



MCG EMPLOYEE TRAINING & EVENTS

Montgomery County Government (MCG) offers a wide variety of training opportunities to help increase the knowledge, skills, and abilities of MCG employees. Below are the classes with seats still available for **April 2024**. Classes and events are available on a first-come, first-served basis.

Special Events			
For information contact: OLM.Admin@montgomerycountymd.gov			
Events	Audience	Date	Time
Innovation Accelerator Information Session (Click link to register)	All	April 11	9:30 – 10:00 am
In Our Own Voices – Telling Our Stories	All	Apr 25	10 – 11:30 am
Innovation Accelerator 3 Day Course (Click link for early application submission)	All	May 30, 31, & June 2	8:30 am – 4:30 pm

Mandatory Training			
For information contact: OLM.Admin@montgomerycountymd.gov			
Class	Audience	Date	Time
Interviewing and Selecting Employees	Required for all interview panel members and hiring managers	Apr 4	9 am – noon
Mandatory Ethics Training for New Employees	All New Employees	Apr 4	9:45 – 11:30 am
Mastercard P-Card Training	Required for those who oversee processing within their departments	Apr 4	1 – 3 pm
Preventing Workplace Harassment	All	Apr 4	9 am – noon

Understanding Structural Racism in Montgomery County	All	Apr 9	10 am – 1 pm
Substance Abuse CDL: DOT Supervisors	Managers and Supervisors	Apr 10	10 am – 1 pm
Preventing Workplace Harassment (AM Session)	All	Apr 11	9 am – noon
Preventing Workplace Harassment (PM Session)	All	Apr 11	1 – 4 pm
Overview of Contract Administration	Required for all Contract Administrators	Apr 17	1 – 4 pm
Preventing Workplace Harassment	All	Apr 18	9 am – noon
Payment Processing	Required for all Contract Administrators	Apr 22	10 am – noon
Intro to Managing in a Union Setting	Managers and Supervisors	Apr 24	1 – 4 pm
Mastercard P-Card Training	Required for those who oversee processing within their departments	Apr 25	1 – 3 pm
Performance Management: Basics	Managers and Supervisors	Apr 26	1 – 4 pm

General Training

For information contact: OLM.Admin@montgomerycountymd.gov

Class	Audience	Date	Time
Unconscious Bias	All	Apr 2	10 – 11 am
Goal Setting for Personal and Professional Success	All	Apr 3	10 – 11 am
Managing Up for Professional Success	Managers and Supervisors	Apr 9	11 am – noon
Managing Remote (or Hybrid) Employees	Managers and Supervisors	Apr 10	1 – 2 pm
Leave Without Pay (LWOP) for Employees	All	Apr 11	2 – 3 pm
Coaching Skills for Managers and Team Leaders	Managers and Supervisors	Apr 16	1 – 3:30 pm
FMLA and Me	All	Apr 16	9:30 am – noon

ERS Retirement Planning – ERS Groups A,E,F,G,H,J	All	Apr 17	9:30 – 11 am
Giving Effective Feedback in Personal or Work Situations	All	Apr 17	10 – 11 am
Health Insurance Planning for Retirement	All	Apr 17	11 am – 1 pm
Responding to Behavior that Makes You Feel Uncomfortable	All	Apr 18	1 – 2 pm
Using GenAI: Improving Prompts for Better Results	All	Apr 24	3 – 4 pm
FY24 Finance Year-End Training	Administrative Service Coordinators (ASCs)	Apr 25	1 – 3 pm
Leave Without Pay (LWOP) for Supervisors	Manager and Supervisors	Apr 25	11 am – noon
Successful Delegation: Achieving Results through Others	All	Apr 30	1 – 3:30 pm
Enrolling in Health Insurance Benefits at Retirement (Retire 7/1/24)	All	May 1	11 am – 1 pm Last day to register for this class is 04/17/24 (see complete schedule)

TEBS Technology Training
For information contact: Change.Management@montgomerycountymd.gov

Class	Audience	Date	Time
Excel: Data Validation, Pivot Tables, Charts, Pivot Charts	All	Apr 2	11 am – 12:30 pm
Excel Level 200	All	Apr 18	11 am – 12:30 pm
Power Platform Foundations Level 100	All	Apr 30	11 am – 1 pm

New Self-Paced Trainings Available
For a full listing of self-paced courses available,
visit our [e-Learning](#) page and review the “MCG Courses” list.

Class	Audience
De-escalating Potentially Violent Situations	All

How to Deal with a Difficult Person	All
Managing Up for Professional Success	All
Using Reason to Resolve Conflict	All

Enrollment Instructions

Unless indicated otherwise in the charts above, **please register via Employee Self-Service no later than 48 hours before an instructor-led class. The instructor will send a webinar link to all pre-registered participants 24 hours before the class.** Dates and times are subject to change based on instructor availability. Please refer to Learner Home for the most updated listing of class dates and times.

- MCG employees, contractors, and volunteers **with** an MCG Computer Network Login: [AccessMCGePortal](#) and go to Employee Self Service, then Learner Home. Under the Search field "Class," enter the registration keyword. For assistance, review: [Enroll in a Class](#).
- Contractors, volunteers **without** an MCG Computer Network Login: [AccessMCG ExtranetPortal](#)

Americans with Disabilities Act (ADA) Accommodations

Please contact the Office of Human Resources, Training Division, at 240-777-5116 or email OLM.Admin@montgomerycountymd.gov at least five (5) full business days prior to an event or class to request any reasonable accommodations to participate in the event. This includes, but is not limited to, requests for sign language interpreters and other auxiliary aids or services. In all situations, a good faith effort (up until the time of the event) will be made to provide accommodation.