



July and August 2022

Mobile County Personnel Board

CLASSROOM & REMOTE TRAINING SCHEDULE



Location	Merit System	Date	Class Time
Online	MCPB New Employee Orientation Online – The MCPB Training Department will send departments an invite for new staff. Any Merit System employee may also review this online training. See: https://www.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 2010-2019 versions.	Tuesday July 12 Thur.-July 21	1:00-4:00 pm
	MS Excel Basic Review and practice of basic functions and terms. Applicable for those using Microsoft 2010-2019 versions.	Tuesday July 19	1:00-4:00 pm
	MS Excel Intermediate Part 1 (Prerequisite: Excel Basic) Review and practice of worksheets, workbooks, advanced formatting, outlining, cell and range names. Applicable for those using Microsoft 2010-2019 versions.	Tuesday August 9	1:00-4:00 pm
	MS Excel Intermediate Part 2 (Prerequisite: Excel Intermediate Part 1) Review and practice of tables, web features, advanced charting, templates and settings. Applicable for those using Microsoft 2010-2019 versions.	Tuesday August 16	1:00-4:00 pm
Location	Safety	Date	Class Time
MCPB	CPR-1STAid-AED Certified training by Mobile Fire-Rescue.	Wednesday July 27	8:30 am-Noon
Complete Safety Works 90 N Sage Ave Mobile, AL 36607	CDL Written Test Prep Class Preparation for the Commercial Driver’s License (CDL) written test only. Open to those who anticipate taking the CDL written test and who have not taken this class previously. Complete Safety Works is on the national Training Provider Registry and must follow attendance guidelines. <u>Participants must be present for the entire 8-hour class to receive credit (not including ½ hour lunch break).</u>	Wednesday August 24	8:00 am to 4:30 pm
Location	Skills	Date	Class Time
Ben May Main Library 701 Government St Mobile, AL 36602	Communication and Engagement Skills Tools and techniques to assist you in communicating with employees and peers. Presented by Philip Stiell, BrightBridge Consulting	Thursday August 11	1:00-4:00 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 .

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.