



September-October 2021

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 PowerPoint Basic Introduction to PowerPoint application. Attendees must already have basic computer skills. Applicable for those using Microsoft 2007-2019 versions. Class size limited due to social distancing.	Thursday September 16	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.	Tuesday September 21	1:00-4:00 pm
MCPB	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. Class size limited due to social distancing.	Thursday October 14	1:00-4:00 pm
MCPB	MS Excel Intermediate Part 2 Prerequisite: Excel Intermediate Part 1 Tables, web and sharing features, charting, documenting, and templates. Applicable for those using Microsoft 2007-2019 versions. Class size limited due to social distancing.	Thursday October 21	1:00-4:00 pm
Location	Skills	Date	Class Time
Fred Pryor Live Online Seminar Event # 244582	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 the internet, and sound (dial-up access or use of headset or earbuds) during the designated time.	Wednesday November 3 <i>Training request forms due by 10/29/21</i>	9:00 am-4:00 pm
Location	Safety/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.	Wednesday September 22	8:00 am-Noon
Location	Supervisory	Date	Class Time
Live Online Webinar	Critical Thinking Skills – Learn to develop conclusions based upon asking the right questions and evaluating relevant information. Open to all employees. 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.	Wednesday October 27	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