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**State of Louisiana**  
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DEPARTMENT OF CULTURE, RECREATION & TOURISM  
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**HUMAN RESOURCES MEMORANDUM NO. 09-035**

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

**FROM:** Jan Ramezan   
Human Resources Director

**SUBJECT:** General Circular No. 1782 – Delivery of Course Materials for Minimum Supervisory Training Program

**DATE:** September 10, 2009

In an effort to conserve costs and promote efficiency through the usage of technology, effective October 1, 2009, the Department of Civil Service will provide electronic course manuals and materials for supervisory classes listed in attached General Circular No. 1782.

Please ensure that supervisors attending these CPTP classes bring a copy of their training manuals which they have printed from the following Civil Service website – <http://www.civilservice.la.gov/Training/CourseManuals.asp>.

If you have any questions or need additional information, please contact Bobbie Scott in Human Resources at (225) 342-0880.

JR:cm  
Attachment  
c: Personnel Liaisons

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