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TO: Heads of State Agencies and Human Resources Directors

SUBJECT: State Civil Service Announces Virtual CPTP Course Options

State Civil Service is excited to announce new virtual Comprehensive Public Training Program (CPTP) courses via the Zoom platform. Starting in July, CPTP will offer Alternate Core Capstone Workshops using the Zoom platform as an alternative to the traditional face-to-face capstone. Beginning in August 2020, Alternate Supervisory Group One Capstone Workshops will also become available, with Alternate Supervisory Group Two Capstone Workshops becoming available later in August. These options were created to continue to offer engaging and necessary training content to state supervisors in a safe setting.

Zoom is an online meeting and webinar platform that offers participants many of the features of a live classroom, including large group discussions, polls and surveys, small group interaction, and sharing of slides and other resources. Using this platform will allow CPTP to continue to offer highly engaging learner experiences in a convenient and safe setting, without the need to travel or spend the day in a classroom.

Alternate Core Capstone Workshops

The Alternate Core Capstone Workshop consists of three (3) two-hour workshops using the Zoom platform. Completion of the three workshops will replace the requirement to attend the full day, face-to-face Capstone requirement without sacrificing the value of peer interaction and instructor feedback. Learners will participate from their own location via the Zoom platform and are expected to interact with the instructor, work with peers, and share their experiences.

In order to participate in an Alternate Core Capstone Workshop, learners must have an internet connection, a web cam, speakers, and a microphone. Learners will also need a quiet environment that will allow them to focus and participate during the sessions.

Alternate Core Capstone Workshops are scheduled in LEO just like the traditional Capstone Workshops. Learners or Training Coordinators can search for the Alternate Core Capstone Workshops in LEO using the search term "Alt Core" in the search box. The three workshops will

display. Clicking on each workshop will show a list of dates and times available (available days and times will be continually updated as they are scheduled). The learner enrolls in the available workshop(s) of their choice. When the course registration is closed (within three business days of the course), the learner will receive a weblink to the Zoom meeting.

Please note, the Alternate Core Capstone Workshops follow a prescribed order. Therefore, Workshop I is a pre-requisite for Workshop II. Workshop II is a pre-requisite for Workshop III. Learners will be able to register for up to all three Workshops at one time, but will not be allowed to enter a workshop until any pre-requisite is (are) complete. Once all three workshops are complete, the learner's transcript will reflect program completion for the program.

Alternate Core Capstone workshops are available beginning the week of July 20th. Alternate Core Capstone Workshop I will be available on multiple days and times that week. Check LEO to see specific dates and times. Alternate Core Capstone Workshop II becomes available the week of July 27th (dates and times available on LEO). Workshop III becomes available the week of August 3rd (dates and times available on LEO).

Alternate Group 1 and Group 2 Capstone Workshops

Alternate Group 1 Capstone Workshops will become available in August. Dates and times will be scheduled in LEO within the next two weeks. Alternate Group 2 Capstones will be available in the latter half of August. CPTP will announce specific availability of Alternate G1 and G2 Capstone Workshops at a later date.

Please contact State Civil Service CPTP at (225) 342-8539 or cptplso.coordinator@la.gov should you have any questions.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director