



# January and February 2023

## Mobile County Personnel Board

### CLASSROOM & REMOTE TRAINING SCHEDULE



Location	Merit System	Date	Class Time
Online	<b>MCPB New Employee Orientation Online</b> – The MCPB Training Department will send departments an invite for new staff. Any Merit System employee may also review this online training. See: <a href="https://www.personnelboard.org/employees/training/training-forms/">https://www.personnelboard.org/employees/training/training-forms/</a>	Available Now	On-demand
Live-Remote*	<b>Retirement Systems of Alabama (RSA) Information Session</b> Your RSA Retirement Benefits: Employees Retirement System (ERS) and the RSA-1 Deferred Compensation Plan. Presented by RSA Field Services. <b>NO CREDIT AND NO REQUEST FORM;</b> Reserve an online space by sending an email to <a href="mailto:training@personnelboard.org">training@personnelboard.org</a> . This is a <b>live-remote online session</b> ; participants must have access to the internet and sound (dial-up access or use of headset or earbuds) during the designated time.	Wednesday Jan 25	1:30-2:30 pm
Location	Computer	Date	Class Time
MCPB	<b>MS Word Basic</b> Review and practice of basic functions and terms. Applicable for those using Microsoft 2010-2019 and 365 versions.	Thursday Jan. 12	1:00-4:00 pm
	<b>MS Excel Basic</b> Review and practice of basic functions and terms. Applicable for those using Microsoft 2007-2019 and 365 versions.	Thursday Feb. 2	1:00-4:00 pm
	<b>MS Excel Intermediate Part 1 (Prerequisite: Excel Basic)</b> Multiple worksheets & workbooks, advanced formatting, outlines, subtotals, cell and range names. Applicable for those using Microsoft 2010-2019 and 365 versions.	Tuesday Feb. 7 14	1:00-4:00 pm
	<b>MS Excel Intermediate Part 2 (Prerequisite: Excel Intermed. Pt. 1)</b> Tables, web and sharing features, charting, documenting, and templates. Applicable for those using Microsoft 2010-2019 and 365 versions.	Tuesday Thurs.Feb.23	1:00-4:00 pm
Location	Skills	Date	Class Time
Live-Remote*	<b>Customer Service Essentials</b> - 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.	Tues. Jan. 24	1:00-3:00 pm

MCPB or Online	UPCOMING Supervisory Series – Any new supervisor or interested supervisor is welcome to take any or all of the series parts. <u>All on-demand training is due by 6/30/22.</u>	Series Dates
HYBRID SERIES: (2) In-person sessions (2) Live-Remote sessions plus on-demand training	<b>Part 1-Supervisory Fundamentals:</b> Roles and Responsibilities, Knowledge and Skills, Professionalism, Understanding the Merit System Employment Process	Wed., March 15, 2023 1:00-4:00 pm-MCPB
	<b>Part 2-Employer/Employee Concerns:</b> Employment Laws, Performance and Evaluation, Discipline, Understanding Merit System Grievances	Wed., April 12, 2023 1:00-3:00 pm (live-remote)
	<b>Part 3-Assuring an Equitable and Safe Workplace:</b> Harassment, Diversity in the Workplace, Protecting the Workplace: Substance Abuse, Violence, Safety Hazards	Wed., May 10, 2023 1:00-3:00 pm (live-remote)
	<b>Part 4-The Nature of Leadership:</b> Leadership and Staff Development, Coaching and Motivation, Team Building	Wed., June 7, 2023 1:00-4:00 pm-MCPB

See all **training offerings and the UNIVERSAL 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](mailto:training@personnelboard.org)

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.