

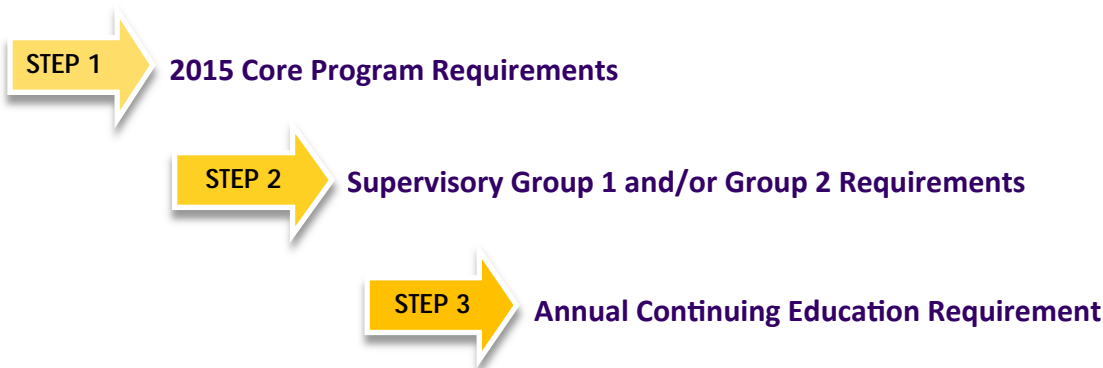
# CIVIL SERVICE MINIMUM SUPERVISORY REQUIREMENTS

EFFECTIVE JULY 1, 2015

## 2015 Supervisory Program

The State Civil Service Commission has established Minimum Supervisory Training Requirements in accordance with Civil Service [Rule 22.10](#) for all employees who occupy jobs that are designated as part of a Supervisory Group. The training required by this policy reflects minimum requirements. Agencies may require, or individuals may elect, to take additional courses and we encourage them to do so.

The 2015 Supervisory Program consists of three main components:



## 2015 Supervisory Core Program Requirements

**NOTE:** The CPTP Supervisory Core Program requirements must be completed within exactly one year of the hire or promotion into a Group 1 or 2 supervisory role. All learners may view their core completion deadline by accessing the LEO website using their unique ID/H-number. Below are the courses that must be completed before moving on to the Group 1 or 2 requirements.

### Core Courses

- Civil Service Essentials for Supervisors (WBT)
- Common Myths That Affect Good Supervision (WBT)
- Hiring and Retaining Top Talent (WBT)
- Leave Management (WBT)
- Validating Employee Performance (WBT)

### Classroom Workshop

- 2015 Supervisory Core Group Capstone Workshop (1 Day)

*\*WBT indicates web-based training.*

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## Supervisory Group 1 Course Requirements

**NOTE:** All Core requirements must be completed prior to registering for Group 1 courses.

### Group 1 Courses

- Ethical Behavior in the Workplace (1 Day) **or** Building Trust (WBT)
- Managing and Improving Work Processes **or** Managing and Improving Work Processes (WBT)
- Change Management (WBT)
- Communicating Top Down Messages (WBT)
- Emotional Intelligence (WBT)
- Inspirational Leadership (WBT)
- Situational Leadership (WBT)

### Classroom Workshop

- CPTP Supervisor Group 1 Capstone Workshop (1 Day)

**NOTE:** All core courses must be completed before learners can register for the capstone workshop.

### Electives

Choose ONE of the following electives:

- Delegating Effectively (WBT)
- Peer-to-Peer Conflict (WBT)
- Developing Effective Teams - Part One (1 Day)

## Supervisory Group 2 Course Requirements

**NOTE:** Group 2 Supervisors must complete all of Group 1 requirements plus the courses below.

### Group 2 Courses

- Developing a Motivated Workgroup (1 Day) **or** Organizational Dynamics (WBT)
- Emotional Intelligence (WBT)
- Ethical Leadership
- Prioritizing Tasks with Agency Mission and Values (WBT)
- Situational Leadership (WBT)
- Strategic Thinking (WBT)
- Work-life Balance: Balancing Your Life (1 Day)

### Electives

Choose ONE of the following electives:

- Conflict Management (WBT)
- Critical Thinking (WBT)
- Developing Effective Teams - Part Two (1 Day)

\*WBT indicates web-based training.

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## Continuing Education Credit

Upon completion of the mandatory supervisory requirements, all Civil Service supervisors in Group 1 and 2 are required to complete the continuing education requirement within one fiscal year, and each fiscal year thereafter. **For those who have already completed their supervisory requirements, the continuing education requirement goes into effect on July 1, 2015 and must be completed by June 30, 2016**. All Group 1 and 2 supervisors must complete the continuing education requirements regardless of when they completed their training requirements.

**The courses below will satisfy the CPTP Continuing Education requirement under the 2015 Mandatory Supervisory Training Requirements. Learners may take any one of the courses below to earn the credit.**

- CPTP Building Trust WBT<sup>1</sup>
- CPTP Managing and Improving Work Processes WBT
- CPTP Change Management WBT
- CPTP Communicating Top Down Messages WBT
- CPTP Emotional Intelligence I WBT
- CPTP Emotional Intelligence II WB
- CPTP Situational Leadership 1 WBT
- CPTP Situational Leadership 2 WBT
- CPTP Organizational Dynamics WBT
- CPTP Ethical Leadership WBT
- CPTP Strategic Thinking WBT
- CPTP Work Life Balance WBT
- CPTP Strategic Alignment WBT
- CPTP Professional Writing Skills ILT<sup>2</sup>
- CPTP Customer Service II WBT
- CPTP Mentoring in the Workplace WBT
- CPTP Effective Performance Evaluations ILT
- CPTP Project Manager's Role WBT
- CPTP Preventing Workplace Violence for Supervisors WBT
- CPTP Dealing with Difficult People WBT

<sup>1</sup>WBT indicates web-based training. <sup>2</sup>ILT indicates instructor-led training.

Continuing education courses will be designated based on the performance year (PY). For performance year 7/1/15 - 6/30/16, your transcript will read "Cont ED PY 15-16" once you have completed one of the courses.

**Courses completed before July 1, 2015 will not apply towards the continuing education requirement.**

# CIVIL SERVICE MINIMUM SUPERVISORY REQUIREMENTS

EFFECTIVE JULY 1, 2015

## Timeline

### STEP 1

#### Core Requirements

*(One year to complete Core courses)*

**6 Total Courses**

5 WBT; 1 ILT

### STEP 2

#### Group 1

*(Two years to complete Group 1 courses; three years total with Core requirements)*

**9 Total Courses**

5 WBT; 3 ILT; 1 Elective

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#### Group 2

*(One year to complete Group 2 courses; four years total with Core and Group 1 requirements)*

**9 Total Courses**

6 WBT; 2 ILT; 1 Elective

### STEP 3

#### Continuing Education

*(One year to complete upon fulfilling the requirements of Group 1 or Group 2)*

**1 Course Annually**

## References

<http://www.civilservice.louisiana.gov/Divisions/Training/CPTPLearner/SupervisorTrainingReqs.aspx>