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## GENERAL CIRCULAR NUMBER 2025-058

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**DATE:** December 10, 2025

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

**SUBJECT:** CPTP Mandatory Training Requirements (C.S.R. 25.2) Rebrand and Transition Plan

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As required by Civil Service Rule 25.2 (Mandatory Training), the Comprehensive Public Training Program (CPTP) has provided mandatory training for employees who occupy or are appointed to designated supervisor, managerial, or administrative jobs. This program has provided supervisors with essential skills and competencies needed for effective leadership. Building upon the success of this program, State Civil Service is pleased to announce the rebranding of the Mandatory Training Program into the [Leadership Journey Program](#), which will now be offered under CPTP's Leadership Suite.

This rebrand is in response to a comprehensive review of the [Mandatory Training Program](#), which included identifying strengths as well as opportunities for enhancement. This review included an analysis of best practices used by Fortune 500 companies and other state government training programs. Using the [Louisiana Competency Model](#) as a foundation, the new Leadership Journey Program offers meaningful depth while maintaining efficiency and flexibility for learners. This new program will launch and replace the existing Mandatory Training Program on July 1, 2026.

Supervisors currently enrolled in the existing Mandatory Training Requirement Program may continue working toward completion until July 1, 2026. **Any supervisor who has not completed all requirements by June 30, 2026, will be automatically enrolled in the Leadership Journey Program.**

To support a smooth transition, please review the following guidelines:

- Supervisors who complete their mandatory training requirements before July 1, 2026, will not be required to complete the new program. The annual continuing education requirement will remain in effect.
- Supervisors appointed between January 1 and July 1, 2026, will be enrolled in the existing Mandatory Training Program and will transition to the Leadership Journey Program upon

its release. To minimize training gaps, the following existing courses will substitute for new program requirements:

<b>Existing 2015 Mandatory Supervisory Training Courses</b>	<b>Leadership Journey Course Substitutions (available 7/1/26)</b>
<b><i>SCS CPTP CS Essentials</i></b>	<i>SCS Essentials: Where Do You Fit in the State Civil Service System?</i>
<b><i>SCS CPTP Leave Management</i></b>	<i>Managing Leave and Attendance</i>
<b><i>SCS CPTP Validating Employee Performance</i></b>	<i>Everyday Performance Management</i>

Additionally, the course **CPTP Performance Planning and Evaluation**, which is required under the Leadership Journey Program, will also be available during this period.

To assist agencies further, CPTP has created several resources to support the transition:

- An illustrated step-by-step guide for HR associates and Training Coordinators on how to run the Program Status Report in LaGov Learning. This report identifies supervisors currently enrolled in the Mandatory Supervisory Training Program and shows their progress toward completion.
- An illustrated step-by-step guide for supervisors explaining how to check their own program status in LaGov Learning.
- An email template agencies may use to inform supervisors about the program changes and how to prepare for them.

To find out more information about the Leadership Journey Program, or view the Transition Resources, please click here:

<https://civilservice.louisiana.gov/Divisions/Training/LeadershipSuite.aspx>.

If you have additional questions about the Comprehensive Public Training Program, please contact [Dr. Dana LeBherz](#), Division Administrator for Learning, Performance, and Culture.

Sincerely,

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