



# July and August 2017



Also see:

[Short and Long Course ONLINE Training](#)

## Mobile County Personnel Board CLASSROOM TRAINING SCHEDULE

Location	Orientation	Date	Class Time
MCPB	MCPB – New Employee Orientation	Wednesday, July 12	8:30 am – 11:00 am
Location	Computer	Date	Class Time
MCPB	MS PowerPoint 2010 Basic	Thursday, July 13	12:30 pm – 4:30 pm
MCPB	MS Word 2010 Intermediate – Part 1	Wednesday, July 19	8:30 am – 12:30 pm
MCPB	MS Word 2010 Intermediate – Part 2	Thursday, August 10	8:30 am – 12:30 pm
Location	Skills	Date	Class Time
MCPB	<b>Presentation Skills Using PowerPoint</b> Prerequisite: MS PowerPoint 2007 or 2010 Basic	Tuesday, July 25	12:30 pm – 4:30 pm
Location	Supervisory	Date	Class Time
MCPB	<a href="#">Special Training Event in August</a> <b>Effective Performance Appraisals</b> – Helps managers master formal and informal performance feedback. Presented by Mary White, MTI Business Solutions	Wednesday August 9	1:00 pm – 4:00 pm
MCPB	<a href="#">Special Training Event in September</a> <b>Legal Aspects of Supervisory Mgt.</b> Relevant Employment topics and cases - Robert Shearer, JD USA Continuing Education	Thursday, September 7	12:30 pm – 4:30 pm
Location	RSA Informational Mini-Workshops	Dates	Times
MCPB	<b>Informative group session</b> about Employees' Retirement System benefits including: pre-retirement death benefits, Tier I & Tier II employment, retirement benefit formula and options, and the RSA-1 deferred compensation program (457b). (Not as extensive as full seminar held periodically at local DOT office.)	Monday, August 21 Tuesday, August 22	1 hr. group sessions: 8:30 am – 9:30 am 1:00 pm – 2:00 pm
	<b>Individual appointments</b> available to clarify any specific concerns and/or assist with calculation of ERS retirement benefit. ERS member handbook available with appointment.	Monday, August 21 Tuesday, August 22	15 min. individual appointments: 9:30 am – Noon 2:00 pm – 4:30 pm
Please sign-up for group or individual sessions by calling the Training Office at 445-4574 or 445-4573. This is not a training credit event and does not require a training request form.			

**Note:** New Employee Orientation is held bi-monthly on either Wednesday or Friday.

Remaining orientation dates for 2017:

Wednesday	July 12
Friday	September 15
Wednesday	November 8

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