

Entry: 3 Classes, 2 Days					
Developing Effective Teams - Part 1	1		CPTP	Instructor	6M111C
Governmental Employee Ethics	20 min.		LTRC	CBT	44299A
Building a Culture of Customer Service in LA DOTD	1		CPTP for DOTD	Instructor	6U014C
Staff Promotion: 4 Classes, 5 Days					
Developing Effective Teams - Part 2 (Part 1 is prerequisite)	1.5		CPTP	Instructor	6M112C
Effective Problem Solving and Decision Making	2	YES	CPTP	Instructor	6M133C
Managing Work Time Effectively **	0.5		CPTP	Instructor	6M137C
Writing for Managers	1		CPTP	Instructor	6M146C
Staff – 3 Years: 3 Classes, 5 Days					
Effective Presentation Skills-DOTD	2		CPTP for DOTD	Instructor	6I030C
Individual Differences and Diversity in Workplace	1	YES	CPTP	Instructor	6M117C
Project Management	2		CPTP for DOTD	Instructor	6M021C
Manager Promotion: 5 Classes, 5.5 Days (or 6 Classes, 7.5 Days)					
Civil Service Essentials for Being an Effective Supervisor	1	YES	CIVIL SERVICE	Instructor	6H028C
Common Myths that Affect Good Supervision	1	YES	CIVIL SERVICE	Instructor	6H026C
Developing Effective Teams - Part 3 (Parts 1 and 2 are prerequisites)	1.5		CPTP	Instructor	6M113C
Effective Conflict Resolution Strategies	1		CPTP	Instructor	6M115C
Ethical Behavior In The Workplace	1		CPTP	Instructor	6M144C
<i>Project Management (only if not taken at Staff level)</i>	2		CPTP for DOTD	Instructor	6M021C
Manager – 6 Months: 3 Classes, 3 Days					
Documenting for Performance & Discipline	1	YES	CIVIL SERVICE	Instructor	6H006C
Employment Law	1		DOTD HR	Instructor	44201A
Performance Planning and Review Training for Supervisors	1	YES	CIVIL SERVICE	Instructor	6H013C
Manager – 3 Years: 7 Classes, 8.5 Days					
Building Better Performance Through Employee Skill Development	1	YES	CPTP	Instructor	6M121C
Conducting An Effective Job Interview	1.5	YES	CPTP	Instructor	6M142C
Conducting Productive Employee Performance Reviews	1		CPTP	Instructor	6M122C
Developing a Motivated Work Group	1	YES	CPTP	Instructor	6M114C
Facilitation Skills for Managers	2		CPTP for DOTD	Instructor	6M060C
Improving Employee Performance Through Coaching	1	YES	CPTP	Instructor	6M123C
Workplace Negotiation Skills	1		CPTP	Instructor	6M138C
Administrator Promotion: 3 Classes, 4 Days					
Dealing With Change	1		CPTP	Instructor	6M118C
Financial Administration	1		DOTD & LTRC	Instructor	44250A
Managing and Improving Work Processes	2	YES	CPTP	Instructor	6M135C
Administrator – 3 Years: 3 Classes, 5 Days					
Planning and Accountability	2	YES	CPTP	Instructor	6M131C
Media Relations for Managers	1		CPTP for DOTD	Instructor	6M012C
Managers Role in Workforce and Succession Planning	2	YES	CPTP	Instructor	6M080C