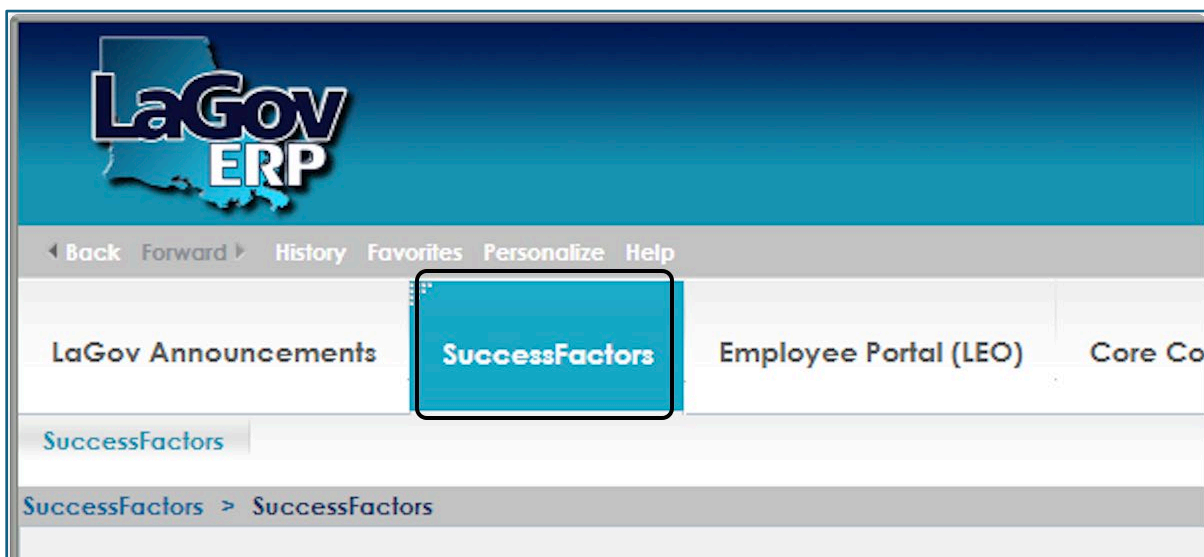


# Supervisor - How to Check your Program Status

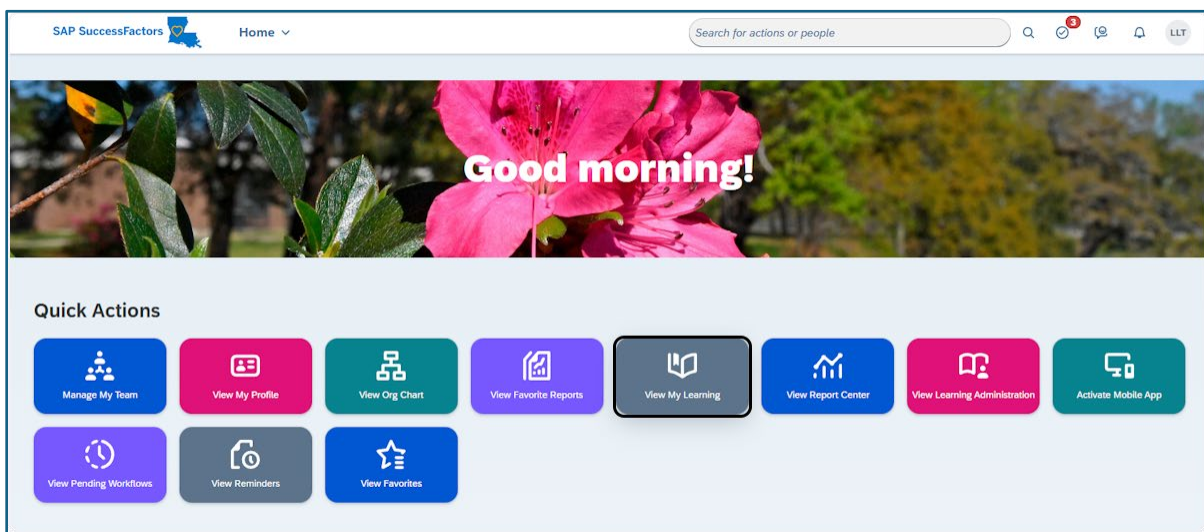
Use this guide to confirm your enrollment in an SCS CPTP Mandatory Supervisory Training Program and identify the courses you need to complete.

