



July and August 2024

Mobile County Personnel Board CLASSROOM TRAINING SCHEDULE



Location	Computer	Date	Class Time
MCPB	MS Excel Basic Review and practice of basic functions and terms.	Thursday July 11	1:00-4:00 pm
	MS PowerPoint Advanced (Prerequisite: user experience) Review and practice advanced functions and terms.	Thursday July 25	1:00-4:00 pm
	MS Excel Intermediate Part 1 (Prerequisite: Excel Basic and user experience) Working with functions, working with lists. Limited spaces available.	Thursday August 8	1:00-4:00 pm
	MS Excel Intermediate Part 2 (Prerequisite: Excel Intermediate Part 1) Analyzing data, visualizing data with charts, using PivotTables. Limited spaces available.	Thursday August 22	1:00-4:00 pm
Location	Supervisory	Date	Class Time
MCPB	Documenting Performance for Supervisors – Document employees’ performance throughout the year, have relevant and effective feedback discussions, and write meaningful performance evaluations. Presented by Philip Stiell, BrightBridge Consulting	Wednesday July 10	1:00-4:00 pm
Location	Skills	Date	Class Time
MCPB	Communication and Engagement Skills Tools and techniques to assist you in communicating with employees and peers. Presented by Philip Stiell, BrightBridge Consulting	Wednesday August 7	1:00-4:00 pm
Location	Safety	Date	Class Time
MCPB	CPR-1STAid-AED - Certified training by Mobile Fire-Rescue Limited spaces available – Now FULL (listed on May-June calendar also)	Wednesday July 17	8:30 am-Noon
MCPB	CDL Written Test Prep Class Preparation for the Commercial Driver’s License (CDL) written test only. Open to those who anticipate taking the CDL written test and who have not taken this class previously. Presented by Complete Safety Works. Complete Safety Works is on the national training provider registry and must follow attendance guidelines. Participants must be present for the entire class to receive credit (not including lunch break).	Wednesday July 31	8:00 am - 4:30 pm (½ hour lunch break)

See all **training offerings and the UNIVERSAL TRAINING REQUEST FORM** at

<https://www.personnelboard.org/employees/training/>

Please **submit training requests** by email at least one week before the training session to

training@personnelboard.org

NOTE: Each participant will receive a **training confirmation email prior** to the training event.