STATE PERSONNEL TRAINING
October - December 2021

Listed below are dates of virtual and in-person classes being offered, free of charge, in the months of October – December 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

**Interview and Selection – MONTGOMERY**
October 6, 2021, 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**
October 7, 2021, 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 – VIRTUAL WEBEX**  
October 12, 2021, *from 9:00 a.m. to 11:00 a.m.*

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

**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. Any 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.

**Dynamics of Supervision – MONTGOMERY**  
October 13 - 14, 2021, 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.

**Family and Medical Leave Act – MONTGOMERY**  
October 19, 2021, 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.*

**Course Description**: In 1993, the Family and Medical Leave Act became 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. Any 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.
**Performance Appraisal – MONTGOMERY**  
**October 20, 2021, 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 training provides supervisors with the policies and procedures for conducting employee evaluations in a proper and legally defensible manner. Participants will learn the responsibilities of a supervisor regarding the Preappraisal, Midappraisal, and Final Appraisal periods and how to complete the appraisal forms. Topics presented include selecting appraisal factors, designing performance standards, evaluating employee performance, and providing effective feedback.

**Progressive Discipline – MONTGOMERY**  
**October 21, 2021, 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.

**State Government Orientation: Personnel – MONTGOMERY**  
**October 26, 2021, 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**
*October 27, 2021, 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.

**Employment Law Overview for State Supervisors – MONTGOMERY**
*October 28, 2021, 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.

**Sexual Harassment Prevention - MONTGOMERY**
*October 28, 2021, 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 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.
**Performance Appraisal – MONTGOMERY**

*November 2, 2021, 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 training provides supervisors with the policies and procedures for conducting employee evaluations in a proper and legally defensible manner. Participants will learn the responsibilities of a supervisor regarding the Preappraisal, Midappraisal, and Final Appraisal periods and how to complete the appraisal forms. Topics presented include selecting appraisal factors, designing performance standards, evaluating employee performance, and providing effective feedback.

**Progressive Discipline – MONTGOMERY**

*November 3, 2021, 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 Overview Teleconference – VIRTUAL WEBEX**

*November 4, 2021, from 8:30 a.m. to 4:30 p.m. Virtual Training*

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

**Overview Description:** This training program is a virtual form of the Dynamics of Supervision Course. The curriculum is the same but presented in condensed form without the traditional classroom activities – group discussions, application exercises, case studies, and spontaneous dialog between the class members and the presenter. The training provides supervisors with information regarding the four management functions – planning, organizing, motivating, and controlling – from a State Government perspective. Although this overview is open to all supervisors, it is ideally suited for individuals who have been recently promoted to their first supervisory position. Topics presented include communicating effectively, making practical decisions, setting performance goals, creating a motivating work environment, promoting a spirit of teamwork, and coaching for performance.
**Interview and Selection Overview Teleconference – VIRTUAL WEBEX**  
**November 9, 2021, from 8:30 a.m. to 12:00 noon**

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

**Overview Description:** This training program is a virtual form of the Interview and Selection Course. The curriculum is the same but presented in condensed form without the traditional classroom activities – group discussions, application exercises, case studies, and spontaneous dialog between the class members and the presenter. The training provides supervisors with the policies and procedures for interviewing and selecting applicants for merit system positions in a proper and legally defensible manner. Participants will learn the responsibilities of a supervisor regarding planning an interview, conducting an interview, making a selection, documenting a selection, and hiring the new employee. Topics presented include researching job requirements, preparing interview questions, facilitating the discussion, documenting the interview, performing reference checks, and evaluating candidates.

**Employment Law Overview for State Supervisors – VIRTUAL WEBEX**  
**November 9, 2021, from 9:00 a.m. to 12:00 noon**

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

**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.

**Dealing With Difficult People Overview Teleconference – VIRTUAL WEBEX**  
**November 10, 2021, from 8:30 a.m. to 12:00 noon**

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

**Course Description:** This training program is a virtual form of the Dealing with Difficult People Course. The curriculum is the same but presented in condensed form without the traditional classroom activities – group discussions, application exercises, case studies, and spontaneous dialog between the class members and the presenter. The training provides employees with information regarding how to interact 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 this overview is open to all employees, it is ideal for individuals whose jobs involve frequent contact with the public or other employees under stressful conditions. Topics presented include concepts of abrasive behavior, conflict management styles, communicating with difficult people, understanding difficult personalities, and managing stress.
Performance Appraisal Overview Teleconference – VIRTUAL WEBEX
November 17, 2021, from 8:30 a.m. to 12:00 noon

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

Course Description: This training program is a virtual form of the Performance Appraisal Course. The curriculum is the same but presented in condensed form without the traditional classroom activities – group discussions, application exercises, case studies, and spontaneous dialog between the class members and the presenter. The training provides supervisors with the policies and procedures for conducting employee evaluations in a proper and legally defensible manner. Participants will learn the responsibilities of a supervisor regarding the Preappraisal, Midappraisal, and Final Appraisal periods and how to complete the appraisal forms. Topics presented include selecting appraisal factors, designing performance standards, evaluating employee performance, and providing effective feedback.

Progressive Discipline Overview Teleconference – VIRTUAL WEBEX
November 17, 2021 from 1:00 to 4:30 p.m.

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

Course Description: This training program is a virtual form of the Progressive Discipline Course. The curriculum is the same but presented in condensed form without the traditional classroom activities – group discussions, application exercises, case studies, and spontaneous dialog between the class members and the presenter. The training provides supervisors with the policies and procedures for administering discipline in a proper and legally defensible manner. Participants will learn the responsibilities of a supervisor regarding counseling, corrective action plans, warnings, reprimands, suspensions, and terminations. Topics presented include deciding when discipline is appropriate, developing adequate documentation, coordinating with agency personnel and legal staff, initiating disciplinary action, and counseling the employee involved.

