



January and February 2024

Mobile County Personnel Board

CLASSROOM & REMOTE TRAINING SCHEDULE



Location	Merit System	Date	Class Time
MCPB New Employee Orientation Online is currently being updated and is unavailable. For related information, see the Employee Manual at https://www.personnelboard.org/uploads/EmployeeManual.pdf			
Live-Remote*	Retirement Systems of Alabama (RSA) Information Session Your RSA Retirement Benefits: Employees Retirement System (ERS) and the RSA-1 Deferred Compensation Plan. Presented by RSA Field Services. <u>NO TRAINING REQUEST FORM and NO TRAINING CREDIT</u> <u>Reserve an online space</u> by sending an email to training@personnelboard.org . *This is a live-remote online session ; participants must have access to the internet and sound (dial-up access or use of headset or earbuds) during the designated time. <u>You are encouraged to ask questions.</u>	Wednesday January 17	1:30-2:30 pm
Location	Computer	Date	Class Time
Ben May Main Library 701 Government St. Mobile, AL 36602	MS Word Basic Review and practice of basic functions and terms. Applicable for those using Microsoft 2010-2019 and 365 versions.	Tuesday January 9	8:30-11:30 am
	MS Excel Basic Review and practice of basic functions and terms. Applicable for those using Microsoft 2007-2019 and 365 versions.	Thursday February 22	8:30-11:30 am
Location	Skills	Date	Class Time
MCPB	Customer Service Basics – Learn the basic skills for providing excellent customer services to internal and external customers. POSTPONED	Wednesday February 28	1:00-4:00 pm

Location(s)	Skills	Date/Time
MCPB or Online	UPCOMING Supervisory Series – Any new supervisor or interested supervisor is welcome to take any or all of the series parts.	Series Dates
MCPB	Part 1-Supervisory Fundamentals: Roles and Responsibilities, Knowledge and Skills, Professionalism, Understanding the Merit System Employment Process	Wed., March 13 20, 2024 1:00-4:00 pm-MCPB
TBD	Part 2-Employer/Employee Concerns: Employment Laws, Performance and Evaluation, Discipline, Understanding Merit System Grievances	Wed., April 17, 2024 Afternoon times TBD
TBD	Part 3-Assuring an Equitable and Safe Workplace: Harassment, Diversity in the Workplace, Protecting the Workplace: Substance Abuse, Violence, Safety Hazards	Wed., May 15, 2024 Afternoon times TBD
MCPB	Part 4-The Nature of Leadership: Leadership and Staff Development, Coaching and Motivation, Team Building	Wed., June 12, 2024 1:00-4:00 pm-MCPB

GUIDELINES:

- See all **training calendars and the training request form** 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 .
- **Requests are processed according to available spaces. You will receive a confirmation email to show you are enrolled in the requested class.**

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