

# **STATE PERSONNEL TRAINING**

## **August – September 2020**

Listed below are dates of classes being offered, free of charge, in the months of August and September to all state employees.

**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**

#### **Sexual Harassment Prevention – MONTGOMERY**

**August 4, 2020, at 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 10:30 a.m. ***Please arrive in time to sign in and be seated prior to class start time listed above.***

**Course Description:** Most people can recognize blatant sexual harassment. However, the boundaries are less clear when friendly flirtation and “shoptalk” occurs. Attendees will examine sexual harassment scenarios and determine the depth of the alleged violation. The participants will examine recent changes in rulings and what affect it might have on management responsibilities. Participants will learn how to identify, initially investigate, report, and respond properly to a sexual harassment accusation. The course will teach how the response of the employer to a sexual harassment claim can potentially increase or decrease the organization’s liability. This class is suggested for ANY person who is currently a state employee in ANY position.

#### **Family and Medical Leave Act – MONTGOMERY**

**August 4, 2020, at State Personnel Training Facility**

**Registration for afternoon class:** 12:30 p.m. to 1:00 p.m. with class beginning at 1:00 p.m. and ending at 3:00 p.m. ***Please arrive in time to sign in and be seated prior to class start time listed above.***

**Course Description:** In 1993, the Family and Medical Leave Act became a federal law. State Personnel policies encompass new issues and new case law regarding FMLA. This program will cover the eligibility requirements for leave under the law, the types of leave, the qualifying illnesses, and necessary documentation. Other areas of discussion will include retaliatory actions under the law, employee as well as employer rights and obligations. Procedures for initiating, implementing, and monitoring FMLA leave will also be covered. The new regulations for FMLA will be discussed. This class is highly suggested for ANY person who is currently a state employee in ANY position if the agency is eligible for FMLA.

## **Interview and Selection – MONTGOMERY**

**August 5, 2020, 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.***

**Course Description:** This course is recommended for individuals currently employed as supervisors or managers. The program offers a comprehensive look at the procedures necessary to conduct a valid and legal interview with superior results. It explains the selection procedures as outlined in the State Personnel Policy for actions prior to and after the interview. It details the responsibilities of the manager in the interview process including researching the job, writing questions, performing reference checks, conducting the interview (external and internal features), facilitating conversation and questioning, documenting during and after the interview, selecting the most qualified candidate, and considering the legal ramifications of all phases of the selection process.

## **Employment Law Overview for State Supervisors – MONTGOMERY**

**August 6, 2020, 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.***

**Course Description:** This class is highly suggested for ANY person who is or will be supervising personnel in state government. The participants will get a detailed study of federal employment laws that will cross their paths in today's workplace. Laws discussed will be the Civil Rights Act of 1964 and 1991, the Americans with Disabilities Act, the Age Discrimination in Employment Act, and the Pregnancy Discrimination Act. Case studies will be conducted for the participants to put their newfound knowledge to work in simulated situations.

## **Performance Appraisal – MONTGOMERY**

**August 11, 2020, 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.***

**Course Description:** This course is recommended for individuals currently employed as supervisors or managers. The program offers a comprehensive look at the procedures necessary to conduct employee evaluations with correct techniques and in a legally defensible manner. Participants will learn the supervisory responsibilities of Preappraisal, Midappraisal, and Final Appraisal periods and how to complete the three forms associated with this management process. In addition, writing responsibilities and results, evaluating the level of employee performance, and rating/scoring employee performance will be explained. Exercises will allow participants to use the new skills learned in the program.

## **Progressive Discipline – MONTGOMERY**

**August 12, 2020, 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.***

**Course Description:** This course is recommended for individuals currently employed as supervisors or managers. The program offers a comprehensive look at the supervisor's role in administering discipline in a proper and legally defensible manner. The curriculum emphasizes the procedures involved for warnings, reprimands, suspensions, and terminations. Topics presented include understanding the purpose of discipline, deciding when discipline is appropriate, developing adequate documentation, coordinating with agency personnel and legal staff, initiating disciplinary action, preparing a correction action plan, and counseling the employee involved. The course also includes case studies relating to progressive discipline.

