

# SPECIAL EDITION

## State Civil Service Spotlight Every Day for every citizen



STATECIVILSERVICE

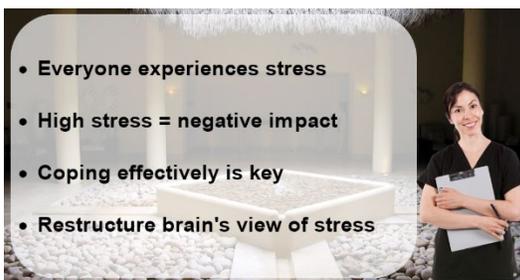
Byron P. Decoteau Jr., Director

### Special Edition - April 2020

Our Mission: To provide merit-based, innovative workforce solutions which enable state government to attract, develop and retain a productive, diverse and engaged workforce that excels in delivering quality services to the citizens of Louisiana.

### LEO Courses Available

The following courses are available to all State of Louisiana employees during this unprecedented and challenging time.



**CPTP Stress Management WBT** – This course examines signs, causes, and coping mechanisms for stress in the workplace. To find this course in LEO, search for Stress on the MyTraining page.

**CPTP Working Through Challenging Times WBT** – This course will provide you with tools and techniques, which you can customize to meet your needs, to help you work through a specific challenge in your life. To find this course in LEO, search for

Challenging on the MyTraining page.

**CPTP Understanding and Managing Anger WBT** – This course discusses anger and how to effectively manage it when it occurs. This course will: explain anger and its effects, express anger appropriately, recognize the causes of anger in the workplace, demonstrate the ability to manage anger and use it

effectively, and strategically deal with angry coworkers. To find this course in LEO, search for Anger on the MyTraining page.

**CPTP Adapting to Change WBT** – Change is seldom easy. Unfortunately, though, the only thing that is constant is change. Change happens in every aspect of our lives and we often have little to no control over what happens. We do, however, have a choice as to how we deal with change. This course will give you strategies to help you deal with, accept, and ultimately, thrive during the change process. Upon completion of this course, you will be able to: discuss the drivers and types of organizational change, describe the stages of change, recognize how change affects individuals, and apply strategies to thrive personally during the change process. To find this course in LEO, search for Change on the MyTraining page.

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## Success Series Webinar Special Editions

Hello to our Success Series Webinars Partners!

We are all in uncharted territory right now. Dealing with all that's going on in the world at the same time that we're trying to learn a new style of working can be a lot to handle. Louisiana State Civil Service and your CPTP Training Team are ready to help.

We're presenting two Success Series Special Edition Webinars that will address the main challenges people across Louisiana have been experiencing in the transition to virtual work teams.

We will also be adding additional webinars related to these topics later in April, which will be announced through email to existing registrants.

**\*If you are not able to register for the two webinars below due to space limitations, the recorded versions of these webinars will be accessible on our [State Civil Service YouTube Channel](#) as soon as possible.**

# Success Series

WEBINARS



On Wednesday, April 8th, at 1 p.m., we'll present **"Working Remotely"** with some of the best tips, technology, and organizational ideas to help you create the ideal workplace in your home. We'll offer some guidelines to carve out space and time to be more effective – even with the dog barking in the background of your Zoom meeting. In addition, we'll offer some proven methods to help you regain a sense of calm in these turbulent times.

# Success Series

WEBINARS



On Thursday, April 9th, at 1 p.m., we'll present "**Managing Remotely**" with methods to help managers communicate with their teams, address challenges, and achieve goals on deadline, even when teammates are scattered across the city or state. We'll look at some of the tools and technology that are being used most effectively throughout the state so you can pick the ones that will work best for your team. Additionally, we'll talk about leadership in tough times. In this webinar, we'll be sharing best practices and inviting you to share ways we can all step up as leaders in a completely new work environment.

No matter what area of the virtual workplace you need help in, you can find it in one of these Success Series Special Editions.

**Join us by registering at the links below.**

- **Working Remotely** - Success Series Special Edition on Apr 8, 2020 1:00 PM CDT at: <https://attendee.gotowebinar.com/register/4405315788411000076>
- **Managing Remotely** - Success Series Special Edition on Apr 9, 2020 1:00 PM CDT at: <https://attendee.gotowebinar.com/register/5125933510232187660>

**Note:** If you've had trouble connecting with webinars in the past, you can use the link in the email to watch from your cell phone or tablet. We will also upload the recorded webinar to the [SCS YouTube Channel](#) and to LEO within a few days of the webinar.

This is a great way to "Keep On Learning!" during this uncertain time.

Please continue to monitor our [website](#) and social media platforms for updates and/or changes to the situation.

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Stay Home But Keep Connected

### **Working from Home: Tips for Productivity, Mental Health and Staying Healthy**



Many state employees are working from home; but while getting your work done is important for business, staying healthy (mentally and physically) is just as crucial for at-home. It's all about creating boundaries between work and personal life, and that can be a difficult adjustment. Here are some tips for telecommuting, working from home, self-isolating or even self-quarantining—no matter your reasoning.

#### **1. Maintain Regular Hours**

While working remotely does mean that there is added flexibility with your personal life schedule, it's best to stick to a schedule where you can be productive, get your work done and call it a day when work hours are up.

## **2. Create a Morning Routine**

Whether it's having a cup of coffee every morning, doing some morning stretches or taking your dog on a walk, creating a morning routine can greatly help you get ready for the work-day at home.

## **3. Schedule Breaks**

Just like any working environment, giving yourself breaks is incredibly important to let your brain and body relax. Take a 15-minute walk, go make some lunch or catch up with a loved one on the phone—whatever you do, though, do not work yourself to the bone without letting yourself take a break away from screens, meetings and work.

## **4. Leave Home**

Even with the stay at home order, it is still important you get out and take a break from your routine workspace. Your body needs to move, and fresh air and new scenery do your mind a lot of good.

## **5. Socialize with Colleagues**

Of course, in the wake of something like the coronavirus, socializing in-person with others might not be best idea. But in general, if you are working from home, socializing is important. Loneliness, disconnection and isolation are common problems in remote work life. Conference calls and virtual meetings give employees the chance to speak to other people while still getting work done.

### **From Apple to Zoom: How to stay connected with your friends with video chats**

If you're staying close to home but still want to socialize, there's an app for that. Actually probably more than you know.

[Read more from USA TODAY](#)

### **A Resource from the Louisiana Department of Health**

# Having fear and anxiety about COVID-19? Call us.

Keep Calm Through COVID-19 Line:

**1-866-310-7977**

 **LOUISIANA DEPARTMENT OF HEALTH**  
Behavioral Health



#SomeGoodNews



By now, you may have seen [Some Good News with John Krasinski](#) on social media. Jim from *The Office* encourages everyone to share good news amidst all the disheartening news surrounding the COVID-19 pandemic. Some good news he shares includes people all over the world showing appreciation for healthcare workers in their communities.

**What good news have you seen? Share it on social media with the hashtags #SomeGoodNews and #EveryDayForEveryCitizen!**

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## Have Something To Add?

This publication is intended to provide for increased communication between the Department of State Civil Service and all stakeholders within our system. [Email](#) your questions, comments, or suggestions to us, and we'll do our best to respond promptly. Your feedback may even be chosen for publication as part of this feature! Participants will remain anonymous if requested. Please note that not all feedback will be published and that only fact-based questions will receive a response.

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