



# January and February 2021



## Mobile County Personnel Board CLASSROOM & REMOTE TRAINING SCHEDULE

Location	Merit System	Date	Class Time
Online	<b>MCPB New Employee Orientation Online</b> MCPB Training Department will invite your new employees to this training. Any Merit System employee may also review this online training. See: <a href="http://personnelboard.org/employees/training/training-forms/">personnelboard.org/employees/training/training-forms/</a>	Available Now	On-demand
Live-Remote*	<b>Retirement Systems of Alabama (RSA) Information Session</b> Your RSA Retirement Benefits: Employees Retirement System (ERS) and the RSA-1 Deferred Compensation Plan; presented by RSA Field Services. NO CREDIT AND NO REQUEST FORM; Reserve an <u>online</u> space by sending an email to <a href="mailto:training@personnelboard.org">training@personnelboard.org</a>	Wednesday January 20	1:30-2:30 pm
Location	Computer	Date	Class Time
MCPB	<b>MS Word Basic</b> Review and practice of basic functions and terms. Applicable for those using Microsoft 2007-2019 versions. <b>Class size limited due to social distancing</b>	Thursday, January 14	1:00-4:00 pm
	<b>MS Excel Basic</b> Review and practice of basic functions and terms. Applicable for those using Microsoft 2007-2019 versions. <b>Class size limited due to social distancing.</b>	Thursday January 28	1:00-4:00 pm
	<b>MS Excel Basic</b> Review and practice of basic functions and terms. Applicable for those using Microsoft 2007-2019 versions. <b>Class size limited due to social distancing.</b>	Thursday February 18	1:00-4:00 pm
Location	Skills	Date	Class Time
Live-Remote*	<b>Email Management &amp; Composition</b> Software shortcuts plus guidelines for writing professional emails. For those using email as an essential tool.	Wednesday February 24	1:00-3:00 pm
Live-Remote*	<b>Dealing with Difficult Customers</b> - When you work with the public, you will work with people from all kinds of backgrounds and with all kinds of temperaments. It does require taking steps to ensure customer needs are met. <b>Presented by Mary White, MTI Business Solutions</b>	Wednesday March 3	1:00-3:00 pm
Location	Supervisory	Date	Class Time
Live-Remote*	<b>Legal Aspects of Supervisory Management - Part 1</b> Relevant employment topics/ cases for supervisors & HR personnel including: laws applying to public employees, legal relationship between employees/employers, workplace negligence, privacy rights, defamation, workplace violence, overview of employment discrimination and harassment. Open to new or repeat attendees. <b>Presented by Robert Shearer, JD</b>	Wednesday February 3	1:00-3:00 pm

Online	<b>UPCOMING Supervisory Series</b> – Any new supervisor or interested supervisor is welcome to take any or all of the series parts. All on-demand training is due by 6/30/21.	Live-Remote Dates
Live-Remote* plus On-demand training	<b>Part 1-Supervisory Fundamentals:</b> Roles and Responsibilities, Knowledge and Skills, Professionalism, Understanding the Merit System Employment Process	Wed., <b>March 17, 2021</b> 1:00-3:00 pm
	<b>Part 2-Employer/Employee Concerns:</b> Employment Laws, Performance and Evaluation, Discipline, Understanding Merit System Grievances	Wed., <b>April 14, 2021</b> 1:00-3:00 pm
	<b>Part 3-Assuring an Equitable and Safe Workplace:</b> Harassment, Diversity in the Workplace, Protecting the Workplace: Substance Abuse, Violence, Safety Hazards	Wed., <b>May 12, 2021</b> 1:00-3:00 pm
	<b>Part 4-The Nature of Leadership:</b> Leadership and Staff Development, Coaching and Motivation, Team Building	Wed., <b>June 9, 2021</b> 1:00-3:00 pm

**\*Note:** For live-remote online seminar classes, participants must have access to a computer, the internet, and sound (dial-up access or use of a headset or earbuds) during the designated time.

See all training offerings and forms at <https://www.personnelboard.org/employees/training/>

Please submit training requests by email one week before the session to: [training@personnelboard.org](mailto:training@personnelboard.org)