## **Dynamics of Supervision – MONTGOMERY**

**August 18 – 19, 2020, 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.***

**Course Description:** This course is recommended for individuals currently employed as supervisors or managers. The two-day program offers a comprehensive look at the four management functions – planning, organizing, motivating, and controlling – from a State Government perspective. Although it is open to all supervisors, it is ideally suited for individuals who have been promoted to their first supervisory position. The curriculum emphasizes how the role of a supervisor differs from that of an employee. Topics presented include communicating effectively, making sound decisions, setting performance goals, creating a motivating work environment, promoting a spirit of teamwork, coaching for performance, and resolving interpersonal conflicts

## **Sexual Harassment Prevention – MONTGOMERY**

**August 20, 2020, at State Personnel Training Facility**

**Registration for afternoon class:** 12:30 p.m. to 1:00 p.m. with class beginning at 1:00 p.m. and ending at 3:00 p.m. ***Please arrive in time to sign in and be seated prior to class start time listed above.***

**Course Description:** Most people can recognize blatant sexual harassment. However, the boundaries are less clear when friendly flirtation and “shoptalk” occurs. Attendees will examine sexual harassment scenarios and determine the depth of the alleged violation. The participants will examine recent changes in rulings and what affect it might have on management responsibilities. Participants will learn how to identify, initially investigate, report, and respond properly to a sexual harassment accusation. The course will teach how the response of the employer to a sexual harassment claim can potentially increase or decrease the organization's liability. This class is suggested for ANY person who is currently a state employee in ANY position.

## **Time Management – MONTGOMERY**

### **August 25, 2020 at State Personnel Training Facility**

**Registration for four hour classes:** 9:30 a.m. to 10:00 a.m. with classes beginning at 10.00 a.m. and ending at 3:00 p.m. ***Please arrive in time to sign in and be seated prior to class start time listed above.***

**Course Description:** This course provides individuals with techniques for making the most of the limited amount of time we have available for work assignments. Although it is open to all employees, it is ideal for individuals whose jobs require them to perform a wide variety of tasks. The curriculum emphasizes effective planning. Topics presented include establishing priorities, developing schedules, working efficiently, and dealing with the stress associated with managing multiple responsibilities.

## **Customer Service – MONTGOMERY**

### **August 26, 2020 at State Personnel Training Facility**

**Registration for four hour classes:** 9:30 a.m. to 10:00 a.m. with classes beginning at 10.00 a.m. and ending at 3:00 p.m.

**Course Description:** This course provides individuals with techniques for providing outstanding service for customers. It is designed specifically for non-supervisory employees whose jobs involve responding to requests from the public or from other employees for information, products, or services. Topics presented include interacting with customers, managing our attitude, communicating effectively, and dealing with difficult customers. The Customer Service Course is not recommended for supervisors because these topics are presented from a different perspective in the Dynamics of Supervision Course.

## **Performance Appraisal – MONTGOMERY**

### **September 1, 2020, 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.***

**Course Description:** This course is recommended for individuals currently employed as supervisors or managers. The program offers a comprehensive look at the procedures necessary to conduct employee evaluations with correct techniques and in a legally defensible manner. Participants will learn the supervisory responsibilities of Preappraisal, Midappraisal, and Final Appraisal periods and how to complete the three forms associated with this management process. In addition, writing responsibilities and results, evaluating the level of employee performance, and rating/scoring employee performance will be explained. Exercises will allow participants to use the new skills learned in the program.

## **Progressive Discipline – MONTGOMERY**

**September 2, 2020, 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.***

**Course Description:** This course is recommended for individuals currently employed as supervisors or managers. The program offers a comprehensive look at the supervisor's role in administering discipline in a proper and legally defensible manner. The curriculum emphasizes the procedures involved for warnings, reprimands, suspensions, and terminations. Topics presented include understanding the purpose of discipline, deciding when discipline is appropriate, developing adequate documentation, coordinating with agency personnel and legal staff, initiating disciplinary action, preparing a correction action plan, and counseling the employee involved. The course also includes case studies relating to progressive discipline.

