

MCPB Classroom Training Offerings

Category	Class/Course	Description	Prerequisite	Target Audience	Presenters	Frequency	Duration
<b>MERIT SYSTEM</b>	<b>New Employee Orientation</b>	Overview of Mobile County Merit System including benefits, rules, and opportunities	None	New Merit System Employees; Other interested Merit System Employees may attend.	MCPB Staff	Jan., Mar., May, July, Sept., Nov.; Wednesday or Friday	2.5 hours
	<b>Hiring in the Merit System</b>	Application process, the process for eligible lists, and interview pointers	None	Merit System Supervisors and HR personnel who have hiring responsibilities	MCPB Staff	Annually or as requested	2-3 hours
<b>COMPUTER</b>	<b>MS Windows 10</b>	Overview of Windows 10 operating system and navigation hints	None	Merit System Employees	MCPB Staff	As requested	4 hours
	<b>MS Word 2010-Basic</b>	Introductory class	None	Merit System Employees	MCPB Staff	Bi-monthly	4 hours
	<b>MS Word 2010 Intermediate Part 1</b>	Intermediate	MS Word 2010 Basic	Merit System Employees	MCPB Staff	Semi-annually	4 hours
	<b>MS Word 2010 Intermediate Part 2</b>	Intermediate	MS Word 2010 Basic	Merit System Employees	MCPB Staff	Semi-annually	4 hours
	<b>MS Excel 2010-Basic</b>	Introductory class	None	Merit System Employees	MCPB Staff	Bi-monthly	4 hours
	<b>MS Excel 2010 Intermediate Part 1</b>	Intermediate	MS Excel 2010 Basic	Merit System Employees	MCPB Staff	Annually or as requested	4 hours
	<b>MS Excel 2010 Intermediate Part 2</b>	Intermediate	MS Excel 2010 Basic	Merit System Employees	MCPB Staff	Annually or as requested	4 hours
	<b>MS Excel 2010-Advanced</b>	Advanced	MS Excel 2010 Basic	Merit System Employees	Other Instructor	Annually or as requested	7 hours
	<b>MS PowerPoint 2010-Basic</b>	Introductory class	None	Merit System Employees	MCPB Staff	Quarterly	4 hours
<b>SKILLS USING THE COMPUTER</b>	<b>Email Management &amp; Composition</b>	Software shortcuts plus guidelines for writing professional emails. For staff using email as an essential tool.	None	Merit System Employees using email	MCPB Staff	Semi-annually	3 hours
	<b>Presentation Skills Using MS PowerPoint</b>	Presentation skills are discussed and practiced utilizing PowerPoint software.	MS PowerPoint 2007 or 2010	Merit System Employees	MCPB Staff	Annually or as requested	4 hours

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<b>SAFETY AND AWARENESS</b>	<b>CPR-First Aid-AED</b>	Hands-on and classroom instruction for adult CPR, First Aid, and AED	None	Merit System Employees	Other Instructor	Annually	3 hours
	<b>Defensive Driving</b>	Instruction in non-commercial defensive driving with certification	None	Merit System Employees with driving responsibilities who require certification.	Other Instructor	Semi-annually	3 hours
	<b>Flagger Training</b>	Classroom and hand-on instruction for road construction flagger training	None	Merit System Employees	Other Instructor	Annually	4 hours
	<b>Ladder Safety and Back Safety</b>	Video, lecture, and quizzes	None	Merit System Employees	MCPB Staff or Other Instructor	TBD	2 hours
	<b>Managing Stress</b>	Video and lecture	None	Merit System Employees	MCPB Staff or Other Instructor	TBD	2 hours
<b>SKILLS</b>	<b>Administrative Assistance-Part 1</b>	The Organizing Part. Time and Task Management. Participants are encouraged to attend all 3 parts of series.	None	Merit System Employees with administrative assistance responsibilities	MCPB Staff	TBD	4 hours
	<b>Administrative Assistance-Part 2</b>	The People Part: Customer Service and Communication. Participants are encouraged to attend all 3 parts of series.	None	Merit System Employees with administrative assistance responsibilities	MCPB Staff	TBD	4 hours
	<b>Administrative Assistance-Part 3</b>	The Planning Part: Projects, Deadlines, and Problem-solving. Participants are encouraged to attend all 3 parts of series.	None	Merit Employees with administrative assistance responsibilities	MCPB Staff	TBD	4 hours

