July and August 2021

Mobile County Personnel Board

CLASSROOM & REMOTE TRAINING SCHEDULE

Location	Merit System	Date	Class Time
Online	**MCPB New Employee Orientation Online** MCPB Training Department invites new employees to this training. Any Merit System employee may also review this online training. See: personnelboard.org/employees/training/training-forms/	**Available Now**	**On-demand**
Location	**Computer**	**Date**	**Class Time**
MCPB	**MS Word Intermediate, Part 1 -** Prerequisite: Word Basic. Review and practice of styles, outlines, sections, columns, tables, printing labels and envelopes. Applicable for those using Microsoft 2007-2019 versions. Class size limited due to social distancing.	**Thursday July 15**	**1:00-4:00 pm**
	MS Word Intermediate, Part 2 - Prerequisite: Intermediate Part 1. Review and practice of templates, building blocks, graphics, document revisions, web features. Applicable for those using Microsoft 2007-2019 versions. Class size limited due to social distancing	**Thursday July 22**	**1:00-4:00 pm**
	MS Excel Basic Review and practice of basic functions and terms. Applicable for those using Microsoft 2007-2019 versions. Class size limited due to social distancing **FULL**	~~**Tuesday August 10**~~	~~**1:00-4:00 pm**~~
	MS Excel Basic Review and practice of basic functions and terms. Applicable for those using Microsoft 2007-2019 versions. Class size limited due to social distancing **NEW SESSION**	**Tuesday August 31**	**1:00-4:00 pm**
	MS Word Basic Review and practice of basic functions and terms. Applicable for those using Microsoft 2007-2019 versions. Class size limited due to social distancing.	**Tuesday August 24**	**1:00-4:00 pm**
Location	**Safety**	**Date**	**Class Time**
Complete Safety Works 90 N Sage Ave Mobile, AL 36607	**CDL Written Test Prep** Preparation for the Commercial Driver's License (CDL) written test. Open to those who anticipate taking the CDL written test and who have not taken this class previously. Class size limited due to social distancing. Presented by Complete Safety Works.	**Wednesday August 25**	**8 am-4 pm**
Location	**Supervisory**	**Date**	**Class Time**
Live Remote	**Documenting Performance –** Document employees' performance throughout the year, have relevant and effective feedback discussions, and write meaningful performance evaluations. Facilitator: Philip Stiell **NOTE: This is a live remote online seminar class; participants must have access to the internet, and sound (dial-up access or use of speaker or earbuds) during the designated time.**	**Thursday August 26**	**1:00-3:00 pm**
Live Remote	**Legal Aspects of Supervisory Management - Part 2** Topics: fair employment practices, employee rights & responsibilities, effective implementation of work rules, discipline and harassment, resolution of workplace disputes. For supervisors and HR staff. Open to new and repeat attendees. **CANCELLED**	~~**Thursday Sept. 16**~~	~~**1:00-4:00 pm**~~

- For live-remote online seminar classes, participants must have access to 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