NEW: Virtual Instructor-Led Training

In July, we will be introducing a new style of training -- Virtual Instructor-Led Training. These Virtual Instructor-Led Training sessions are NOT recorded webinars, they are LIVE training classes facilitated by our tremendous training advisors. See details below.

- **Attend from anywhere** you have a computer, laptop, or internet-enabled tablet (see requirements below for needed equipment and resources)
- **Live, instructor led virtual classes** covering a variety of important leadership and professional development topics
- **Dynamic and engaging** sessions comprised of interactive communication, group activities, and more
- **Classes are two hours in length** and from 9:00am-11:00am on designated dates (see calendar below for July sessions)
- **Classes count toward relevant certificate program**
- Space is limited -- classes will be capped at 16 participants -- so please only register for a class if you are 100% certain you can attend and you have all the needed equipment (see requirements below)

Requirements for Virtual Instructor-Led Training

You must have access to a computer, laptop, or internet-enabled tablet (e.g., iPad, Surface, etc.) in order to attend a session.

Unfortunately, attending on a smartphone is **not** permitted due to the limited functionality of the smartphones which does not allow for effective participation.

These training sessions are accessed via the internet, so you must have a stable internet connection (wired or wireless).

Your computer, laptop, or internet-enabled tablet (e.g., iPad, Surface, etc.) must be equipped with a camera, and it must be turned on the entire session.

These sessions are interactive and require two-way communication; so your computer, laptop, or tablet will need a microphone and a speaker.

These training sessions require active dialogue, so you will need a quiet place to attend these sessions where you will not be disturbed.

We will use the ZOOM platform for our training sessions. You will need to confirm with your IT department that you can access www.zoom.us from your computer before enrolling in a session.

Training Calendar for July, 2020

We have released a training calendar for the month of July. The classes below are available in July. Registration for these classes will be available on www.meritmatters.org beginning June 10th.

- July 8th - Creating a Respectful Workplace
- July 9th - Doing More with Less
- July 10th - Coaching for Success
- July 14th - Developing your Team’s Culture
- July 15th - Giving and Receiving Feedback
- July 16th - The Power of Professionalism
- July 21st - Service Essentials
- July 22nd - Business Writing
- July 23rd - Creative Problem Solving
- July 28th - Effective Meetings
- July 29th - Social Media Fundamentals

The Spark Learning Center is normally a dynamic and lively space used by the Personnel Board and other Merit System agencies to host training classes, conferences, test administrations, meetings, and a variety of other socially-driven activities. Although we continue to view The Spark in this manner, unfortunately during this current public health crisis, we have had to close the facility to these types of events for the safety of Merit System employees and our communities. We look forward to reopening The Spark as soon as it is safe to do so and returning it to the fun, lively, and educational venue that it has been since its opening. We appreciate your patience during this time and your efforts to help everyone stay safe and healthy. In the interim, if you need to meet with a member of the Personnel Board Training Team, please call 205-279-3655 to make an appointment.