



Department of HR Personnel Management

<h1 style="margin: 0;">July 2019</h1>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Independence Day Holiday	5 Holiday Closed	6
7	8 New Employee Orientation 8:00 a.m. - 12:00 pm	9	10 *PD 101 Business Ethics in the Workplace 10:00 – 11:30 am	11 *PD 101 Professionalism in the Workplace 10:00 – 11:30 am	12	13
14	15 Mental Health Awareness Week!!	16 *Employees Session Times: 8:00am-12 noon 1:00pm–12 noon	17 *Managers Sessions Times: 8:00 am-12 noon 1:00 pm-4:00 pm	18 *Managers Sessions Times: 8:00 am-12 noon 1:00 pm-4:00 pm	19	20
21	22 New Employee Orientation 8:00 a.m. - 12:00 pm	23 EEO Sexual Harassment (Two Sessions) 9:00 am – 10:00 am 11:00 am – 12 noon	24	25 *Leaders 101 Conflict Resolution Management 10:00 –12:00 noon	26	27
28	29 *PD 101 Teambuilding in the Workplace 10:00 – 12:00 noon	30	31 *Leaders 101 Leadership vs. Management 10:00 –12:00 noon			Key Note: * Leaders 101 means Managers and Supervisors only register for those listed training classes.

To register for these training workshops, please contact **Brenda Stewart, HR Training Coordinator** @ 601-960-2315

Email: bstewart@jacksonms.gov **or Fax:** 601-960-1187