



Montgomery County, Maryland  
Office of Human Resources  
Training and Organizational Development

# Professional Development Programs

January 2015

## ERS Retirement Planning-ERS Groups A,E,F,G,H

January 21, 2015  
9:00 am – 10:29 am  
COB Auditorium

## Health Insurance Planning for Retirement

January 21, 2015  
10:30 am – 12:00 pm  
COB Auditorium

## Grant Funded Contracting

January 22, 2015  
10:00 am– Noon  
EOB Lobby Level Auditorium  
**(Required for all Contract  
Administrators and MLS)**

## Payment Processing

January 22, 2015  
1:00 pm – 3:00 pm  
EOB Lobby Level Auditorium  
**(Required for all Contract  
Administrators and MLS)**

## Contract Compliance Programs

January 29, 2015  
10:00 am – Noon  
EOB Lobby Level Auditorium  
**(Required for all Contract  
Administrators)**

## Overview of Contract Administration

February 4, 2015  
9:00 am – 1:00 pm  
EOB Lobby Level Auditorium  
**(Required for all Contract  
Administrators and MLS)**

➤ MCG Employees click this link: [Oracle Employee Self Service](#)

➤ Contractors click this link: [AccessMCG](#)

⌚ **If You DO NOT have a Log-in Name and Password for AccessMCG:** Instructions are at [OHR Training Website](#); Look for this document  
“OLM - Instructions for Non-Employees to How to Request Access to MCG Training Catalogs



Montgomery County, Maryland  
Office of Human Resources  
Training and Organizational Development

# Professional Development Programs

## February 2015

### Montgomery County Black History Month Program

February 5, 2015  
Noon- 2:00 pm  
University of MD Shady Grove Building 1  
**(OPEN TO ALL EMPLOYEES)**

### Deliver Unbeatable Customer Service

February 11, 2015  
9:00 am – 12:00 pm  
Upcounty Regional Center, Suite 1100,  
Room 2

### Don't Let It Happen to You: Workplace Violence

February 11, 2015  
1:00 pm – 4:00 pm  
Upcounty Regional Center, Suite 1100,  
Room 2  
**(REQUIRED FOR SUPERVISORS/MANAGERS)**

### Drug Free Workplace: Non-DOT Supervisors

February 11, 2015  
10:00 am – Noon  
Organizational Development Training Center  
255 Rockville Pike, Suite 102

### Understand Financial Aid Class

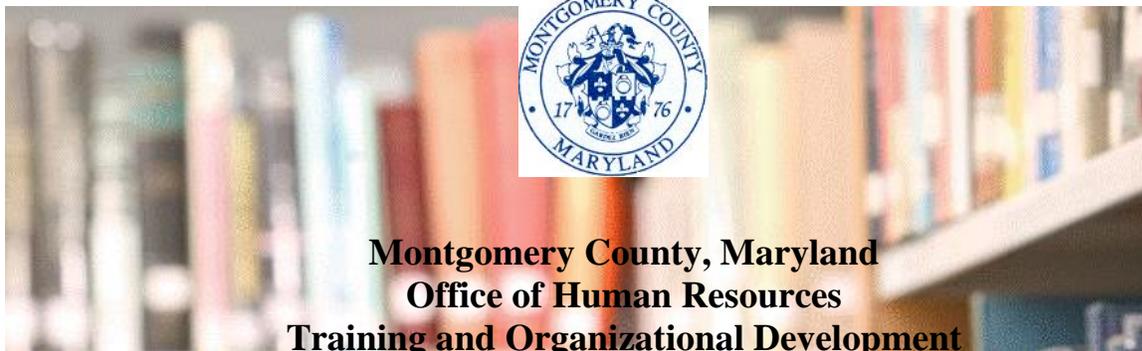
February 11, 2015  
10:00 am – Noon  
Upcounty Regional Center, 3<sup>rd</sup> Floor, Rm  
3F

### Interviewing and Selecting Employees

February 12, 2015  
9:00 am – 4:00 pm  
Upcounty Regional Center, Suite 1100,  
Room 2

- MCG Employees click this link: [Oracle Employee Self Service](#)
- Contractors click this link: [AccessMCG](#)

🕒 **If You DO NOT have a Log-in Name and Password for AccessMCG:** Instructions are at [OHR Training Website](#); Look for this document "OLM - Instructions for Non-Employees to How to Request Access to MCG Training Catalogs"



**Montgomery County, Maryland  
Office of Human Resources  
Training and Organizational Development**

# **Professional Development Programs**

## *February/March 2015*

### **ERS Retirement Planning-ERS Groups A,E,F,G,H**

February 18, 2015  
9:00 am – 10:29 am  
COB Auditorium

### **Health Insurance Applying to Retire**

February 18, 2015  
10:30 am- 12:00 pm  
COB Auditorium

### **Electricity and Tool Safety**

February 25, 2015  
9:00 am – 11:00 am  
EOB Finance 15<sup>th</sup> Floor Conference Room

