



January and February 2025



Mobile Civil Service

INSTRUCTOR-LED TRAINING SCHEDULE



Location	Informational	Date	Class Time
Live-Remote*	<p>Retirement Systems of Alabama (RSA) Information Session Your RSA Retirement Benefits: Employees Retirement System (ERS) and the RSA-1 Deferred Compensation Plan. Presented by RSA Field Services. <u>NO TRAINING REQUEST FORM and NO TRAINING CREDIT</u> Reserve an online space by sending an email to training@personnelboard.org .</p> <p>*This is a live-remote online session; participants must have access to the internet and sound (dial-up access or use of headset or earbuds) during the designated time. You are encouraged to ask questions.</p>	Wednesday January 22	1:30-2:30 pm
Location	Computer	Date	Class Time
1809 Govt. St.	MS Excel Basic - Review and practice of basic functions and terms. Applicable for those using Microsoft 2010-2019 and 365 versions.	Thursday January 9 Tues Jan.14	1:00-4:00 pm
	MS Word Basic - Review and practice of basic functions and terms. Applicable for those using Microsoft 2010-2019 and 365 versions.	Tuesday February 18	1:00-4:00 pm
	MS Excel-Pivot Tables - Advanced data analysis and trouble shooting. <u>Prerequisites:</u> MS Excel Intermediate and working knowledge of MS Excel	Tuesday February 25	1:00-4:00 pm

Location(s)	Supervisory	Date/Time
(1809 Govt. St. or Online)	UPCOMING Supervisory Series — Any new supervisor or interested supervisor is welcome to take any or all of the series parts.	Series Dates
1809 Govt. St	Part 1-Supervisory Fundamentals: Understanding the Mobile Civil Service System Roles and Responsibilities, Knowledge and Skills, Professionalism,	Wed., March 19, 2025 1:00-4:00 pm
1809 Govt. St	Part 2-Employer/Employee Concerns: Employment Laws, Performance and Evaluation, Discipline, Understanding the Mobile Civil Service Employment Process	Wed., April 16, 2025 1:00-4:00 pm
TBA	Part 3-Assuring an Equitable and Safe Workplace: Harassment, Diversity in the Workplace, Protecting the Workplace: Substance Abuse, Violence, Safety Hazards	Wed., May 14, 2025 Afternoon times TBA
TBA	Part 4-The Nature of Leadership: Leadership and Staff Development, Coaching and Motivation, Team Building	Wed., June 11, 2025 Afternoon times TBA

GUIDELINES:

- **Requests are processed according to available spaces.** Please submit requests from this calendar on the **PRIMARY TRAINING REQUEST FORM** at <https://www.personnelboard.org/uploads/PrimaryTrainingRequestForm.pdf>.
- 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.
- For **live-remote online sessions**, participants must have access to the internet and sound (dial-up access or use of headset or earbuds) during the designated time.