



# September and October 2024

Mobile County Personnel Board

## CLASSROOM & LIVE-REMOTE TRAINING



Location	Computer	Date	Class Time
MCPB	MS <u>Word</u> Basic - Review and practice of basic functions and terms.	Thursday <del>Sept. 12</del> OCTOBER 3	1:00-4:00 pm
	MS <u>Excel</u> Basic – Review and practice of basic functions and terms	Tuesday Sept. 17	1:00-4:00 pm
	MS <u>Excel Intermediate</u> - Part 1 (Prerequisite: Excel Basic and user experience) Working with functions, working with lists. Limited spaces available.	Thursday Sept. 26	1:00-4:00 pm
Location	Skills	Date	Class Time
MCPB	Customer Service Basics – Learn the basic skills for providing excellent customer services to internal and external customers.	Wednesday Sept. 25	1:00-4:00 pm
MCPB	Presentation Skills Using MS PowerPoint Presentation skills discussed and practiced utilizing PowerPoint software. Build a presentation using PowerPoint and present the material. <u>Pre-requisite</u> : basic proficiency using MS PowerPoint.	Thursday October 10	1:00-4:00 pm
Live Remote Webinar*	Critical Thinking Skills – Learn to develop conclusions based on asking the right questions and evaluating relevant information. *For <u>live-remote online sessions</u> , participants must have access to the internet and sound (dial-up access or use of headset or earbuds) during the designated time.	Wednesday October 16	1:00-3:00 pm

- 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](mailto:training@personnelboard.org)
- NOTE: Each participant will receive a **training confirmation email prior** to the training event.