

# Mandatory Supervisory Training Requirements

Effective January 1, 2015



Helping supervisors reach maximum potential!

## Core

- ★ CS Essentials
- ★ Common Myths
- ★ Hiring and Retaining Top Talent
- ★ Leave Management
- ★ Validating Employee Performance

ASSESSMENT: CAPSTONE  
COMPLETION TIME: 1 YEAR

## Group 1

- ★ Situational Leadership
- ★ Emotional Intelligence
- ★ Change Management
- ★ Communicating Top Down Messages
- ★ Building Trust **OR** Ethical Behavior
- ★ Inspirational Leadership
- ★ Managing and Improving Work Processes

- +** Choose 1:
- Conflict Management
  - Delegation
  - Teams I

ASSESSMENT: CAPSTONE  
COMPLETION TIME:  
2 YEARS AFTER CORE  
COMPLETION DUE DATE

## Group 2

- ★ Situational Leadership II
- ★ Emotional Intelligence II
- ★ Strategic Thinking
- ★ Organizational Dynamics **OR** Developing A Motivated Work Group
- ★ Ethical Leadership
- ★ Work\Life Balance
- ★ Prioritizing Tasks With Agency Mission and Values

- +** Choose 1:
- Conflict Management
  - Critical Thinking
  - Teams II

ASSESSMENT: CAPSTONE  
COMPLETION TIME:  
1 YEAR AFTER GROUP 1  
COMPLETION DUE DATE /  
1 YEAR AFTER PROMOTION  
TO GROUP 2

## Group 3

- ★ CS Essentials
- ★ Common Myths
- ★ Hiring and Retaining Top Talent
- ★ Leave Management
- ★ Validating Employee Performance

NO CONTINUING  
EDUCATION REQUIREMENT  
COMPLETION TIME: 1 YEAR

## Continuing Education Post Completion

- ★ 1 Course per performance year from CPTP provided list

## CPTP Contact Information

CPTPLSO.Coordinator@la.gov



(225) 342-8539



Contact your Training Coordinator for clarification.

