



Department of HR Personnel Management

April 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Employee Orientation <small>8:00 a.m. - 12:00 pm</small>	2	3	4	5	6
7	8* PD 101 Professionalism in the Workplace <small>10:00 – 11:30 am</small>	9	10	11	12	13
14	15 New Employee Orientation <small>8:00 a.m. - 12:00 pm</small>	16 EEO Sexual Harassment (Two Sessions) <small>9:00 am – 10:00 am 11:00 am – 12 noon</small>	17	18* PD 101 Business Ethics in the Workplace <small>2:00 - 3:30 pm</small>	19 Good Friday	20
21 Easter Sunday	22	23	24* Leaders 101 Leadership vs. Management <small>10:00 –12:00 noon</small>	25* Leaders 101 Conflict Resolution Management <small>10:00 –12:00 noon</small>	26	27
28	29 New Employee Orientation <small>8:00 a.m. - 12:00 pm</small>	30* PD 101 Teambuilding in the Workplace <small>10:00 – 12:00 noon</small>				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