



March and April 2020 Revision #2



Mobile County Personnel Board CLASSROOM TRAINING SCHEDULE

Also see:
**Short & Long
ONLINE Training**
at
personnelboard.org

Location	Merit System	Date	Class Time
MCPB	MCPB New Employee Orientation - See detailed information at: https://www.personnelboard.org/Training%20Website/Training_Forms.html Remaining 2020 dates: <u>Fri., May 8</u> , <u>Wed., July 8</u> , <u>Wed., Sept. 9</u> , <u>Fri., Nov. 13</u>	Wednesday March 11	8:30-11:00 am Completed
Location	Computer	Date	Class Time
MCPB	MS Word Basic - Review and practice of primary functions and terms. Use of 2019 software, but applicable for those using Microsoft 2007-2016 versions.	Tuesday March 10	12:30-4:30 pm Completed
	MS Word Intermediate-Part 1 - Review and practice of intermediate functions and terms. Use of 2019 software, but applicable for those using Microsoft 2007-2016 versions.	Thursday March 26	12:30-4:30 pm Will reschedule at a later date
	MS Word Intermediate-Part 2 - Review and practice of intermediate functions and terms. Use of 2019 software, but applicable for those using Microsoft 2007-2016 versions.	Tuesday April 7	12:30-4:30 pm Will reschedule at a later date
MCPB	MS Excel Basic - Review and practice of primary functions and terms. Use of 2019 software, but applicable for those using Microsoft 2007-2016 versions.	Thursday April 23	12:30-4:30 pm Will reschedule at a later date
Location	Safety and Awareness	Date	Class Time
MCPB	CPR-1st Aid-AED – Certification class presented by Mobile Fire-Rescue Remaining Classes for 2020: July 15 (Community); Oct. 28 (Certified)	Wednesday April 22	8:30 am – Noon This session CANCELLED
Jon Archer Agricultural Center 1070 Schillinger Rd N.	Flagger Traffic Control Training Learn standard work zone flagging procedures and how to provide safe passage in and around work areas. By Complete Safety Works	Tuesday April 21	7:30-11:30 a.m. Will reschedule at a later date
Location	Supervisory	Date	Class Time
MCPB	Special Training Event-Communication and Engagement Skills Tools and techniques to assist you in communicating with employees and peers. Facilitator – Philip Stiehl	Thursday, April 16 New date: April 30	8:30 – 11:30 am Will reschedule at a later date
Location	Supervisory Series – Recommended for those who are new supervisors or are working toward becoming a supervisor. Any interested supervisor is welcome. The series is offered each spring. If a part is missed during one series, it can be completed during the next series. New Dates:		
MCPB	Part 1-Supervisory Fundamentals: Roles and Responsibilities, Knowledge and Skills, Professionalism, Understanding the Merit System Employment Process	Wednesday, May 13, 2020 12:30-4:30 pm	
	Part 2-Employer/Employee Concerns: Employment Laws, Performance and Evaluation, Discipline, Understanding Merit System Grievances	Wednesday, June 10, 2020 12:30-4:30 pm	
	Part 3-Assuring an Equitable and Safe Workplace: Harassment, Diversity in the Workplace, Protecting the Workplace: Substance Abuse, Violence, Safety Hazards	Wednesday, July 15, 2020 12:30-4:30 pm	
	Part 4-The Nature of Leadership: Leadership and Staff Development, Coaching and Motivation, Team Building	Wednesday, Aug. 12, 2020 12:30-4:30 pm	

PLEASE SUBMIT TRAINING REQUESTS AT LEAST ONE WEEK BEFORE THE CLASS SESSION.