JULY
twenty seventeen

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
To register send an email to Allison Brice - abrice@myescambia.com Questions: call Allison, 595.4992						1
2	3	4 **HOLIDAY**	5	6 **O365 Outlook** **IT training room** **9:00 – 10:30 a.m.**	7	8
9	10 **O365 Outlook** **IT Training room** **9:30 – 11:00 a.m.**	11	12	13	14	15
16	17 **O365 Outlook** **IT training room** **11:00 – 12:30 p.m.**	18	19 **O365 Outlook** **IT training room** **2:00 – 3:30 p.m.**	20 **Tuition Reimbursement** **Roads** **7:00 – 8:00 a.m.**	21	22
23	24	25	26 **O365 Outlook** **IT training room** **9:30 – 11:00 a.m.**	27 **Communication Skills** **HR training room** **1:30 – 2:30**	28	29
30	31 **O365 Excel & Word** **IT training room** **11:00 – 12:30 p.m.**					

AUGUST
twenty seventeen

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
To register send an email to Allison Brice - abrice@myescambia.com Questions: call Allison, 595.4992		1	2	3	4	5
6	7 O365 Excel & Word IT Training Room 9:30 – 11:00 a.m.	8	9 O365 Excel & Word IT Training Room 2:00 – 3:30 p.m.	10 O365 Excel & Word IT Training Room 11:00 – 12:30 p.m.	11	12
13	14 O365 OneDrive IT Training Room 11:00 – 12:30 p.m.	15	16	17	18	19
20	21 O365 OneDrive IT Training Room 9:30 – 11:00 a.m.	22	23 O365 OneDrive IT Training Room 2:00 – 3:30 p.m.	24 O365 OneDrive IT Training Room 11:00 – 12:30 p.m.	25	26
27	28 Libre Calc & Writer IT Training Room 11:00 – 12:30 a.m.	29	30	31		

Board of County Commissioners
Human Resource Department

Employee Development Program for all County employees
3rd qtr 2017

SEPTEMBER

twenty seventeen

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
To register send an email to Allison Brice - abrice@myescambia.com Questions: call Allison, 595.4992					1	2
3	4 **HOLIDAY**	5	6 **Libre Calc & Writer IT Training Room 2:00 – 3:30 p.m.**	7 **Libre Calc & Writer IT Training Room 11:00 – 12:30 p.m.**	8	9
10	11 **Libre Calc & Writer IT Training Room 9:30 – 11:00 a.m.**	12	13 **Libre Calc & Writer IT Training Room 2:00 – 3:30 p.m.**	14 **Retirement Q & A Roads 7:00 – 8:30 a.m.**	15	16
17	18 **Libre Calc & Writer IT Training Room 11:00 – 12:30 p.m.**	19	20	21	22	23
24	25 **Libre Calc & Writer IT Training Room 9:30 – 11:00 a.m.**	26	27 **Libre Calc & Writer IT Training Room 2:00 – 3:30 p.m.**	28 **Libre Calc & Writer IT Training Room 11:00 – 12:30 p.m.**	29	30

Register: send an email to
abrice@myescambia.com

Escambia County Board of County Commissioners
Human Resources Department
Employee Development – Course List – 3rd Quarter 2017

