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## GENERAL CIRCULAR NUMBER 2024-029

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**DATE:** July 9, 2024

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** CPTP Continuing Education Courses – Continuation of FY23-24

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Effective January 2025, State Civil Service will transition from the current paper-based Performance Evaluation System (PES) to an electronic Continuous Performance Management (CPM) system. One of the many benefits that will come with the new system is a change to the performance year, moving from a fiscal year performance year to a calendar year performance year. To reflect the upcoming changes, beginning in January 2025, the supervisory Continuing Education Requirement time frame will shift to follow a calendar year.

To accommodate this transition, the State Civil Service Comprehensive Public Training Program (CPTP) would like to announce that the next round of Continuing Education for state supervisors will not be released until January 2025. As a result, the current list of Continuing Education courses will remain in effect through the end of the current calendar year, allowing supervisors an additional six (6) months to complete this year's continuing education requirement. The current courses are listed below.

- **SCS CPTP Challenging Conversations (ILT)** – This course provides learners with tools and strategies to navigate challenging conversations.
- **SCS CPTP Secrets of Highly Successful Groups (WB)** – This course will teach learners the three key principles behind every great culture. Through examples, the learner will gain the skills needed to identify the cultural fit that suits them best.
- **SCS CPTP Virtual Meeting Etiquette (WB)** – This course is based on the guidelines for telework etiquette compiled by the U.S. Office of Personnel Management. In the course, learners will gain the knowledge and skills to improve their virtual meetings.
- **SCS CPTP Diversity for Supervisors (WB)** – This course provides learners with the tools and resources needed to help them create and maintain a positive work environment for their team, where, diversity, equity, and inclusion are valued.
- **SCS CPTP Developing a Growth Mindset (WB)** – This course is designed to give learners insight into the benefits of a growth mindset as well as strategies on how it can be developed.

These courses can be found in CPTP's catalog on LaGov Learning, 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.

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

Sincerely,

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