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<b>SKILLS (continued)</b>	<b>Grammar and Writing Review- Part 1: Nouns &amp; Pronouns</b>	Grammar Exercises Participants are encouraged to attend all 3 parts of series	None	Merit System Employees	MCPB Staff	Annually	4 hours
	<b>Grammar and Writing Review- Part 2: Verbs &amp; Adverbs</b>	Grammar Exercises Participants are encouraged to attend all 3 parts of series.	None	Merit System Employees	MCPB Staff	Annually	4 hours
	<b>Grammar and Writing Review-Part 3: Punctuation &amp; Prepositions</b>	Grammar Exercises Participants are encouraged to attend all 3 parts of series.	None	Merit System Employees	MCPB Staff	Annually	4 hours
	<b>Time Management</b>	Strategies for efficient use of time, setting priorities, planning, and dealing with distractions	None	Merit System Employees	MCPB Staff	Annually	3 hours
<b>COMPLIANCE</b>	<b>HR Compliance Medley - Manager's Version</b>	3-part training: Harassment, Diversity, and Ethics	None	Merit System Managers/Supervisors	MCPB Staff	Annually or as requested	2 hours
	<b>HR Compliance Medley - Employee's Version</b>	3-part training: Harassment, Diversity, and Ethics	None	Merit System Employees	MCPB Staff	Annually or as requested	2 hours
<b>SUPERVISORY</b>	<b>Communication and Employee Engagement</b>	Tools and techniques to assist you in communicating with employees/peers.	None	Merit System Employees and Supervisors	Other Instructor	Annually	3 hours
	<b>Managing Effective Meetings</b>	Planning, process and dynamics of any effective meeting	None	Merit System Supervisors: new and experienced	MCPB Staff	Annually	2 hours
	<b>Legal Aspects of Supervisory Management- Part 1</b>	Topics include: employment discrimination & harassment, workplace violence, fair investigations, disciplinary process	None	Merit System Supervisors (new and experienced); HR staff	Other Instructor	Annually	4 hours
	<b>Legal Aspects of Supervisory Management- Part 2</b>	Topics include: fair employment practices; employee rights & responsibilities; effective implementation of work rules; alternative dispute resolution of workplace disputes.	None	Merit System Supervisors (new and experienced); HR staff	Other Instructor	Annually	4 hours

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<b>SUPERVISORY</b>	<b>Supervisory Series: Part I</b>	Supervisory Fundamentals: Roles and Responsibilities, Knowledge and Skills, Professionalism, and Understanding of the Merit System: Employment Process. Participants are encouraged to attend all 4 parts of series.	None	Merit System Supervisors: new	MCPB Staff	Annually - March	4 hours
	<b>Supervisory Series: Part II</b>	Employer/Employee Concerns: Employment Laws, Performance and Evaluation, Discipline, and Understanding the Merit System: Grievances. Participants are encouraged to attend all 4 parts of series.	None	Merit System Supervisors: new	MCPB Staff	Annually - April	4 hours
	<b>Supervisory Series: Part III</b>	Assuring an Equitable and Safe Workplace: Harassment Issues, Diversity in the Workplace, and Protecting the Workplace: substance abuse, violence, safety hazards. Participants are encouraged to attend all 4 parts of series.	None	Merit System Supervisors: new	MCPB Staff	Annually - May	4 hours
	<b>Supervisory Series: Part IV</b>	The Nature of Leadership: Leadership, Staff Development, Coaching and Motivation, and Teambuilding. Participants are encouraged to attend all 4 parts of series.	None	Merit System Supervisors: new	MCPB Staff	Annually - June	4 hours
<b>DEVELOPMENT</b>	<b>Communication and Employee Engagement</b>	Tools and techniques to assist you in communicating with employees and peers.	None	Merit System Employees and Supervisors	Other Instructor	Annually	3 hours
	<b>Project Management Concepts and Practices</b>	Focuses on basic concepts, resource tools, roles, and critical success factors, and includes case studies and examples.	None	Merit System Managers and other professionals dealing with projects.	Other Instructor	TBD	4 hours
	<b>Other Topics</b>	Past topics have included: grant writing, performance appraisals, interviewing skills, conflict management, customer service, and more.	None	Merit System Employees and Supervisors	MCPB Staff or Other Instructor	TBD	3 hours
<b>JURISDICTIONAL TRAINING</b>	<b>Any computer training presented by MCPB Staff</b>	TBD	Based on selected course	Merit Employees	MCPB Staff	TBD	TBD
	<b>Training on various topics as determined by a training needs assessment.</b>	TBD	Based on selected course	Merit Employees	MCPB Staff	TBD	TBD