



January & February 2018

Mobile County Personnel Board CLASSROOM TRAINING SCHEDULE

Also see:
Short & Long
ONLINE Training

Location	Merit System	Date	Class Time
MCPB	MCPB New Employee Orientation	Friday-Jan. 12	8:30-11:00 am
Location	Computer	Date	Class Time
MCPB	MS Excel 2010 Basic	Tuesday-Jan. 9	12:30-4:30 pm
	Special Training Event: MS Excel 2010 Advanced – Logical and statistical functions, data functions, data tables, data management, formulas, exporting and importing. Prerequisite: Excel 2010 Basic. Full-day class facilitated by Bishop State Community College staff.	New Date: Friday January 26 Thurs. Jan. 25	8:30 am-4:00 pm
	MS Word 2010 Basic	Wednesday, Feb. 7	12:30-4:30 pm
	MS PowerPoint 2010 Basic	Tuesday, Feb.20	12:30-4:30 pm
Location	Skills	Date	Class Time
MCPB	Email Management & Composition Software shortcuts plus guidelines for writing professional emails. For staff using email as an essential tool.	Thursday Feb. 8	1:00-4:00 pm
	Time Management Strategies for efficient use of time, setting priorities, planning, and dealing with distractions.	Wednesday Feb. 21	1:00-4:00 pm
Location	Supervisory	Date	Class Time
MCPB	Special Training Event: Legal Aspects of Supervisory Mgt. 2 Topics: fair employment practices; employee rights & responsibilities; effective implementation of work rules; alternative dispute resolution of workplace disputes. For supervisors and HR staff; no prerequisites. Presented by Robert Shearer, J.D	Wednesday January 24	12:30-4:30 pm

Location	UPCOMING Supervisory Series	
MCPB	Part I- Supervisory Fundamentals: Roles and Responsibilities, Knowledge and Skills, Professionalism, Understanding the Merit System-Employment Process	<u>Wednesday, March 14, 2018</u> 12:30-4:30 pm
	Part II-Employer/Employee Concerns: Employment Laws, Performance and Evaluation, Discipline, Understanding the Merit System-Grievances	<u>Wednesday, April 11, 2018</u> 12:30-4:30 pm
	Part III-Assuring an Equitable and Safe Workplace: Harassment, Diversity in the Workplace, Protecting the Workplace: Substance Abuse, Violence, Safety Hazards	<u>Wednesday, May 9, 2018</u> 12:30-4:30 pm
	Part IV-The Nature of Leadership: Leadership and Staff Development, Coaching and Motivation, Team Building	<u>Wednesday, June 13, 2018</u> 12:30-4:30 pm

New Employee Orientation 2018 dates:

Friday	January 12	Wednesday	July 11
Wednesday	March 7	Friday	September 14
Friday	May 11	Wednesday	November 7

PLEASE SUBMIT TRAINING REQUESTS AT LEAST ONE WEEK BEFORE THE CLASS SESSION.