



May and June 2023

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 Excel Basic Review and practice of basic functions and terms. Applicable for those using Microsoft 2007-2019 versions.	Tuesday May 2	1:00-4:00 pm
	MS PowerPoint Basic Review and practice of basic functions and terms. Applicable for those using Microsoft 2007-2019 versions.	Thursday May 4	1:00-4:00 pm
	MS Excel Intermediate Part 1 (Prerequisite: Excel Basic or equal experience) Review and practice of worksheets, workbooks, advanced formatting, outlining, cell and range names. Applicable for those using Microsoft 2010-2019 versions.	Thursday June 15	1:00-4:00 pm
	MS Excel Intermediate Part 2 (Prerequisite: Excel Intermediate Part 1) Review and practice of tables, web features, advanced charting, templates and settings. Applicable for those using Microsoft 2010-2019 versions.	Thursday June 22	1:00-4:00 pm
Location	Safety	Date	Class Time
MCPB	CPR-1STAid-AED - Certified training by Mobile Fire-Rescue FULL	Wednesday June 14	8:30 am-Neon
Complete Safety Works 90 N Sage Ave Mobile, AL 36607	Defensive Driving -certification class presented by Complete Safety Works.	Wednesday May 24	8:30-11:30 am

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 <u>plus on-demand online training</u>	Part 1-Supervisory Fundamentals: Roles and Responsibilities, Knowledge and Skills, Professionalism, Understanding the Merit System Employment Process	Wed., March 15, 2023 1:00-4:00 pm-MCPB
	Part 2-Employer/Employee Concerns: Employment Laws, Performance and Evaluation, Discipline, Understanding Merit System Grievances	Wed., April 12, 2023 1:00-3:00 pm (live-remote)
	Part 3-Assuring an Equitable and Safe Workplace: Harassment, Diversity in the Workplace, Protecting the Workplace: Substance Abuse, Violence, Safety Hazards	Wed., May 10, 2023 1:00-3:00 pm (live-remote)
	Part 4-The Nature of Leadership: 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

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.