



January & February 2019

Mobile County Personnel Board CLASSROOM TRAINING SCHEDULE

Also see:
Short & Long
ONLINE Training at
personnelboard.org

Location	Merit System	Date	Class Time
MCPB	MCPB New Employee Orientation	Friday-Jan. 11	8:30-11:00 am
Location	Computer	Date	Class Time
MCPB	MS <u>Word</u> 2010 Basic	Tuesday, Jan. 15	12:30-4:30 pm
	MS <u>Excel</u> 2010 Basic	Tuesday, Feb. 12	12:30-4:30 pm
	<u>Special Training Event:</u> MS <u>WORD</u> 2010 Advanced – Mail merge, objects, backgrounds, macros, forms, customizing, long documents. <u>Prerequisite:</u> Word 2010 Basic or higher. <u>Full-day class</u> facilitated by Bishop State Community College staff.	Friday January 25	8:30 am-4:00 pm
	<u>Special Training Event:</u> MS <u>EXCEL</u> 2010 Advanced – Logical & statistical functions, data functions, data tables, data mgt., formulas, exporting and importing. <u>Prerequisite:</u> Excel 2010 Basic or higher. <u>Full-day class</u> facilitated by Bishop State Community College staff.	Friday February 22	8:30 am-4:00 pm
Location	Skills	Date	Class Time
MCPB	Email Management & Composition-CANCELLED Software shortcuts plus guidelines for writing professional emails. For staff using email as an essential tool.	Wednesday January 23	1:00-4:00 pm
	Time Management Strategies for effective use of time, setting priorities, planning, and dealing with distractions.	Wednesday February 6	1:00-4:00 pm
Location	Supervisory	Date	Class Time
MCPB	<u>Special Training Event:</u> Legal Aspects of Supervisory Management-Part 2 Topics: fair employment practices, employee rights & responsibilities, effective implementation of work rules, discipline and harassment, resolution of workplace disputes. For supervisors and HR staff. Open to new and repeat attendees. Presented by Robert Shearer, J.D	Wednesday February 13	12:30-4:30 pm
Location	UPCOMING Supervisory Series		
MPL-Ben May (Main Branch)	Part 1-Supervisory Fundamentals: Roles and Responsibilities, Knowledge and Skills, Professionalism, Understanding the Merit System-Employment Process	Wednesday, March 13, 2019 12:30-4:30 pm	
MCPB	Part 2-Employer/Employee Concerns: Employment Laws, Performance and Evaluation, Discipline, Understanding the Merit System-Grievances	Wednesday, April 10, 2019 12:30-4:30 pm	
	Part 3-Assuring an Equitable and Safe Workplace: Harassment, Diversity in the Workplace, Protecting the Workplace: Substance Abuse, Violence, Safety Hazards	Wednesday, May 8, 2019 12:30-4:30 pm	
	Part 4-The Nature of Leadership: Leadership and Staff Development, Coaching and Motivation, Team Building	Wednesday, June 12, 2019 12:30-4:30 pm	

New Employee Orientation 2019 dates:

Friday	January 11
Friday	March 8
Friday	May 10

Wednesday	July 10
Friday	September 13
Wednesday	November 6

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