



May and June 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 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	Thursday June 17	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, June 22	1:00-4:00 pm
	MS PowerPoint Basic Introduction to the PowerPoint application. <u>Attendees must already have basic computer skills.</u> Class size limited due to social distancing.	Thursday May 13	1:00-4:00 pm
Fred Pryor Live Online Seminar Event #242964	MS Excel – Beyond the Basics. Includes setup and editing success, formulas and functions, how to make the most of macros, data exchange with other applications, the power of tables, databases and lists. Credit of .6 CEUs. This is “hands off” instruction with an instruction manual. <u>Open to Excel users who have attended MCPB basic class.</u> Seats are limited. Participants must have access to a computer, the internet, and sound (dial-up access or use of speaker or earbuds) during the designated class time. Please call Training Department (445-4574) prior to completing training request.	Wednesday May 19	9am-4pm
Location	Skills	Date	Class Time
Live Remote*	Budgeting and Financial Statements Explanation of basic financial terms and an overview of budgets and financial statements. Helpful for managers; open to all employees. Presented by Philip Stiell, BrightBridge Consulting	Thursday June 3	1:00-3:00 pm
Location	Safety	Date	Class Time
Jon Archer Agricultural Center 1070 Schillinger Rd N.	Flagger Traffic Control Training Learn standard work-zone flagging procedures and how to provide safe passage in and around work areas. Presented by Complete Safety Works. Social distancing precautions in place.	Thursday June 10	7:30-11:30 am
Online	Supervisory Series – Any new supervisor or interested supervisor is welcome to take any or all of the series parts. All on-demand training is due by 6/30/2021	*Live-Remote Dates:	
Live-Remote* plus On-demand training	Part 1-Supervisory Fundamentals: Roles and Responsibilities, Knowledge and Skills, Professionalism, Understanding the Merit System Employment Process	March 17, 2021 1:00-3:00 pm	
	Part 2-Employer/Employee Concerns: Employment Laws, Performance and Evaluation, Discipline, Understanding Merit System Grievances	April 14, 2021 1:00-3:00 pm	
	Part 3-Assuring an Equitable and Safe Workplace: Harassment, Diversity in the Workplace, Protecting the Workplace: Substance Abuse, Violence, Safety Hazards	Wed., May 12, 2021 1:00-3:00 pm	
	Part 4-The Nature of Leadership: Leadership and Staff Development, Coaching and Motivation, Team Building	Wed., June 9, 2021 1:00-3:00 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