## Directions:

1. Sign into LaGov. Click on "SuccessFactors."



2. Click on "View My Learning."



3. Under Required Learning, locate the "SCS CPTP Group 1 (or 2) Supervisory Program" and click on the link.

SAP SuccessFactors Learning

Learning Home Page / Required Learning

### Required Learning

- SCS CPTP Supervisor - Preventing Sexual Harassment**  
Curriculum: SCS CPTP Annual Mandatories for SCS...  
Due on 12/30/2026  
Online • 1h 0m  
[Start Course](#)
- SCS CPTP Preventing Sexual Harassment for All Employees**  
Curriculum: SCS CPTP Annual Mandatories for SCS...  
Due on 12/31/2026  
Online • 1h 0m  
[Start Course](#)
- LA Code of Governmental Ethics**  
Curriculum: SCS CPTP Annual Mandatories for SCS...  
Due on 12/31/2026  
Online • 1h 0m  
[Start Course](#)
- SCS CPTP Group 2 Supervisory Program**  
Due on 11/23/2029  
Due on 11/23/2029  
Other
- SCS CPTP ADA Supervisor Training**  
Curriculum: SCS CPTP Annual Mandatories for SCS...  
Due on 12/29/2030  
Online • 1h 0m  
[Start Course](#)
- SCS CPTP 2015 Group 2 Capstone**  
Instructor-Led • 7h 0m  
[Register](#)

4. On this program page, you will see a list of the program sections. If you see a green check, you have completed that section.

For example, this supervisor has completed everything except the Group 2 Capstone.

SCS CPTP Group 2 Supervisory Program (SCS-CPTP-PRG-Group-2)

11/21/2025 12:00 AM - 11/23/2029 12:00 AM 96.00%

No Description

\* Required for Program Completion

- > Core Web-Based Courses **COMPLETE**
- > Core Capstone **COMPLETE**
- > Group 1 Web-Based Courses **COMPLETE**
- > Group 1 Capstone **COMPLETE**
- > Group 2 Web-Based Courses **COMPLETE**
- > Group 2 Capstone **INCOMPLETE**



5. To see specific courses, click on the arrow to expand the section.

Learning ▾

Search for actions or people

My Classes

No Description

★ Required for Program Completion

> Core Web-Based Courses ✓

> Core Capstone ✓

> Group 1 Web-Based Courses ✓

> Group 1 Capstone ✓

> Group 2 Web-Based Courses ✓

▽ Group 2 Capstone

6. If the course has been completed, you will see the "Completed" on the right. If the course is online, you will see "Start Course."

> Group 1 Capstone ✓

▽ Group 2 Web-Based Courses ✓

🕒 From 12:00 AM on 11/20/2027 to 12:00 AM on 11/17/2029

📁 ★ SCS CPTP Organizational Dynamics

Completed

This course illustrates how organizational dynamics are influenced by individuals and their use (or misuse) of workplace power and politics, as well as the existing organizational culture.

When you complete this course, you will be able to:

- Identify the types of power that exist within the workplace
- Discuss the effects of workplace politics
- Recognize the symptoms of dysfunction in the workplace
- Apply solutions to improve organizational health

More



7. If the course is instructor-led, click "Register Now."

Group 2 Capstone

From 12:00 AM on 11/17/2029 to 12:00 AM on 11/18/2029

**SCS CPTP 2015 Group 2 Capstone** REGISTER NOW

This course is a culmination of the 2015 Supervisory Group 2 Program. It is required to complete the 2015 Supervisory Group 2 Program.