## **Dynamics of Supervision – MONTGOMERY**

**September 15 – 16, 2020, 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.***

**Course Description:** This course is recommended for individuals currently employed as supervisors or managers. The two-day program offers a comprehensive look at the four management functions – planning, organizing, motivating, and controlling – from a State Government perspective. Although it is open to all supervisors, it is ideally suited for individuals who have been promoted to their first supervisory position. The curriculum emphasizes how the role of a supervisor differs from that of an employee. Topics presented include communicating effectively, making sound decisions, setting performance goals, creating a motivating work environment, promoting a spirit of teamwork, coaching for performance, and resolving interpersonal conflicts.

## **Employment Law Overview for State Supervisors – MONTGOMERY**

**September 17, 2020, at the State Personnel Training Facility**

**Registration for afternoon class:** 12:30 p.m. to 1:00 p.m. with class beginning at 1:00 p.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.***

**Course Description:** This class is highly suggested for ANY person who is or will be supervising personnel in state government. The participants will get a detailed study of federal employment laws that will cross their paths in today's workplace. Laws discussed will be the Civil Rights Act of 1964 and 1991, the Americans with Disabilities Act, the Age Discrimination in Employment Act, and the Pregnancy Discrimination Act. Case studies will be conducted for the participants to put their newfound knowledge to work in simulated situations.



## **Interview and Selection – MONTGOMERY**

**September 22, 2020, 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.***

**Course Description:** This course is recommended for individuals currently employed as supervisors or managers. The program offers a comprehensive look at the procedures necessary to conduct a valid and legal interview with superior results. It explains the selection procedures as outlined in the State Personnel Policy for actions prior to and after the interview. It details the responsibilities of the manager in the interview process including researching the job, writing questions, performing reference checks, conducting the interview (external and internal features), facilitating conversation and questioning, documenting during and after the interview, selecting the most qualified candidate, and considering the legal ramifications of all phases of the selection process.

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

**September 23, 2020, 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.***

**Course Description:** This course provides participants with techniques for interacting with people who have challenging personalities. It is not about changing other people, but about changing how we can respond to them in order to work together effectively. Although the course is open to all employees, it is ideal for individuals whose jobs involve frequent contact with the public or frequent contact with other employees. The curriculum emphasizes effective interactions under stressful circumstances. Topics presented include concepts of abrasive behavior, conflict management styles, communicating with difficult people, understanding difficult personalities, and managing our stress. **PLEASE NOTE:** If two employees are being considered for this training because they have difficulty dealing with each other, they should be scheduled for different classes of this course so that each of them can participate more freely in the class discussions.

## **Family and Medical Leave Act – MONTGOMERY**

**September 24, 2020, at 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 10:30 a.m. ***Please arrive in time to sign in and be seated prior to class start time listed above.***

**Course Description:** In 1993, the Family and Medical Leave Act became a federal law. State Personnel policies encompass new issues and new case law regarding FMLA. This program will cover the eligibility requirements for leave under the law, the types of leave, the qualifying illnesses, and necessary documentation. Other areas of discussion will include retaliatory actions under the law, employee as well as employer rights and obligations. Procedures for initiating, implementing, and monitoring FMLA leave will also be covered. The new regulations for FMLA will be discussed. This class is highly suggested for ANY person who is currently a state employee in ANY position if the agency is eligible for FMLA.

**State Government Orientation: Personnel – MONTGOMERY**  
**September 29, 2020, 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.***

**Course Description:** This orientation course is designed specifically for individuals who are within their first year of employment under the State Merit System, although others may attend. The curriculum covers the State Merit System, the programs administered by the State Personnel Department, and the importance of providing outstanding customer service to the taxpayers. Detailed information is provided from the employee's perspective regarding pay, promotion, performance appraisal, and discipline programs and ample time is available for participants to ask questions.

**State Government Orientation: Benefits – MONTGOMERY**  
**September 30, 2020, 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.***

**Course Description:** Employee Benefits of State Government Orientation will include presentations from representatives of host agencies on the major employment benefits packages of their respective departments. Benefits addressed include risk management services, employee insurance, wellness programs for state employees, flexible benefits/dependent health care programs, retirement services, deferred compensation, RSA 1 program, State Credit Union, Public Library Service, Department of Conservation and Natural Resources, and Archives and History. This class is for all state employees but is specially designed for new employees within the first year of employment. Regardless of years of service, attendees will enjoy learning about the benefits offered by state employment.

