

MCPB Classroom Training Offerings

Category	Class/Course	Description	Prerequisite	Target Audience	Presenters	Frequency	Hours
<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 and other interested Merit System employees	MCPB Staff	Jan., Mar., May, July, Sept., Nov. Wednesday or Friday	2.5
	<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	2.5
<b>COMPUTER</b>	<b>MS Word 2010 Basic</b>	Introductory class	None	Merit System Employees	MCPB Staff	Bi-monthly	4
	<b>MS Word 2010 Intermediate Part 1</b>	Intermediate	MS Word 2010 Basic	Merit System Employees	MCPB Staff	Annually	4
	<b>MS Word 2010 Intermediate Part 2</b>	Intermediate	MS Word 2010 Basic	Merit System Employees	MCPB Staff	Annually	4
	<b>MS Word 2010 Advanced</b>	Advanced	MS Excel 2010 Intermediate	Merit System Employees	Other	Annually	7
	<b>MS Excel 2010 Basic</b>	Introductory class	None	Merit System Employees	MCPB Staff	Bi-monthly	4
	<b>MS Excel 2010 Intermediate Part 1</b>	Intermediate Part 1	MS Excel 2010 Basic	Merit System Employees	MCPB Staff	Annually	4
	<b>MS Excel 2010 Intermediate Part 2</b>	Intermediate Part 2	MS Excel 2010 Basic	Merit System Employees	MCPB Staff	Annually	4
	<b>MS Excel 2010 Advanced</b>	Advanced	MS Excel 2010 Intermediate	Merit System Employees	Other	Annually	7
	<b>MS Excel 2010 PowerPivot add-in</b>	Additional knowledge	MS Excel 2010 Basic and Intermediate	Merit System Employees	Other	TBD	TBD
	<b>MS PowerPoint 2010 Basic</b>	Introductory class	None	Merit System Employees	MCPB Staff	Quarterly	4
<b>MS PowerPoint 2010 Advanced</b>	Advanced	MS PowerPoint Basic	Merit System Employees	MCPB Staff	TBD	TBD	

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<b>SAFETY AND AWARENESS</b>	<b>CDL Written Test Prep</b>	Preparation for the Commercial Driver's License (CDL) written test	None	Merit System Employees	Other	TBD	7.5
	<b>CPR-First Aid-AED</b>	Hands-on and classroom instruction for adult CPR, First Aid, and AED	None	Merit System Employees	Other	Annually	3
	<b>Defensive Driving</b>	Instruction in non-commercial defensive driving with certification	None	Merit System Employees	Other	Semi-annually	3
	<b>Flagger Training</b>	Classroom and hands-on instruction	None	Merit System Employees	Other	Annually	4
	<b>Ladder Safety and Back Safety</b>	Video, lecture, quizzes	None	Merit System Employees	MCPB Staff or Other	TBD	2
	<b>Managing Stress</b>	Video, lecture, activities	None	Merit System Employees	MCPB Staff or Other	TBD	2
<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 support responsibilities	MCPB Staff	TBD	4
	<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 support responsibilities	MCPB Staff	TBD	4
	<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 support responsibilities	MCPB Staff	TBD	4
	<b>Email Management &amp; Composition</b>	Software shortcuts and guidelines for writing professional emails; for staff using email as an essential tool	None	Merit System Employees using email	MCPB Staff	Semi-annually	3
	<b>Presentation Skills Using MS PowerPoint</b>	Presentation skills are discussed and practiced utilizing PowerPoint software.	MS PowerPoint Basic	Merit System Employees	MCPB Staff	Annually or as requested	4

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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
	<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
	<b>Grammar and Writing Review-Part 3: Punctuation Prepositions</b>	Grammar Exercises; participants are encouraged to attend all 3 parts of series.	None	Merit System Employees	MCPB Staff	Annually	4
	<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
<b>COMPLIANCE</b>	<b>HR Compliance Medley - Manager's Version</b>	3-part training managers and supervisors: Harassment, Diversity, and Ethics	None	Merit System Managers/Supervisors	MCPB Staff	As requested	2
	<b>HR Compliance Medley - Employee's Version</b>	3-part training: Harassment, Diversity, and Ethics	None	Merit System Employees	MCPB Staff	As requested	2
<b>SUPERVISORY</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
	<b>Managing Effective Meetings</b>	Planning, process, and dynamics of any effective meeting	None	Merit System Supervisors: new and experienced	MCPB Staff	Annually	2
	<b>Legal Aspects of Supervisory Management-Part 1</b>	Public employee laws, employee/ employer relationship, privacy, negligence, defamation, overview of discrimination/harassment, workplace violence	None	Merit System Supervisors, HR staff, repeat attendees	Other Instructor	Annually	4
	<b>Legal Aspects of Supervisory Management-Part 2</b>	Implementing rules/procedures, discipline and separation, special discipline and harassment topics, mediation/arbitration in the workplace	None	Merit System Supervisors, HR staff, repeat attendees	Other Instructor	Annually, 5-6 months after Part 1	4

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<b>SUPERVISORY (continued)</b>	<b>Supervisory Series: Part 1</b>	<b>Supervisory Fundamentals:</b> 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	New or hopeful Merit System Supervisors	MCPB Staff	Annually - March	4
	<b>Supervisory Series: Part 2</b>	<b>Employer/Employee Concerns:</b> Employment Laws, Performance and Evaluation, Discipline, and Understanding the Merit System: Grievances. Participants are encouraged to attend all 4 parts of series.	None	New or hopeful Merit System Supervisors	MCPB Staff	Annually - April	4
	<b>Supervisory Series: Part 3</b>	<b>Assuring an Equitable and Safe Workplace:</b> 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	New or hopeful Merit System Supervisors	MCPB Staff	Annually - May	4
	<b>Supervisory Series: Part 4</b>	<b>The Nature of Leadership:</b> Leadership, Staff Development, Coaching and Motivation, and Teambuilding. Participants are encouraged to attend all 4 parts of series.	None	New or hopeful Merit System Supervisors	MCPB Staff	Annually - June	4
<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	Annually	3
	<b>Project Management Concepts and Practices</b>	Focuses on basic concepts, resource tools, roles, critical success factors, and case studies and examples.	None	Merit System Managers and other professionals dealing with projects.	Other	TBD	4
	<b>Other Topics</b>	Topics could include grant writing, performance appraisals, interviewing skills, conflict management, customer service	None	Merit System Employees and Supervisors	MCPB Staff or Other	TBD	3
<b>JURISDICTIONAL TRAINING</b>	<b>Training on various topics as determined by a training needs assessment.</b>	TBD	Based on selected course	Merit System Employees	MCPB Staff	TBD	TBD