

STATE PERSONNEL TRAINING

April – May 2023

Listed below are dates of virtual and in-person classes being offered, free of charge, in the months of April and May 2023, to all state employees.

Training at your facilities for your employees is now more available:

We are now offering onsite training. Jennifer Thomasson has been added to our training staff for this purpose. She brings to the job over 25 years of experience as a supervisor/employee of the State Personnel Department and is eager to share her insights. To request onsite training, contact SPD at RegisterForTraining@personnel.alabama.gov.

NOTE: The training division develops schedules based on the needs of agencies as evidenced by waiting lists created when classes are full. If you do not see a class you need, please email us with the topic, location, and number of spaces for the training you desire.

CLASSES

Customer Service Skills – MONTGOMERY

April 4, 2023, at the State Personnel Training Facility

Registration for full-day class: 8:00 a.m. to 8:30 a.m. with class beginning at 8:30 a.m. and ending at 4:00 p.m. Please arrive in time to sign in and be seated prior to class start time listed above.

Dealing With Difficult People – MONTGOMERY

April 5, 2023, at the State Personnel Training Facility

Registration for full-day class: 8:00 a.m. to 8:30 a.m. with class beginning at 8:30 a.m. and ending at 4:00 p.m. Please arrive in time to sign in and be seated prior to class start time listed above.

Employment Law Teleconference – VIRTUAL WEBEX

April 7, 2023, from 8:30 a.m. to 11:30 a.m.

Registration: Contact your agency training coordinator to register for this virtual training.

Dynamics of Supervision – MONTGOMERY

April 12, 2023, at the State Personnel Training Facility

Registration for full-day class: 8:00 a.m. to 8:30 a.m. with class beginning at 8:30 a.m. and ending at 4:00 p.m. **Please arrive in time to sign in and be seated prior to class start time listed above.**

Performance Appraisal - MONTGOMERY

April 18, 2023, at the State Personnel Training Facility

Registration for full-day class: 8:00 a.m. to 8:30 a.m. with class beginning at 8:30 a.m. and ending at 4:00 p.m. **Please arrive in time to sign in and be seated prior to class start time listed above.**

Progressive Discipline – MONTGOMERY

April 19, 2023, at the State Personnel Training Facility

Registration for full-day class: 8:00 a.m. to 8:30 a.m. with class beginning at 8:30 a.m. and ending at 4:00 p.m. **Please arrive in time to sign in and be seated prior to class start time listed above.**

Sexual Harassment Prevention Teleconference – VIRTUAL WEBEX

April 21, 2023, from 8:30 a.m. to 11:00 a.m.

Registration: Contact your agency training coordinator to register for this virtual training.

Interview and Selection – MONTGOMERY

April 26, 2023, at the State Personnel Training Facility

Registration for full-day class: 8:00 a.m. to 8:30 a.m. with class beginning at 8:30 a.m. and ending at 4:00 p.m. **Please arrive in time to sign in and be seated prior to class start time listed above.**

Dealing With Difficult People – MONTGOMERY

May 2, 2023, at the State Personnel Training Facility

Registration for full-day class: 8:00 a.m. to 8:30 a.m. with class beginning at 8:30 a.m. and ending at 4:00 p.m. **Please arrive in time to sign in and be seated prior to class start time listed above.**

Dynamics of Supervision – MONTGOMERY

May 3, 2023, at the State Personnel Training Facility

Registration for full-day class: 8:00 a.m. to 8:30 a.m. with class beginning at 8:30 a.m. and ending at 4:00 p.m. **Please arrive in time to sign in and be seated prior to class start time listed above.**

Family and Medical Leave Act Teleconference – VIRTUAL WEBEX

May 5, 2023, from 8:30 a.m. to 11:30 a.m.

Registration: Contact your agency training coordinator to register for this virtual training.

Performance Appraisal - MONTGOMERY

May 9, 2023, at the State Personnel Training Facility

Registration for full-day class: 8:00 a.m. to 8:30 a.m. with class beginning at 8:30 a.m. and ending at 4:00 p.m. **Please arrive in time to sign in and be seated prior to class start time listed above.**

Progressive Discipline – MONTGOMERY

May 10, 2023, at the State Personnel Training Facility

Registration for full-day class: 8:00 a.m. to 8:30 a.m. with class beginning at 8:30 a.m. and ending at 4:00 p.m. **Please arrive in time to sign in and be seated prior to class start time listed above.**

Employment Law - MONTGOMERY

May 16, 2023, at the State Personnel Training Facility

Registration for morning class: 8:00 a.m. to 8:30 a.m. with class beginning at 8:30 a.m. and ending at 11:30 a.m. **Please arrive in time to sign in and be seated prior to class start time listed above.**

Presentation Skills Part 1 - MONTGOMERY

May 17, 2023, at the State Personnel Training Facility

Registration for full-day class: 8:00 a.m. to 8:30 a.m. with class beginning at 8:30 a.m. and ending at 4:00 p.m. ***Please arrive in time to sign in and be seated prior to class start time listed above.***

State Government Orientation - Personnel - MONTGOMERY

May 24, 2023, at the State Personnel Training Facility

Registration for full-day class: 8:00 a.m. to 8:30 a.m. with class beginning at 8:30 a.m. and ending at 4:00 p.m. ***Please arrive in time to sign in and be seated prior to class start time listed above.***

State Government Orientation - Benefits - MONTGOMERY

May 25, 2023, at the State Personnel Training Facility

Registration for full-day class: 8:00 a.m. to 8:30 a.m. with class beginning at 8:30 a.m. and ending at 4:00 p.m. ***Please arrive in time to sign in and be seated prior to class start time listed above.***

Presentation Skills Part 2 - MONTGOMERY

May 31, 2023, at the State Personnel Training Facility

Registration for full-day class: 8:00 a.m. to 8:30 a.m. with class beginning at 8:30 a.m. and ending at 4:00 p.m. ***Please arrive in time to sign in and be seated prior to class start time listed above.***