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TO: Heads of State Agencies and Human Resources Directors

SUBJECT: LA Careers New User Training Workshops

State Civil Service is excited to announce an updated virtual Comprehensive Public Training Program (CPTP) course via the Zoom platform. Starting in March 2021, CPTP will offer LA Careers New User Training using the Zoom platform in place of the traditional face-to-face capstone. This option was created in order to offer a more frequent and engaging training designed to introduce new Human Resources professionals to the LA Careers system.

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.

[LA Careers New User Training Workshops](#)

The New User LA Careers training consists of a prerequisite web-based course, CPTP SCS LA Careers Introduction WBT, and two (2) two-hour virtual workshops, Workshop I and Workshop II, using the Zoom platform. Completion of all three courses will replace the requirement to attend the full day, face-to-face LA Careers New User Training 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 LA Careers Training 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.

LA Careers Training Workshops will be scheduled in LEO just like the traditional in-person class. Learners or Training Coordinators can search for the LA Careers New User Training Workshops in

LEO using the search term “LA Careers” in the search box. The prerequisite video and two 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 LA Careers Training series follow a prescribed order. Therefore, CPTP SCS LA Careers Introduction WBT is a pre-requisite for Workshop I. Workshop I is a pre-requisite for Workshop II. Learners will be able to register for both Workshops at one time, but will not be allowed to enter a workshop until any pre-requisite is (are) complete.

Sincerely,

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