Sexual Harassment Prevention – VIRTUAL WEBEX
November 18, 2021, from 1:00 p.m. to 3:00 p.m.

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

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.
Dynamics of Supervision Overview Teleconference – VIRTUAL WEBEX
November 23, 2021, from 8:30 a.m. to 4:30 p.m. Virtual Training

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

Overview Description: This training program is a virtual form of the Dynamics of Supervision Course. The curriculum is the same but presented in condensed form without the traditional classroom activities – group discussions, application exercises, case studies, and spontaneous dialog between the class members and the presenter. The training provides supervisors with information regarding the four management functions – planning, organizing, motivating, and controlling – from a State Government perspective. Although this overview is open to all supervisors, it is ideally suited for individuals who have been recently promoted to their first supervisory position. Topics presented include communicating effectively, making practical decisions, setting performance goals, creating a motivating work environment, promoting a spirit of teamwork, and coaching for performance.

Family and Medical Leave Act – MONTGOMERY
November 30, 2021, 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.

Course Description: In 1993, the Family and Medical Leave Act became 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. Any 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.

Employment Law Overview for State Supervisors – MONTGOMERY
November 30, 2021, 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.
**State Government Orientation: Personnel – MONTGOMERY**  
**December 1, 2021, 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**  
**December 2, 2021, 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.

**Performance Appraisal Overview Teleconference – VIRTUAL WEBEX**  
**December 7, 2021, from 8:30 a.m. to 12:00 noon**

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

**Course Description:** This training program is a virtual form of the Performance Appraisal Course. The curriculum is the same but presented in condensed form without the traditional classroom activities – group discussions, application exercises, case studies, and spontaneous dialog between the class members and the presenter. The training provides supervisors with the policies and procedures for conducting employee evaluations in a proper and legally defensible manner. Participants will learn the responsibilities of a supervisor regarding the Preappraisal, Midappraisal, and Final Appraisal periods and how to complete the appraisal forms. Topics presented include selecting appraisal factors, designing performance standards, evaluating employee performance, and providing effective feedback.
**Progressive Discipline Overview Teleconference – VIRTUAL WEBEX**

December 7, 2021 from 1:00 to 4:30 p.m.

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

**Course Description:** This training program is a virtual form of the Progressive Discipline Course. The curriculum is the same but presented in condensed form without the traditional classroom activities – group discussions, application exercises, case studies, and spontaneous dialog between the class members and the presenter. The training provides supervisors with the policies and procedures for administering discipline in a proper and legally defensible manner. Participants will learn the responsibilities of a supervisor regarding counseling, corrective action plans, warnings, reprimands, suspensions, and terminations. Topics presented include deciding when discipline is appropriate, developing adequate documentation, coordinating with agency personnel and legal staff, initiating disciplinary action, and counseling the employee involved.

**Interview and Selection – MONTGOMERY**

December 8, 2021, 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**

December 9, 2021, 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.
Dynamics of Supervision – MONTGOMERY
December 15 – 16, 2021, 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.
IN-PERSON REGISTRATION PROCESS
Register your employees with the State Personnel Training Division via the email address at RegisterForTraining@personnel.alabama.gov. Registration will be coordinated 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.

VIRTUAL REGISTRATION PROCESS
Invitations to register for virtual classes will be sent to agency training coordinators for distribution to employees for registration.

ADA ACCOMMODATIONS
If an employee needs accommodation under the Americans with Disabilities Act, please call or email (RegisterForTraining@personnel.alabama.gov) the Training Division at least one month in advance of the 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 for in-person training 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 previous 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 of 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 2021. Unless otherwise indicated, all training will take place at the State Personnel Training Facility located at 60 commerce Street, Montgomery, Alabama, 36104. Directions can be found at www.personnel.alabama.gov under the Employee tab. 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. State law does not allow the State Personnel Department to furnish food during the training breaks. **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 a 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

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 6th floor.
Please note that directions from applications such as Google Maps may 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 may 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 may 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.

[Please continue scrolling for additional information.]
Figure 1 Street View of Parking Deck and Rear Entrance

Figure 2 Rear Entrance to 60 Commerce (BBVA)
Figure 3 Front Entrance to 60 Commerce (BBVA)
**Nearby Hotels**

Springhill Suites by Marriott  
152 Coosa St.  
334.245.2088  
[www.marriott.com](http://www.marriott.com)  
Individuals attending State Personnel Training or Testing may click here:  
[Book your corporate rate for Alabama State Personnel Department](https://www.marriott.com)  

Hampton Inn & Suites  
100 Commerce St.  
334.265.1010  
[www.hilton.com](http://www.hilton.com)  
Individuals attending State Personnel Training or Testing may click here:  

DoubleTree by Hilton Hotel  
120 Madison Ave.  
334.245.2320  
[www.hilton.com](http://www.hilton.com)  
Individuals attending State Personnel Training or Testing may click here:  

Renaissance Montgomery Hotel & Spa  
201 Tallapoosa St.  
334.481.5000  
[www.marriott.com](http://www.marriott.com)  
Individuals attending State Personnel Training or Testing should check the RSA Advisor for special rates for state employees.  

Embassy Suites by Hilton  
300 Tallapoosa St.  
334.269.5055  
[www.hilton.com](http://www.hilton.com)  

Staybridge Suites Montgomery-Downtown  
275 Lee St.  
334.532.0700  
[www.ihg.com](http://www.ihg.com)