



2018 JULY & AUGUST



See Short & Long ONLINE Training information link below.

Mobile County Personnel Board CLASSROOM TRAINING SCHEDULE

Location	Merit System	Date	Class Time
MCPB	MCPB New Employee Orientation	Wednesday July 11	8:30-11:00 am
Location	Computer	Date	Class Time
MCPB	MS Word 2010 Basic	Thursday July 12	12:30-4:30 pm
	MS Word 2010 Intermediate, Part 1- Prerequisite: Word basic	Thursday July 19	8:30 am-12:30 pm
	MS Word 2010 Intermediate, Part 2- Prerequisite: Part 1	Thursday July 26	8:30 am-12:30 pm
	MS Excel 2010	Tuesday August 7	12:30-4:30 pm
Location	Skills	Date	Class Time
MCPB	Grammar & Writing Review, Part 1-Nouns/Pronouns	Friday, July 20	8:30 am-12:30 pm
	Grammar & Writing Review, Part 2-Verbs/Adverbs	Friday, August 24	8:30 am-12:30 pm
	Grammar & Writing Review, Part 3-Punctuation/Prepositions	Friday, Sept. 28	8:30 am-12:30 pm

Location	SUPERVISORY	Date	Class Time
MCPB	Special Training Event in August Documenting Performance - Document employees' performance throughout the year, have relevant and effective feedback discussions, and write meaningful performance evaluations. Facilitator: Philip Stiell	Wednesday August 15	8:30-11:30 am
MCPB	Special Training Event in September Legal Aspects of Supervisory Management - Part 1 Relevant employment topics and cases for supervisors and HR personnel including: overview of laws that apply to public employees, legal relationship between employees and employers, negligence in the workplace, privacy rights, defamation, workplace violence, overview of employment discrimination and harassment. Open to new and repeat attendees. Facilitator: Robert Shearer, JD	Wednesday, September 12	12:30-4:30 pm

New Employee Orientation Remaining 2018 Dates

Wednesday, July 11
Friday, September 14
Wednesday, November 7

See forms and online training information at http://www.personnelboard.org/Training%20Website/Training_Forms.html
PLEASE SUBMIT TRAINING REQUESTS AT LEAST ONE WEEK BEFORE THE CLASS SESSION.