



March and April 2024

Mobile County Personnel Board CLASSROOM & REMOTE TRAINING CALENDAR



Location	Merit System	Date	Class Time
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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>

Location	Computer	Date	Class Time
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MCPB	MS Word Basic Review and practice of basic functions and terms. Applicable for those using Microsoft 2010-2021 and 365 versions.	Thursday March 7	1:00-4:00 pm
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MCPB	MS Excel Basic Review and practice of basic functions and terms. Applicable for those using Microsoft 2007-2021 and 365 versions.	Thursday April 11	1:00-4:00 pm
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Location	Skills	Date	Class Time
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Live-Remote	Understanding Budgeting - Explanation of basic financial terms, and an overview of budgets. Helpful for managers; open to all employees. Presented by Philip Stiell, BrightBridge Consulting	Thursday March 14	1:00-3:00 pm
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MCPB	Customer Service Basics – Learn the basic skills for providing excellent customer services to internal and external customers.	Wednesday April 24	1:00-4:00 pm
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Jon Archer Agricultural Center 1070 Schillinger Rd N.	Flagger Traffic Control Training – Learn standard work-zone flagging procedures and how to provide safe passage in and around work areas. Presented by Complete Safety Works.	Thursday April 25	7:30-11:30 am
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Location(s)	Supervisory	Date/Time
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Supervisory Skills Series – Any new or interested supervisor or any employee who aspires to be a supervisor is welcome to take any or all of the series parts.

MCPB	Part 1-Supervisory Fundamentals: Roles and Responsibilities, Knowledge and Skills, Professionalism, Understanding the Merit System Employment Process	Wed., March 20, 2024 1:00-4:00 pm
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MCPB	Part 2-Employer/Employee Concerns: Employment Laws, Performance and Evaluation, Discipline, Understanding Merit System Grievances	Wed., April 17, 2024 1:00-4:00 pm
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MCPB	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 1:00-4:00 pm
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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
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TRAINING 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.**

* 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.