## **REGISTRATION PROCESS**

Register your employees with The State Personnel Training Division via the **email address** at [RegisterForTraining@personnel.alabama.gov](mailto:RegisterForTraining@personnel.alabama.gov). Registration will be conducted with the agency Personnel Manager or Training Coordinator only. The training contact must send names of employees and the last four digits of their social security numbers to the email address above for registration. Upon request from your agency, availability of classes will be examined, and a response will be emailed to the training contact. Substitutions are to be made within your own agency should someone be unable to attend. The new information should be sent to the above email address. If the substitution occurs within two days of training date, the new attendee is to provide registration information day of training.

## **ADA ACCOMMODATIONS**

If an employee needs accommodation under The Americans with Disabilities Act, please call or email Norma Taylor at least one month in advance of training date. Include the type of accommodation that is necessary and examples of how your department may have provided accommodations in the past.

## **PARTICIPANT INFORMATION**

Information such as location, directions, and parking are listed for the benefit of your attendees. ADDITIONALLY, a "Participant Training Letter" is attached to this email. **Employee training evaluations from classes in past months indicated that many of the attendees *did not* receive the SPD Participant Letter or information regarding the actual start time, location of training, and parking information. Since we have classes with varying schedules, please make sure you notify your employees the starting time and location of the specific training program for which they are registered.**

**PLEASE PROVIDE THE FOLLOWING PAGES TO THE INDIVIDUAL PARTICIPANTS AFTER THEY HAVE BEEN CONFIRMED WITH SPD**



**STATE OF ALABAMA PERSONNEL DEPARTMENT  
TRAINING DIVISION**

Dear Participant:

We want to welcome you to State Personnel Department Training 2020. We look forward to seeing you on your scheduled training date. Since you have been registered by your agency Personnel Manager or Training Coordinator, we want to share with you a few tips for the training date.

**Please note that until further notice all individuals attending State Personnel testing or training in Montgomery must wear masks or other facial covering.**

1. Please bring a sweater or wrap because room temperatures may fluctuate.
2. Unfortunately, state law does not allow the State Personnel Department to furnish food during the training breaks. **There are vending machines at the SPD Training Facility, but you may bring snacks/drinks if you would like.**
3. Lunch is on your own and is approximately one hour.
4. Registration starts 30 minutes prior to actual class time. Please arrive in plenty of time to sign-in and find seating.
5. Please bring writing utensils (pens/pencils) and writing pad. Handouts and manuals will be provided.
6. **Participants must be present for the entire scheduled class time to receive certificate and credit for attendance. You cannot leave early or return late from lunch, arrive late due to other meetings, or depart early in the afternoon. Attendance of all class hours is mandatory for certification of class and verification of attendance within SPD records.**
7. Cell phones should be turned off or muted.
8. Let your training contact know if you are unable to attend class because substitutes are to be sent in your place. We may have waiting lists for the class in which you are registered. If notified in time, we may be able to fill your vacancy.

If you have any questions, please do not hesitate to contact us. We can be reached at (334) 242-3389 or by email at [RegisterForTraining@personnel.alabama.gov](mailto:RegisterForTraining@personnel.alabama.gov). We look forward to seeing you at training.

## **DIRECTIONS AND PARKING**

### **State Personnel Testing and Training Facility**

60 Commerce Street  
Montgomery, AL 36104

Testing – Fourth (4th) Floor

**Training – Sixth (6th) Floor – Telephone 334-242-0287**

**\*\*60 Commerce Street is a tall white building that bears the BBVA Compass name at the top.**

#### **Parking**

Montgomery City Municipal Parking Deck  
35 Monroe Street  
Montgomery, AL 36104

#### **Parking**

Parking is available for individuals attending State Personnel Testing and Training at the Montgomery City Municipal Parking Facility located at 35 Monroe Street. Parking is free with a ticket that is validated by State Personnel. **Attendees should be sure to bring their parking lot ticket with them to their scheduled testing or training.**

