



September & October 2017

Mobile County Personnel Board CLASSROOM TRAINING SCHEDULE

Also see:

[Short & Long Course](#)
[ONLINE Training](#)

Location	Merit System	Date	Class Time
MCPB	MCPB New Employee Orientation	Friday, Sept. 15	8:30 am – 11:00 am
MCPB	Hiring in the Merit System - Application process, process for eligible lists, and interview pointers. Personnel Department staff will present.	Wednesday, Oct. 18	9:00 am – 11:00 am
Location	Computer	Date	Class Time
MCPB	MS <u>Excel</u> 2010 Basic	Tuesday, Sept. 12	12:30 pm – 4:30 pm
MCPB	MS <u>Word</u> 2010 Basic Cancelled	Thursday, Oct. 12	12:30 pm – 4:30 pm
MCPB	MS Excel 2010 Intermediate – Part 1 (8 seats) Prerequisite: Excel 2010 Basic	Thursday, Oct. 26	12:30 pm – 4:30 pm
Location	Skills	Date	Class Time
MCPB	Grammar & Writing Review, Part 1-Nouns/Pronouns Grammar Exercises. Participants are encouraged to attend all parts.	Friday, Sept. 22	8:30 am – 12:30 pm
	Grammar & Writing Review, Part 2-Verbs/Adverbs Grammar Exercises. Participants are encouraged to attend all parts.	Friday, Oct. 20	8:30 am – 12:30 pm
	Grammar & Writing Review, Part 3 Punctuation/ Prepositions. Grammar Exercises. Participants are encouraged to attend all parts.	Friday, Nov. 17	8:30 am – 12:30 pm
Location	Supervisory	Date	Class Time
MCPB	Special Training Event in September Legal Aspects of Supervisory Management Relevant Employment topics and cases Robert Shearer, JD - USA Continuing Education	Thursday, Sept. 7	12:30 pm – 4:30 pm
MCPB	HR Compliance Medley (Manager Version) Harassment, Diversity, and Ethics Cancelled	Wednesday Oct. 11	1:00 pm – 4:00 pm
Location	Safety/Awareness	Date	Class Time
MCPB	CPR-1STAid-AED Hands-on and classroom instruction by Mobile Fire-Rescue. Participation certificate only.	Wednesday, Oct. 25	8:30 am – 11:30 am

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

Remaining orientation dates for 2017:

Friday	September 15
Wednesday	November 8

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