



**REVISED**

# July and August 2020



Mobile County Personnel Board

## CLASSROOM & REMOTE TRAINING SCHEDULE

Merit System		Date	Class Time
Online	<b>MCPB New Employee Orientation – Online Option</b> The Training Department will invite your new employees to begin this training. Any Merit System employee may also review this online training. See: <a href="https://www.personnelboard.org/employees/training/training-forms/">personnelboard.org/employees/training/training-forms/</a> (Classroom sessions are cancelled for 2020.)	Available Now	On-demand
Computer		Date	Class Time
MCPB	<b>MS Word Intermediate-Part 2</b> - Review and practice of intermediate functions and terms. Applicable for those using Microsoft 2007-2016 versions. <b>Class size limited due to social distancing. CANCELLED</b>	Thursday July 16, 2020	1:00-4:00 pm
MCPB	<b>MS Excel Basic</b> (Rescheduled from 4/23) Review and practice of basic functions and terms. Applicable for those using Microsoft 2007-2016 versions. <b>Class size limited due to social distancing.</b>	Tuesday August 18, 2020	1:00-4:00 pm
Safety and Awareness		Date	Class Time
Jon Archer Agricultural Center 1070 Schillinger Rd N.	<b>Flagger Traffic Control Training</b> (rescheduled from 4/21) Learn standard work-zone flagging procedures and how to provide safe passage in and around work areas. Presented by Complete Safety Works. <b>Social distancing precautions in place.</b>	Thursday August 20, 2020	7:30-11:30 a.m.
Supervisory		Date	Class Time
Live Online Webinar	<b>Documenting Performance</b> – Document employees' performance throughout the year, have relevant and effective feedback discussions, and write meaningful performance evaluations. Facilitator: Philip Stiell <b>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.</b>	Wednesday August 5, 2020	1:00-3:00 pm
<b>Supervisory Series</b> – Recommended for those who are new supervisors or are working toward becoming a supervisor. <b>SOME ONLINE SPACES STILL AVAILABLE</b>			<b>New Dates:</b>
Online On-demand	Part 1 - <u>Supervisory Fundamentals</u> : roles/responsibilities, knowledge/skills, professionalism, understanding merit system employment process.	Online, on-demand through July 7	
	Part 2 - <u>Employer/Employee Concerns</u> : Employment Laws, Performance and Evaluation, Discipline, Understanding Merit System Grievances	Online, on-demand through Aug. 7	
Live Online Webinar	Part 3 - <u>Assuring an Equitable and Safe Workplace</u> : • <b>Protecting the Workplace: Substance Abuse</b> -Ann Marie Powell, Bradford Health Services <b>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.</b>	Wed., Aug.12, 2020 1:00-2:00 pm	
Online On-demand	Part 3 (continued): • Harassment and Diversity in the Workplace • Protecting the Workplace: Violence	Online, on-demand through Sep.11	
TBD	Part 4 - <u>The Nature of Leadership</u> : Leadership and Staff Development, Coaching and Motivation, Team Building	TBD-Tentatively scheduled for Wed., Sept.16, 2020	

See all training offerings and forms at <https://www.personnelboard.org/employees/training/>  
Please submit training requests by email at least one week before the training session to:  
[training@personnelboard.org](mailto:training@personnelboard.org)