19 and moving forward. The program will not catch missed subscriptions prior to 7/1/19. Program will run each Saturday.
 - Positions changes before 7/1-Please subscribe supervisors before 8/10

- **What Training Coordinators need to do to prepare**
 - Make sure that your current supervisors are subscribed
 - Make sure LEO has correct email addresses for supervisors and employees. Use Communication Report to check this
 - Review the Report Descriptor for ZP293
 - ZP293 will show all actions in LEO; who was subscribed/unsubscribed in a program and due dates

- **LAGov Help**
 - For the webinar in September, we will show you how to run the ZP293 Report

- **Learning Transfer Letters**
 - How to take the training you learned, web-based or ILT, and use it in your job
 - When you are subscribed, you will get this letter letting you know what you'll be learning
 - Letter will go to your supervisor letting them know that their employee has been subscribed to and how the supervisor can support the employee in using what he or she learned in the class

- **TC Mailbag**
 - Didn't get credit for e-learning course
 - Do not refresh; wait 24 hours, check transcript
 - Contact us if credit was not posted after 24 hours
 - Print certificate when offered to document completion
 - At the end of this week, or beginning of next week, Google Chrome will work with courses
 - We will revisit subscriptions next month
 - Possibly a TC class before the end of the year
 - Submit a help desk ticket or email Foster Alessi or Taryn Miceli with problems
 - Prebook courses
 - We monitor prebookings to use for scheduling a class
 - Your transcript will only reflect the first time you took a course; but a Training Activities Report can be pulled to show all courses completed
 - Send questions to CPTPLSO.Coordinator@la.gov or Glyn (glyn.hays@la.gov) or Joan (joan.haase@la.gov)
 - Subject line: TC Mailbag
 - May also call 225-342-8539