



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

GENERAL CIRCULAR NUMBER 2022-025

DATE: July 5, 2022

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: CPTP Continuing Education Courses for Fiscal Year 2022-2023

The State Civil Service Comprehensive Public Training Program (CPTP) is pleased to announce that the list of continuing education courses for Fiscal Year 2022-23 is now available in CPTP's catalog on LEO, and on the SCS website [here](#), by clicking "By Program". According to [Civil Service Rule 25.2](#), all classified state supervisors are required to complete Mandatory Training Requirements, which include a continuing education component for supervisors who have completed their respective programs. As in previous years, these supervisors must complete one of the continuing education courses from the list CPTP provides between the dates of July 1, 2022 and June 30, 2023.

The following courses will satisfy the CPTP Continuing Education requirement under the Mandatory Supervisory Training Requirements. Learners may take any one of the courses below to earn the credit.

- **CPTP Writing Basics WBT** - This course complements the information in CPTP Business Writing WBT and provides additional techniques to improve your writing by avoiding common mistakes in grammar, spelling, and punctuation. The course also addresses how you can improve your writing style and ensure that your writing is clear, concise, and courteous.
- **CPCP SCS Develops Others WBT** - This course is designed to give supervisors practical strategies to use to help their employees grow and develop professionally.
- **CPTP Managing Work Time Effectively ILT** - This workshop allows participants to improve their abilities to manage work responsibilities through assessment and analysis of current time and organization practices and implementation of practices that address the specific needs of their positions.

- **CPTP SCS Exploring Diversity** - This course will give you an opportunity to explore different facets of diversity as well as practical techniques you could use to make your workplace more inclusive and diverse.
- **CPTP SCS Comp Integrity** - This course will help you identify ways you can demonstrate integrity and positively impact your team and your agency.

The continuing education qualification will only be imparted beginning July 1, 2022, through June 30, 2023. If the course is taken prior to July 1, 2022, the learner will only receive the course qualification and not the continuing education qualification.

If you have questions regarding the continuing education courses or any of CPTP's offerings, please contact the Talent Development Division at SCS at (225) 342-8539.

Sincerely,

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