



Department of HR Personnel Management

August 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Kronos Training	2	3
4	5 New Employee Orientation <small>8:00 a.m. - 12:00 pm</small>	6 Election Day 	7	8	9	10
11	12	13 EEO Sexual Harassment (Two Sessions) <small>9:00 am – 10:00am 11:00 am – 12 noon</small>	14 *PD 101 Business Ethics in the Workplace <small>10:00 – 11:30 am</small>	15 *PD 101 Professionalism in the Workplace <small>2:00 – 3:30 pm</small>	16	17
18	19 New Employee Orientation <small>8:00 a.m. - 12:00 pm</small>	20	21	22 *Leaders 101 Conflict Resolution Management <small>10:00 – 12:00 noon</small>	23	24
25	26	27 *PD 101 Teambuilding in the Workplace <small>10:00 – 12:00 noon</small>	28	29 *Leaders 101 Leadership vs. Management <small>10:00 – 12:00 noon</small>	30	31 Key Note: * Leaders 101 means Managers and Super- visors 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