



Department of Personnel Management

September 2019

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