



November–December 2022



Mobile County Personnel Board CLASSROOM & REMOTE TRAINING SCHEDULE

| | 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 PowerPoint Advanced Learn advanced functions and settings and customizing. Pre-requisite: MS PowerPoint Basic | Thursday November 3 | 1:00-4:00 pm |
| MCPB | MS Excel Basic - Review and practice of basic functions and terms. Applicable for those using Microsoft 2010-2019 versions. | Thursday November 10 | 1:00-4:00 pm |
| MCPB | MS Word Basic Review and practice of basic functions and terms. Applicable for those using Microsoft 2010-2019 versions | Thursday December 8 | 1:00-4:00 pm |
| Location | Safety/Awareness | Date | Class Time |
| MCPB | Defensive Driving – Certified training by Complete Safety Works. | Wednesday November 30 | 8:30-11:30 am |
| MCPB | CPR-1STAid-AED Certified training by Mobile Fire-Rescue. | NEW DATE Wednesday November 16 | 8:30 am-Noon |
| 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 of Inside Insights, Inc. | Wednesday December 14 | 1:00-3:00 pm |
| Location | Supervisory | Date | Class Time |
| Live Remote Webinar | Critical Thinking Skills – Learn to develop conclusions based on asking the right questions and evaluating relevant information. Open to all employees. | Wednesday December 7 | 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

PLEASE NOTE: Each participant will receive a **training confirmation email prior** to the training event.

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.