



# June 2017

## Mobile County Personnel Board Classroom Training Schedule

Also see:  
[Short Course](#)  
 and [Long Course](#)  
[ONLINE Training](#)  
[Calendars](#)

Location	Orientation	Date	Class Time
MCPB	(MCPB – New Employee Orientation)	(Wednesday July 12)	(8:30–11:00 am)
Location	Computer	Date	Class Time
MCPB	MS Excel 2010 Basic (10 seats)	Tuesday June 13	12:30–4:30 pm
MCPB	MS Word 2010 Basic (10 seats)	Tuesday June 27	8:30 am-12:30 pm
	Skills	Date	Class Time
MCPB	<b>Email Management and Composition</b> Software shortcuts plus guidelines for writing professional emails. Designed for office-based staff using email as an essential tool.	Tuesday June 20	1:00-4:00 pm
Location	Development	Date	Class Time
MCPB	<b>Project Management Concepts and Practices</b> Basic concepts. resource tools. roles, critical success factors, and case studies. Facilitator: Richard Perry  This class is open to managers and other professionals who would benefit from training in project management. Space is limited. Please call the Training Office for customized training request form.	Wednesday June 21	12:30-4:30 pm
Supervisory Series (held each Spring)			
MCPB	Part I: Supervisory Fundamentals: Roles and Responsibilities, Knowledge and Skills, Professionalism, and Understanding of the Merit System: Employment Process		COMPLETED Thursday, March 9
	Part II: Employer/Employee Concerns: Employment Laws, Performance and Evaluation, Discipline, and Understanding the Merit System: Grievances		COMPLETED Thursday, April 13
	Part III: Assuring an Equitable and Safe Workplace: Harassment Issues, Diversity in the Workplace, and Protecting the Workplace: substance abuse, violence, safety hazards		COMPLETED Thursday, May 18
	<b>Part IV: The Nature of Leadership</b>		<b>Thursday, June 15</b> <b>12:30–4:30 pm</b>
<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Staff Development</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching and Motivation</li> <li>• Team Building</li> </ul>		

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

Remaining New Employee 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.**