Course Title	Date	Day	Start time	End Time	Presenter	Location	capacity
O365 Outlook	July 6	Thursday	9:00 a.m.	10:30 a.m.	Allison Brice	IT Training room	12
O365 Outlook	July 10	Monday	9:30 a.m.	11:00 a.m.	Allison Brice	IT Training room	12
O365 Outlook	July 17	Monday	11:00 a.m.	12:30 p.m.	Allison Brice	IT Training room	12
O365 Outlook	July 19	Wednesday	2:00 p.m.	3:30 p.m.	Allison Brice	IT Training room	12
Tuition Reimbursement Policy Discussion	July 20	Thursday	7:00 a.m.	8:00 a.m.	Paulette Stallworth	Road Prison Multi	60
O365 Outlook	July 26	Wednesday	9:30 a.m.	11:00 a.m.	Allison Brice	IT Training room	12
Communication Skills	July 27	Thursday	1:30 p.m.	2:30 p.m.	Allison Brice	HR Training room	20
O365 Excel & Word	July 31	Monday	11:00 a.m.	12:30 p.m.	Allison Brice	IT Training room	12
O365 Excel & Word	August 7	Monday	9:30 a.m.	11:00 a.m.	Allison Brice	IT Training room	12
O365 Excel & Word	August 9	Wednesday	2:00 p.m.	3:30 p.m.	Allison Brice	IT Training room	12
O365 Excel & Word	August 10	Thursday	11:00 a.m.	12:30 p.m.	Allison Brice	IT Training room	12
O365 OneDrive	August 14	Monday	11:00 a.m.	12:30 p.m.	Allison Brice	IT Training room	12
O365 OneDrive	August 21	Monday	9:30 a.m.	11:00 a.m.	Allison Brice	IT Training room	12
O365 OneDrive	August 23	Wednesday	2:00 p.m.	3:30 p.m.	Allison Brice	IT Training room	12
O365 OneDrive	August 24	Thursday	11:00 a.m.	12:30 p.m.	Allison Brice	IT Training room	12
LibreOffice Calc & Writer	August 28	Monday	11:00 a.m.	12:30 p.m.	Allison Brice	IT Training room	12
LibreOffice Calc & Writer	September 6	Wednesday	2:00 p.m.	3:30 p.m.	Allison Brice	IT Training room	12
LibreOffice Calc & Writer	September 7	Thursday	11:00 a.m.	12:30 p.m.	Allison Brice	IT Training room	12
LibreOffice Calc & Writer	September 11	Monday	9:30 a.m.	11:00 a.m.	Allison Brice	IT Training room	12
LibreOffice Calc & Writer	September 13	Wednesday	2:00 p.m.	3:30 p.m.	Allison Brice	IT Training room	12
Retirement Q & A	September 14	Thursday	7:00 a.m.	8:30 a.m.	HR Benefits Staff	Road Prison Multi	60
LibreOffice Calc & Writer	September 18	Monday	11:00 a.m.	12:30 p.m.	Allison Brice	IT Training room	12
LibreOffice Calc & Writer	September 25	Monday	9:30 a.m.	11:00 a.m.	Allison Brice	IT Training room	12
LibreOffice Calc & Writer	September 27	Wednesday	2:00 p.m.	3:30 p.m.	Allison Brice	IT Training room	12
LibreOffice Calc & Writer	September 28	Thursday	11:00 a.m.	12:30 p.m.	Allison Brice	IT Training room	12

Register – send an email to abrice@myescambia.com, include; your name, your department, your managers name, your phone number and course requests

Communication Skills
Communication is the process by which people create and share information and ideas with one another. Effective communication is the foundation of positive and cooperative working relationships. Employees need to be able to communicate effectively with co-workers, peers and administration.

LibreOffice Calc & Writer
LibreOffice Calc is our Microsoft Excel alternative and LibreOffice Writer is our Microsoft Word alternative. Learn common keyboard shortcuts and program functions you used in Excel and Word.

O365 Excel & Word
Understand the features of Office Web Apps (Excel & Word). The course is designed for existing users of Microsoft Office on how to use Office 365. Understanding the user interface, learn about the new features that will greatly increase your productivity and efficiency, editing documents in the cloud, sharing documents and collaborating with others and integrating with OneDrive.

O365 OneDrive
Learn how to use OneDrive cloud storage service; uploading files to view, manage sharing documents with coworkers, sync your OneDrive library.

O365 Outlook
Understand the features of Office 365 Outlook (Outlook Web Access) including; learn how to manage email, create contacts, create groups, manage attachments, create calendar views, and manage Outlook settings. The goal is to increase employee productivity, share information easily and complete tasks faster.

Retirement Q & A
The County Benefits team will discuss and answer questions regarding DROP (Deferred Retirement Option Program). This course is open to all County employees.

Policy Discussion - Tuition Reimbursement policy
HR staff will review the current BCC Tuition Reimbursement policy and the Tuition Reimbursement application process and be available for questions.

Register – send an email to abrice@myescambia.com, include; your name, your department, your managers name, your phone number and course requests