



November–December



Mobile County Personnel Board CLASSROOM & REMOTE TRAINING SCHEDULE

	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: 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 December 2	1:00-4:00 pm
MCPB	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.	Thursday December 9	1:00-4:00 pm
Location	Safety/Awareness	Date	Class Time
Complete Safety Works 90 N Sage Ave Mobile, AL 36607 251-479-6788	Defensive Driving – Certified class by Complete Safety Works. Class size limited due to social distancing.	Tuesday November 16	8:30-11:30 am
Location	Skills	Date	Class Time
Live Remote Webinar	Customer Service Essentials - Customer service is a major component of virtually every job, and providing exceptional customer service is essential for individual and organizational success. Presented by Mary White, MTI Business Solutions This is a live-remote online seminar class; participants must have access to the internet and sound (dial-up access or use of headset or earbuds) during the designated time.	Tuesday December 7	1:00-3:00 pm
MCPB	Presentation Skills Using MS PowerPoint Presentation skills discussed and practiced utilizing PowerPoint software. Build a presentation using PowerPoint and present the material. Pre-requisite: PowerPoint Basic	Tuesday December 14	1:00-4:00 pm
Location	Supervisory	Date	Class Time
Fred Pryor Seminar Live remote Event # 244932	Management Skills for Secretaries, Support Staff & Administrative Assistants - Learn to make decisions with confidence and to manage people, projects and time effectively. Plus, learn how to manage change, overcome conflict, persuade and motivate others. CEUs available. This is a live-remote online seminar class; participants must have access to the internet and sound (dial-up access or use of headset or earbuds) during the designated time.	Thursday December 16 <u>Training request forms due by 12/13/21</u>	8:00 am-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

