



September-October 2020



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 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 October 13	1:00-4:00 pm
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 October 15	1:00-4:00 pm
Location	Skills	Date	Class Time
Fred Pryor Live Online Seminar Event # 241180	Mistake-Free Grammar and Proofreading The grammar rules every professional must know; techniques for finding errors in numbers, prices, codes, dates; commonly misused words and how to use them correctly. 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 headset or earbuds) during the designated time.	Wednesday October 21	9:00 am-4:00 pm
Location	Safety and Awareness	Date	Class Time
Complete Safety Works 90 N Sage Ave Mobile, AL 36607	CPR, First Aid, AED – Certified class by Complete Safety Works. Class size limited due to social distancing.	Tuesday September 15	8:30 am-12:30 pm
Location	Supervisory	Date	Class Time
Live Online Webinar	Communication and Engagement Skills Tools and techniques to assist you in communicating with employees and peers. Facilitator: Philip Stiell 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 headset or earbuds) during the designated time.	Wednesday September 16	1:00-3:00 pm
Supervisory Skills Series			
Recommended for those who are new supervisors or are working toward becoming a supervisor.			
ONLINE SPACES STILL AVAILABLE	Part 1 - Supervisory Fundamentals: roles/responsibilities, knowledge/skills, professionalism, understanding merit system employment process.	Online, on-demand through September	
ONLINE SPACES STILL AVAILABLE	Part 2 - Employee Concerns: Employment Laws, Performance and Evaluation, Discipline, Understanding Merit System Grievances	Online, on-demand through September	
ONLINE SPACES STILL AVAILABLE	Part 3 - Assuring an Equitable and Safe Workplace: Harassment, Diversity in the Workplace, Protecting the Workplace: Substance Abuse, Violence, Safety Hazards.	Online, on-demand through September	
ONLINE SPACES STILL AVAILABLE	Part 4 - The Nature of Leadership: Leadership and Staff Development, Coaching and Motivation, Team Building	Online, on-demand through September	

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