



September-October 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.	Thursday, September 8	1:00-4:00 pm
	MS Excel Basic Review and practice of basic functions and terms. Applicable for those using Microsoft 2010-2019 versions.	Thursday, September 15	1:00-4:00 pm
	MS PowerPoint Basic Introduction to PowerPoint application. <u>Attendees must already have basic computer skills.</u> Applicable for those using Microsoft 2007-2019 versions.	Thursday, September 29	1:00-4:00 pm
	MS PowerPoint Advanced Learn advanced functions and settings and customizing. Pre-requisite: MS PowerPoint Basic	Thursday, October 13	1:00-4:00 pm
	Presentation Skills Using MS PowerPoint Presentation skills discussed and practiced utilizing PowerPoint software. Build a presentation using PowerPoint and present the material. Pre-requisite: PowerPoint Basic	Thursday, October 27	1:00-4:00 pm
Location	Supervisory	Date	Class Time
Fred Pryor Seminar Live remote Event #248017	<u>Management Skills for Secretaries, Support Staff & Administrative Assistants</u> - Learn to make decisions with confidence and to manage people, projects and time effectively. Plus, learn how to manage change, overcome conflict, persuade and motivate others. CEUs available. 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.	Thursday, Sept. 22 <u>Training request forms due by 9/19/22</u>	9:00 am – 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
 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.