

# **STATE PERSONNEL TRAINING**

## **July 2023**

Listed below are dates of virtual and in-person classes being offered, free of charge, in the month of July 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](mailto: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**

### **Performance Appraisal - MONTGOMERY**

**July 11, 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**

**July 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.**

## **Sexual Harassment Prevention Teleconference – VIRTUAL WEBEX**

**July 14, 2023, from 8:30 a.m. to 11:00 a.m.**

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

## **Dynamics of Supervision – MONTGOMERY**

**July 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.**

## **Dealing With Difficult People – MONTGOMERY**

**July 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.**

## **Employment Law – MONTGOMERY**

**July 20, 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.**

## **Interview and Selection – MONTGOMERY**

**July 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.**