



# May & June 2018

## Mobile County Personnel Board CLASSROOM TRAINING SCHEDULE

See  
Short & Long  
ONLINE Training  
information link  
below.

Location	Merit System	Date	Class Time
MCPB	MCPB New Employee Orientation	Friday - May 11	8:30-11:00 am
Location	Computer	Date	Class Time
MCPB	MS Excel 2010 Basic	Thursday, May 17	12:30-4:30 pm
	MS Word 2010 Basic	Tuesday, June 12	12:30-4:30 pm
	MS PowerPoint Basic	Tuesday, June 19	12:30-4:30 pm
Location	Skills	Date	Class Time
MCPB	Grammar & Writing Review, Part 1 - Nouns/Pronouns	Friday, June 22	8:30 am-12:30 pm
	Grammar & Writing Review, Part 2 - Verbs/Adverbs	Friday, July 20	8:30 am-12:30 pm
	Grammar & Writing Review, Part 3 - Punctuation/Prepositions	Friday, August 24	8:30 am-12:30 pm

Location	SUPERVISORY SERIES	
MCPB	Part I- Supervisory Fundamentals: Roles and Responsibilities, Knowledge and Skills, Professionalism, Understanding the Merit System-Employment Process	Wednesday, March 14 COMPLETED
	Part II-Employer/Employee Concerns: Employment Laws, Performance and Evaluation, Discipline, Understanding the Merit System-Grievances	Wednesday, April 11 COMPLETED
	Part III-Assuring an Equitable and Safe Workplace: Harassment, Diversity in the Workplace, Protecting the Workplace: Substance Abuse, Violence, Safety Hazards	<u>Wednesday, May 9</u> 12:30-4:30 pm
	Part IV-The Nature of Leadership: Leadership and Staff Development, Coaching and Motivation, Team Building	<u>Wednesday, June 13</u> 12:30-4:30 pm

### New Employee Orientation

Remaining 2018 Dates

Friday	May 11
Wednesday	July 11

Friday	Sept. 14
Wednesday	Nov. 7

See forms and online training information at [http://www.personnelboard.org/Training%20Website/Training\\_Forms.html](http://www.personnelboard.org/Training%20Website/Training_Forms.html)

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