

## **CPTP Classes for Civil Service Mandatory Supervisory Training, Group 2**

Effective July 1, 2008, the following classes will be required for employees whose jobs fall into Supervisory Group 2, as defined by the Department of Civil Service:

1. **Conducting an Effective Job Interview**
2. **Four of the following seven CPTP classes:**
  - **Building Better Performance Through Employee Skill Development**
  - **Effective Problem Solving and Decision Making**
  - **Improving Employee Performance Through Coaching**
  - **Individual Differences and Diversity in the Workplace**
  - **Manager's Role in Workforce and Succession Planning**
  - **Managing and Improving Work Processes**
  - **Planning and Accountability**
3. **All class requirements for Supervisory Group 1**