



September-October 2023



Mobile County Personnel Board CLASSROOM & REMOTE TRAINING SCHEDULE

Location	Merit System	Date	Class Time
Online	MCPB New Employee Orientation Online – CURRENTLY BEING UPDATED	currently unavailable	n/a
Location	Computer	Date	Class Time
MCPB	MS Word Basic Review and practice of basic functions and terms. Applicable for those using Microsoft 2010-2019 versions.	Tuesday Sept. 26	1:00-4:00 pm
	MS Excel Basic Review and practice of basic functions and terms. Applicable for those using Microsoft 2010-2019 versions.	Thursday Oct. 12	1:00-4:00 pm
	MS Outlook Advanced Review of advanced features to manage email, calendar, contacts, search functions and other tasks. Applicable for those using Microsoft 2010-2019 versions. Pre-requisite: basic proficiency using Outlook	Thursday Oct. 19	1:00-4:00 pm
	Presentation Skills Using MS PowerPoint Presentation skills discussed and practiced utilizing PowerPoint software. Build a presentation using PowerPoint and present the material. Pre-requisite: basic proficiency using PowerPoint. RESCHEDULED AND FULL	Tuesday Sept. 12 SEPT. 19	1:00-4:00 pm
Location	Skills	Date	Class Time
Live-Remote*	Dealing with Difficult Customers - When you work with the public, you will work with people from all kinds of backgrounds and with all kinds of temperaments. It does require taking steps to ensure customer needs are met. Presented by Mary White of Inside Insights, Inc.	Thursday, Sept. 21	1:00-3:00 pm
Location	Safety	Date	Class Time
MCPB	CPR-1ST Aid-AED - Certified training by Mobile Fire-Rescue Limited spaces available. RESCHEDULED	Wednesday Oct. 18 OCT. 25	8:30 am-Noon

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 **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.