

STATE PERSONNEL TRAINING

August 2023

Listed below are dates of virtual and in-person classes being offered, free of charge, in the month of August 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

[Family and Medical Leave Act Teleconference – VIRTUAL WEBEX](#)

August 1, 2023, from 8:30 a.m. to 11:30 a.m.

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

[Time Management – MONTGOMERY](#)

August 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.***

Customer Service Skills – MONTGOMERY

August 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.

Sexual Harassment Prevention - MONTGOMERY

August 9, 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 11:00 a.m. Please arrive in time to sign in and be seated prior to class start time listed above.

Dynamics of Supervision – MONTGOMERY

August 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.

Performance Appraisal - MONTGOMERY

August 16, 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

August 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
August 22, 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
August 23, 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.**

Interview and Selection – MONTGOMERY
August 29, 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
August 30, 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
August 31, 2023, from 8:30 a.m. to 11:30 a.m.

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