



# May and June 2022

## Mobile County Personnel Board CLASSROOM & REMOTE TRAINING SCHEDULE



Location	Merit System	Date	Class Time
<b>Online</b>	<b>MCPB New Employee Orientation Online</b> – The MCPB Training Department will send departments an invite for new staff. Any Merit System employee may also review this online training. See: <a href="https://www.personnelboard.org/employees/training/training-forms/">https://www.personnelboard.org/employees/training/training-forms/</a>	<b>Available Now</b>	<b>On-demand</b>
Location	Computer	Date	Class Time
<b>MCPB</b>	<b>MS Word Basic</b> Review and practice of basic functions and terms. Applicable for those using Microsoft 2007-2019 versions.	<b>Thursday May 12</b>	<b>1:00-4:00 pm</b>
	<b>MS Excel Basic</b> Review and practice of basic functions and terms. Applicable for those using Microsoft 2007-2019 versions.	<b>Thursday June 16</b>	<b>1:00-4:00 pm</b>
	<b>MS Word Intermediate Part 1 (Prerequisite: Word Basic)</b> Review and practice of styles, outlines, sections, columns, tables, printing labels and envelopes. Applicable for those using Microsoft 2007-2019 versions.	<b>Tuesday June 14</b>	<b>1:00-4:00 pm</b>
	<b>MS Word Intermediate Part 2 (Prerequisite: Word Intermediate Part 1)</b> Review and practice of templates, building blocks, graphics, document revisions, web features. Applicable for those using Microsoft 2007-2019 versions.	<b>Thursday June 23</b>	<b>1:00-4:00 pm</b>
Location	Safety	Date	Class Time
<b>Complete Safety Works</b> 90 N Sage Ave Mobile, AL 36607	<b>Defensive Driving</b> -certification class presented by Complete Safety Works.	<b>Tuesday <del>May 10</del> JUNE 21</b>	<b>8:30-11:30 am</b>

Online*	Supervisory Series – Any new supervisor or interested supervisor is welcome to take any or all of the series parts. <b>All on-demand training assignments are due by 6/30/22.</b>	Live-Remote Dates
<b>Live-Remote* plus On-demand training</b>	<b>Part 1-Supervisory Fundamentals:</b> Roles and Responsibilities, Knowledge and Skills, Professionalism, Understanding the Merit System Employment Process	Wed., March 16, 2022 <b><u>Completed</u></b>
	<b>Part 2-Employer/Employee Concerns:</b> Employment Laws, Performance and Evaluation, Discipline, Understanding Merit System Grievances	Wed., April 13, 2022 <b><u>Completed</u></b>
	<b>Part 3-Assuring an Equitable and Safe Workplace:</b> Harassment, Diversity in the Workplace, Protecting the Workplace: Substance Abuse, Violence, Safety Hazards	Wed., <b>May 11, 2022</b> 1:00-3:00 pm
	<b>Part 4-The Nature of Leadership:</b> Leadership and Staff Development, Coaching and Motivation, Team Building	Wed., <b>June 8, 2022</b> 1:00-3:00 pm

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) .

For questions, call 251-445-4574 or 4573.

\* For live-remote online sessions, participants must have access to the internet and sound (dial-up access or use of headset or earbuds) during the designated time.