



January and February 2022

Mobile County Personnel Board

CLASSROOM & REMOTE TRAINING SCHEDULE



Location	Merit System	Date	Class Time
Online	MCPB New Employee Orientation Online MCPB Training Department will invite your new employees to this training. Any Merit System employee may also review this online training. See: https://www.personnelboard.org/employees/training/training-forms/	Available Now	On-demand
Live-Remote*	Retirement Systems of Alabama (RSA) Information Session 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 online space by sending an email to training@personnelboard.org This is a <u>live-remote online session</u> ; participants must have access to the internet and sound (dial-up access or use of headset or earbuds) during the designated time.	Wed. January 26	1:30-2:30 pm
Location	Computer	Date	Class Time
MCPB	MS Word Basic Review and practice of basic functions and terms. Applicable for those using Microsoft 2007-2019 versions. CANCELLED	Thursday Jan-6	1:00-4:00 pm
	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.	Thursday Jan. 13 20	1:00-4:00 pm
	MS Word Intermediate Part 2 (Prerequisite: Word Intermediate Part 1) Review and practice of templates, building blocks, graphics, document revisions, web features. Applicable for those using Microsoft 2007-2019 versions.	Thursday Jan. 20 27	1:00-4:00 pm
	MS Excel Basic Review and practice of basic functions and terms. Applicable for those using Microsoft 2007-2019 versions.	Thursday Jan-27 Feb.3	1:00-4:00 pm
	MS Excel Intermediate Part 1 (Prerequisite: Excel Basic) Multiple worksheets & workbooks, advanced formatting, outlines, subtotals, cell and range names. Applicable for those using Microsoft 2007-2019 versions	Thursday Feb. 10	1:00-4:00 pm
	MS Excel Intermediate Part 2 (Prerequisite: Excel Intermediate Pt.1) Tables, web and sharing features, charting, documenting, and templates. Applicable for those using Microsoft 2007-2019 versions.	Thursday Feb. 17	1:00-4:00 pm
Location	Skills	Date	Class Time
Live-Remote*	Dealing with Difficult Customers - 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. Presented by Mary White, MTI Business Solutions	Wednesday Feb.16	1:00-3:00 pm
Online*	UPCOMING 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 6/30/22.	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	Wed., March 16, 2022 1:00-3:00 pm	
	Part 2-Employer/Employee Concerns: Employment Laws, Performance and Evaluation, Discipline, Understanding Merit System Grievances	Wed., April 13, 2022 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 11, 2022 1:00-3:00 pm	
	Part 4-The Nature of Leadership: Leadership and Staff Development, Coaching and Motivation, Team Building	Wed., June 8, 2022 1:00-3:00 pm	
See all training offerings and forms at https://www.personnelboard.org/employees/training/ . Please <u>submit training requests</u> by email at least one week before the training session to training@personnelboard.org . For questions, call 251-445-4574.			
* For <u>live-remote online sessions</u> , participants must have access to the internet and sound (dial-up access or use of headset or earbuds) during the designated time.			