



# 2018 September & October

## 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, September 14	8:30-11:00 am
Location	Computer	Date	Class Time
MCPB	MS Word 2010 Basic- <b>Rescheduled date</b>	<del>Tuesday, Sept 4</del> <b>Thursday, Oct 4</b>	12:30-4:30 pm
	MS Excel 2010 Basic	Tuesday, Sept. 18	12:30-4:30 pm
	MS Excel 2010 Intermediate-Part 1	Tuesday, Oct. 2	12:30-4:30 pm
	MS Excel 2010 Intermediate-Part 2	Thursday, Oct. 18	12:30-4:30 pm
Location	SAFETY/AWARENESS	Date	Class Time
MCPB	<b>CDL Written Test Prep</b> Prepares employees to take the Commercial Driver's License (CDL) written test. Presented by Complete Safety Works.	<b>Wednesday, October 3</b>	<b>8:00 am-4:00 pm</b> (1/2 hr. lunch break)
MCPB	<b>CPR-1<sup>ST</sup>Aid-AED</b> Certified training by Mobile Fire-Rescue	<b>Wednesday October 24</b>	<b>8:30-11:30 am</b>
MCPB	<b>Defensive Driving</b> Certified training by Complete Safety Works.	<b>Wednesday, November 14</b>	<b>8:30-11:30 am</b>
Location	SKILLS	Date	Class Time
MCPB	<b>Grammar &amp; Writing Review, Part 3-Punctuation/Prepositions</b>	<b>Friday Sept. 21 (was 9/28)</b>	<b>8:30 am-12:30 pm</b>
<b>Holiday Inn Airport</b> 3630 Springhill Memorial Dr. S	<b>Human Resources for Anyone with Newly Assigned HR Responsibilities</b> An HR overview of FLSA, EEO, FMLA, ADA; benefits essentials covering the basics of workers' comp, FMLA, COBRA; recordkeeping, best practices; strategies for employee coaching, counseling and discipline; legal info about hiring and firing. Presented by CareerTrack. CEU and PDC credit. Limited spaces. <u>Request deadline: 9-24-18.</u> Please call MCPB Training Department <b>before</b> submitting training request.	<b>Friday October 19</b>	<b>9:00 am-4:00 pm</b>
Location	SUPERVISORY	Date	Class Time
MCPB	<b><u>Special Training Event in September</u></b> <b>Legal Aspects of Supervisory Management - Part 1</b> Relevant employment topics and cases for supervisors and HR personnel including: overview of laws that apply to public employees, legal relationship between employees and employers, negligence in the workplace, privacy rights, defamation, workplace violence, overview of employment discrimination and harassment. Open to new and repeat attendees. <b>Presented by Robert Shearer, JD</b>	<b>Wednesday, September 12</b>	<b>12:30-4:30 pm</b>

**New Employee Orientation** remaining 2018 dates:

Friday, September 14

Wednesday, November 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.**