



# May & June 2019

## Mobile County Personnel Board CLASSROOM TRAINING SCHEDULE

Also see:  
**Short & Long**  
**ONLINE Training**  
at  
[www.personnelboard.org](http://www.personnelboard.org)

Location	Merit System	Date	Class Time
MCPB	MCPB New Employee Orientation	Friday, May 10	8:30-11:00 am
Location	Computer	Date	Class Time
MCPB	MS Word 2010 Basic	Tuesday, May 14	12:30-4:30 pm
	MS PowerPoint 2010 Basic	Thursday, May 16	12:30-4:30 pm
	MS Excel 2010 Basic	Tuesday, June 11	12:30-4:30 pm
	MS PowerPoint 2010 Advanced prerequisite: MS PowerPoint 2010 Basic	Thursday, June 20	8:30 am-12:30 pm
Location	Safety and Awareness	Date	Class Time
MCPB	Defensive Driving Certification – Complete Safety Works will present.	Wednesday May 15	8:30-11:30 am
Location	Skills	Date	Class Time
MCPB	<b><u>Special Training Event-</u></b> <b>Budgeting and Financial Statements</b> Explanation of basic financial terms and an overview of budgets and financial statements. Helpful for managers; open to all employees. Facilitator – Philip Stiehl	Wednesday May 8	8:30 – 11:30 am
	Grammar & Writing Review, Part 1 – Nouns/Pronouns	Friday, June 21	8:30 am-12:30 pm
	Grammar & Writing Review, Part 2 – Verbs/Adverbs	Friday, July 19	8:30 am-12:30 pm
	Grammar & Writing Review, Part 3 – Punctuation/ Prepositions	Friday, August 23	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 13 COMPLETED
	Part II-Employer/Employee Concerns: Employment Laws, Performance and Evaluation, Discipline, Understanding the Merit System-Grievances	Wednesday, April 10 COMPLETED
	<b>Part III-Assuring an Equitable and Safe Workplace:</b> Harassment, Diversity in the Workplace, Protecting the Workplace: Substance Abuse, Violence, Safety Hazards	<b>Wednesday, May 8</b> 12:30-4:30 pm
	<b>Part IV-The Nature of Leadership:</b> Leadership and Staff Development, Coaching and Motivation, Team Building	<b>Wednesday, June 12</b> 12:30-4:30 pm

Remaining 2019 New Employee Orientation dates: Wed., July 10, Fri., Sept. 13, and Wed., Nov. 6

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

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)