Learning outcomes:

- Learning how to think in a strategic manner
- Prioritizing tasks with agency mission and vision
- Applying situational leadership theories
- How to develop a motivated workgroup

More

8. Review the available class dates, locations, and times. Make sure to select a course with "Seats Available." Click on the class.

SAP SuccessFactors Learning

My Team My Classes

My Learning / Program / SCS CPTP 2015 Group 2 Capstone / Available Classes

**SCS CPTP 2015 Group 2 Capstone**  
50495245

Available Classes (2)

Wednesday 12/3/2025 — Wednesday 12/3/2025  
08:30 AM 03:30 PM US/Central  
 Pineville Pineville/ Pinecrest Staff Training and Organizational Development Building, 610 Calwell Drive, Pineville, LA, 71360 5 seats available

Thursday 12/4/2025 — Thursday 12/4/2025  
08:30 AM 03:30 PM US/Central  
 Lafayette Lafayette/ Brandywine VI State Office Building, 825 Kaliste Saloom Road, Lafayette, LA, 70508 Full

9. Click the "Register" button.

SAP SuccessFactors Learning

My Team My Classes

My Learning / Program / SCS CPTP 2015 Group 2 Capstone / Available Classes / Class Details

**SCS CPTP 2015 Group 2 Capstone**  
3222

Wednesday 12/3/2025 — 08:30 AM 610 Calwell Drive, Pineville, LA, 71360 Pineville/ Pinecrest Staff Training and Organizational Development Building

Wednesday 12/3/2025 03:30 PM

Register Register Other Members

Registration closes 12/2/2025 at 03:00 PM

Agenda Additional Information

All times are shown in this class's time zone (US/Central)

Day 1 : Wednesday 12/3/2025

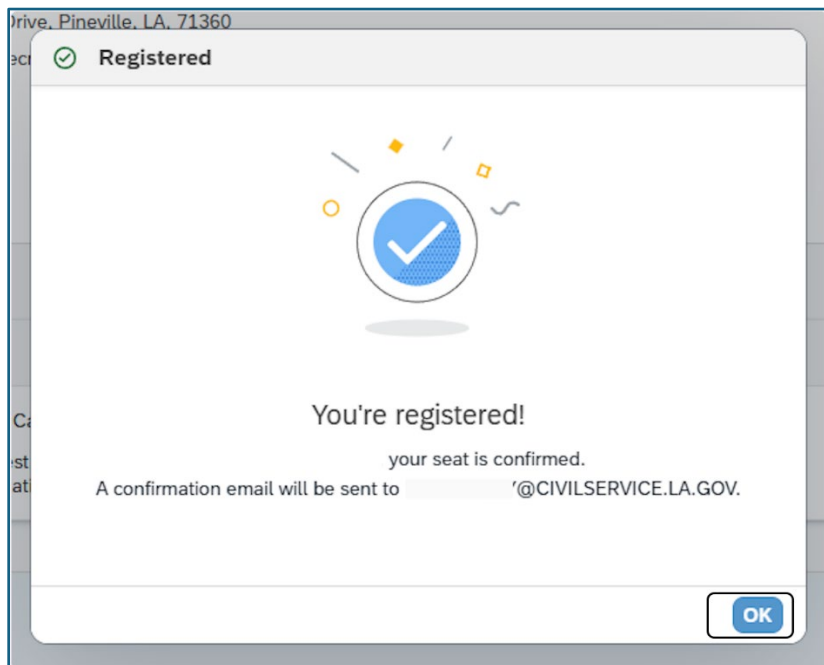
08:30 AM - 03:30 PM CPTP 2015 Group 2 Capstone  
 Pineville/ Pinecrest Staff Training and Organizational Development Building - Pineville/ Pinecrest Staff Training and Organizational Development Building - Room 1

Instructors

Primary: LENA C ATWOOD



10. You will receive a confirmation message. Click "OK" to close the window.



11. If your schedule changes, please withdraw from the class. The class will appear on your "My Learning" dashboard. Click on the class name/link and then click the "Withdraw" button. This removes you from the class and frees up a spot for another student.

