



November - December 2024



Mobile County Personnel Board CLASSROOM TRAINING SCHEDULE

Please note: Training Information may be subject to change; please check for any updates at <https://www.personnelboard.org/employees/training/training-forms/>.

Location	Computer	Date	Class Time
MCPB	MS Excel Basic Review and practice of basic functions and terms. Applicable for those using all Microsoft versions.	Tuesday, December 10	1:00-4:00 pm
MCPB	MS Outlook Intermediate Review of features to manage email, calendar, contacts, search functions and other tasks. Applicable for those using all Microsoft versions. <u>Pre-requisite:</u> basic proficiency using Outlook	Thursday December 12	1:00-4:00 pm
Location	Safety	Date	Class Time
MCPB	CPR-1STAid-AED - Certified training by Mobile Fire-Rescue Limited spaces available	Wednesday November 6	8:30 am-Noon
MCPB	Defensive Driving – Certified training by Complete Safety Works	Tuesday WEDNESDAY November 13	8:30-11:30 am

- 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.