#### **DIRECTIONS:**

##### **From Birmingham (South to Montgomery)**

- Take I-65 South to Montgomery. (87.8 mi)
- Use the right two (2) lanes to take Exit 172 (Clay St.) to Dickerson St. (374 ft) Use the left 2 lanes to turn left onto Dickerson St. (0.4 mi)
- Use the left 2 lanes to turn left onto Herron St. (0.3 mi)
- Continue onto Bibb St. (Herron St. will become Bibb St.). (0.4 mi) Turn right onto Coosa St. (472 ft)
- Turn left into the City of Montgomery parking lot (which is located at 35 Monroe St.). (95ft)
- Once you exit the parking deck, you may utilize the crosswalk at Coosa St. and Market Plaza
- After crossing the street, turn right and proceed toward Bibb St.
- There are two additional parking decks there; the second parking deck on your left is the deck attached to the BBVA Compass Building.
- Turn left into the parking deck using the sidewalk on the left of the exit.
- From here you should soon see the double glass doors leading into the back entrance of the BBVA Compass building.
- Once inside the building, the elevators will be ahead on the left. Training is located on the 6<sup>th</sup> floor.

Please note that directions from applications such as Google Maps will route you to the front door of the building. To enter the front of the building:

- Once you exit the parking deck, walk toward Madison Avenue.
- At the corner of Coosa St. and Madison Ave./Bibb St., walk west one block to reach Commerce St.
- Turn left at the corner of Commerce St. and Bibb St.

### **From Mobile (North to Montgomery)**

- Take I-65 North to Montgomery. (167 mi)
- Use the right lane to take exit 172 for Herron St. (0.1 mi) Use any lane to turn right onto Herron St. (0.3 mi)
- Continue onto Bibb St. (Herron St. will become Bibb St.). (0.3 mi)
- Turn right onto Coosa St. (472 ft)
- Turn left into the City of Montgomery parking lot (which is located at 35 Monroe St.). (95ft)
- Once you exit the parking deck, you may utilize the crosswalk at Coosa St. and Market Plaza.
- After crossing the street, turn right and proceed toward Bibb St.
- There are two additional parking decks there; the second parking deck on your left is the deck attached to the BBVA Compass Building.
- Turn left into the parking deck using the sidewalk on the left of the exit.
- From here you should soon see the double glass doors leading into the back entrance of the BBVA Compass building.
- Once inside the building, the elevators will be ahead on the left. Training is located on the 6th floor.

Please note that directions from applications such as Google Maps will route you to the front door of the building. To enter the front of the building:

- Once you exit the parking deck, walk toward Madison Avenue.
- At the corner of Coosa St. and Madison Ave./Bibb St., walk west one block to reach Commerce St.
- Turn left at the corner of Commerce St. and Bibb St.

### **From I-85 (South to Montgomery)**

- Take I-85 South to I-65 North
- Use the right lane to take exit 172 for Herron St. (0.1 mi) Use any lane to turn right onto Herron St. (0.3 mi)
- Continue onto Bibb St. (Herron St. will become Bibb St.). (0.3 mi) Turn right onto Coosa St. (472 ft)
- Turn left into the City of Montgomery parking lot (which is located at 35 Monroe St.). (95ft)
- Once you exit the parking deck, you may utilize the crosswalk at Coosa St. and Market Plaza.
- After crossing the street, turn right and proceed toward Bibb St.
- There are two additional parking decks there; the second parking deck on your left is the deck attached to the BBVA Compass Building.
- Turn left into the parking deck using the sidewalk on the left of the exit.
- From here you should soon see the double glass doors leading into the back entrance of the BBVA Compass building.
- Once inside the building, the elevators will be ahead on the left. Training is located on the 6th floor.

Please note that directions from applications such as Google Maps will route you to the front door of the building. To enter the front of the building:

- Once you exit the parking deck, walk toward Madison Avenue.
- At the corner of Coosa St. and Madison Ave./Bibb St., walk west one block to reach Commerce St.
- Turn left at the corner of Commerce St. and Bibb St.