

# **STATE PERSONNEL TRAINING**

## **July 2025**

Listed below are dates of virtual and in-person classes being offered, free of charge, in the month of July 2025, 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**

### **Interview and Selection – MONTGOMERY**

***July 8, 2025, 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 9, 2025, 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 Teleconference – VIRTUAL WEBEX**  
**July 10, 2025, from 8:30 a.m. to 12:00 noon.**

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

**Performance Appraisal – MONTGOMERY**  
**July 16, 2025, 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 17, 2025, 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.**

**Discrimination & Harassment Free Workplace – Montgomery**  
**July 22, 2025, 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 12:00 noon. **Please arrive in time to sign in and be seated prior to class start time listed above.**

**Time Management – MONTGOMERY**  
**July 23, 2025, 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.**

**Family and Medical Leave Act/Americans With Disabilities Act - MONTGOMERY**

**July 24, 2025, 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 12:00 noon. **Please arrive in time to sign in and be seated prior to class start time listed above.**

**State Government Orientation: Personnel – MONTGOMERY**

**July 29, 2025, 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.**

**State Government Orientation: Benefits – MONTGOMERY**

**July 30, 2025, 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.**

**Situational Management – MONTGOMERY**

**July 31, 2025, 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 4:00 p.m. **Please arrive in time to sign in and be seated prior to class start time listed above.**