



March & April 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	Wed.- March 7	8:30-11:00 am
Location	Computer	Date	Class Time
MCPB	MS Excel 2010 Basic	Wed.- March 21	8:30 am-12:30 pm
	MS Word 2010 Basic	Thurs.- April 5	8:30 am-12:30 pm
Location	Safety	Date	Class Time
TBD	Flagger Training – by Complete Safety Works Participants will be notified regarding location.	Thurs. – April 26	7:30-11:30 am
MCPB	Defensive Driving – certified class by Complete Safety Works	Wed. – May 2	8:30-11:30 am
Location	Skills	Date	Class Time
MCPB	Special Training Event Communication and Engagement Skills – Tools and techniques to assist you in communicating with employees and peers. Facilitator – Philip Stiell	Wednesday April 18	8:30 – 11:30 am
Location	Development	Date	Class Time
Mobile Convention Center	REQUESTS DUE BY APRIL 20. Call our office for details. Five Star Customer Service Strategies: Seminar A – Customer Service: <i>Be Amazing or Go Home</i> Seminar B – Customer Service: <i>Sprinkles</i> (Adding That Extra)	Monday-May 14	8:30-11:30 am (A) 1:00-4:00 pm (B)
		Tuesday-May 15	8:30-11:30 am (B) 1:00-4:00 pm (A)
Location	SUPERVISORY SERIES		
MCPB	Part I- Supervisory Fundamentals: Roles and Responsibilities, Knowledge and Skills, Professionalism, Understanding the Merit System-Employment Process	Wednesday, March 14 12:30–4:30 pm	
	Part II-Employer/Employee Concerns: Employment Laws, Performance and Evaluation, Discipline, Understanding the Merit System-Grievances	Wednesday, April 11 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	Wednesday, May 9 12:30–4:30 pm	
	Part IV-The Nature of Leadership: Leadership and Staff Development, Coaching and Motivation, Team Building	Wednesday, June 13 12:30–4:30 pm	

New Employee Orientation
Remaining 2018 Dates

Wednesday	March 7
Friday	May 11

Wednesday	July 11
Friday	Sept. 14

Wednesday	Nov. 7
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PLEASE SUBMIT TRAINING REQUESTS AT LEAST ONE WEEK BEFORE THE CLASS SESSION.