



# March and April 2023



## Mobile County Personnel Board CLASSROOM & REMOTE TRAINING CALENDAR

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
Location	Computer	Date	Class Time
MCPB	<b>MS Word Basic</b> Review and practice of basic functions and terms. Applicable for those using Microsoft 2007-2019 versions.	Tuesday March 21	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 versions.	Thursday April 13	1:00-4:00 pm
Location	Safety	Date	Class Time
Jon Archer Agricultural Center 1070 Schillinger Rd N.	<b>Flagger Traffic Control Training</b> – Learn standard work-zone flagging procedures and how to provide safe passage in and around work areas. Presented by Complete Safety Works.	Thursday April 27	7:30-11:30 am
Location	Skills	Date	Class Time
Live Remote*	<b>Understanding Budgeting and Financial Statements</b> – Explanation of basic financial terms, and an overview of budgets and financial statements. Helpful for managers; open to all employees. Presented by Philip Stiell, BrightBridge Consulting	Wednesday March 22	1:00-3:00 pm
Supervisory			
Live Remote*	<b>Documenting Performance for Supervisors</b> – Document employees' performance throughout the year, have relevant and effective feedback discussions, and write meaningful performance evaluations. Presented by Philip Stiell, BrightBridge Consulting	Wednesday April 26	1:00-3:00 pm

MCPB or Online	Supervisory Series – Any new supervisor or interested supervisor is welcome to take any or all of the series sessions. <u>All on-demand training is due by 6/30/22.</u>	Series Dates
HYBRID SERIES: (2) In-person sessions at MCPB (2) Live-Remote online sessions plus on-demand online 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.