



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	Tuesday August 10	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 Stiehl NOTE: This is a live remote online seminar class; participants must have access to a computer, 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. NOTE: This is a live remote online seminar class; participants must have access to a computer, the internet, and sound (dial-up access or use of speaker or earbuds) during the designated time.	Thursday Sept. 16	1:00-4:00 pm

***Note:** 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