Listed below are dates of classes being offered, free of charge, in the months of March 17 – April 1 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**

*Performance Appraisal – MONTGOMERY*

**March 17, 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*

**March 18, 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.
**Interview and Selection – MONTGOMERY**  
*March 25, 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**  
*March 26, 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.
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.
REGISTRATION PROCESS
Register your employees with The State Personnel Training Division via the email address at 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.
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.

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. **Since there are no vending machines at the SPD Training Facility, 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. We look forward to seeing you at training.
**DIRECTIONS AND PARKING**

**New State Personnel Testing and Training Facility**

60 Commerce Street  
Montgomery, AL 36104  
Testing – Fourth (4th) Floor  
Training – Sixth (6th) Floor – Telephone 334-242-0288

**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 Avenue. 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.**

**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)  
Walk toward Madison Ave.  
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.  
60 Commerce St. is a tall white building that bears the BBVA Bank name at the top, which will be on the left.

**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)  
Walk toward Madison Ave.  
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.  
60 Commerce St. is a tall white building that bears the BBVA Bank name at the top, which will be on the left.
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.). (95 ft)
Walk toward Madison Ave.
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.
60 Commerce St. is a tall white building that bears the BBVA Bank name at the top, which will be on the left.