### **Introduction to Managing in a Union Setting**

February 26, 2015  
9:00 am- 11:00 am  
Organizational Development Training  
Center, 255 Rockville Pike, Suite 102  
**(REQUIRED FOR  
SUPERVISORS/MANAGERS)**

### **Ergonomics and Back Safety Tips**

March 3, 2015  
10:00 am – Noon  
EOB Finance 15<sup>th</sup> Floor Conference Room

### **Overview of Contract Administration**

March 3, 2015  
12:30 pm – 4:30 pm  
EOB Lobby Level Auditorium  
**(Required for all Contract Administrators  
and MLS)**

- MCG Employees click this link: [Oracle Employee Self Service](#)
- Contractors click this link: [AccessMCG](#)

🕒 **If You DO NOT have a Log-in Name and Password for AccessMCG:** Instructions are at [OHR Training Website](#); Look for this document "OLM - Instructions for Non-Employees to How to Request Access to MCG Training Catalogs"



Montgomery County, Maryland  
Office of Human Resources  
Training and Organizational Development

# Professional Development Programs

*March 2015*

## Preventing Workplace Harassment

March 3, 2015  
9:00 am. – Noon  
EOB Lobby Level Auditorium  
**REQUIRED FOR ALL EMPLOYEES**

## ERS Applying for Retirement A,E, F, G H

March 4, 2015  
9:00 am – 10:29 am  
COB Auditorium

## Health Insurance Applying to Retire

March 4, 2015  
10:30 am- 12:00 pm  
COB Auditorium

## Overview of Workers' Compensation

March 4, 2015  
10:00 am – Noon  
Organizational Development Training  
Center, 255 Rockville Pike, Suite 102  
**(SUPERVISORS/MANAGERS ONLY)**

## Drug Free Workplace- Non DOT Supervisors

March 5, 2015  
1:30 pm – 3:00 pm  
EOB Auditorium Lobby Level  
**(SUPERVISORS/MANAGERS ONLY)**

## Contract Drafting and Risk Management

March 9, 2015  
9:00 am – 3:00 pm  
EOB Auditorium Lobby Level  
**(Required for all MLS and Contract  
Administrators)**

➤ MCG Employees click this link: [Oracle Employee Self Service](#)

➤ Contractors click this link: [AccessMCG](#)

🕒 **If You DO NOT have a Log-in Name and Password for AccessMCG:** Instructions are at [OHR Training Website](#); Look for this document  
“OLM - Instructions for Non-Employees to How to Request Access to MCG Training Catalogs



Montgomery County, Maryland  
Office of Human Resources  
Training and Organizational Development

# Professional Development Programs

## March 2015

### ADA as Amended: Employment Law

March 11, 2015  
1:00 pm – 4:00 pm  
Training and Organizational Development  
Ctr- 255 Rockville Pike, Suite 102  
**REQUIRED FOR ALL  
SUPERVISORS AND MANAGERS**

### EEO and Diversity Management

March 17, 2015  
9:00 am. – Noon  
EOB Lobby Level Auditorium  
**REQUIRED FOR ALL SUPERVISORS  
AND MANAGERS**

### ERS Retirement Planning-ERS Groups A,E,F,G,H

March 18, 2015  
9:00 am-10:29am  
COB Auditorium

### Health Insurance Planning for Retirement

March 18, 2015  
10:30 am – 12:00 pm  
COB Auditorium

### FMLA and Me

March 18, 2015  
9:30 – 12:30 p.m.  
EOB Lobby Level Auditorium  
**Open to all Employees**

### Limited English Proficiency (LEP)

March 18, 2015  
1:00 – 4:00 p.m.  
EOB Lobby Level Auditorium  
**Required for all front-line Employees**

- MCG Employees click this link: [Oracle Employee Self Service](#)
- Contractors click this link: [AccessMCG](#)

🕒 **If You DO NOT have a Log-in Name and Password for AccessMCG:** Instructions are at [OHR Training Website](#); Look for this document "OLM - Instructions for Non-Employees to How to Request Access to MCG Training Catalogs"



Montgomery County, Maryland  
Office of Human Resources  
Training and Organizational Development

# Professional Development Programs

*March 2015*

## Time Management: Self-Management

March 19, 2015  
9:00 am – 4:00 pm  
Upcounty Regional Center, Suite 1100,  
Room 2

## Grant-Funded Contracting

March 23, 2015  
10:00 am- Noon  
EOB Auditorium Lobby Level

## Payment Processing

March 23, 2015  
1:00 pm – 3:00 pm  
EOB Auditorium Lobby Level

## Communicate Services Across Cultures

March 24, 2015  
1:00 pm - 4:00 pm  
Upcounty Regional Center, Suite 1100,  
Rm 2

## Interpersonal Communications

March 25, 2015  
9:00 am – 4:00 pm  
Upcounty Regional Center, Suite 1100,  
Room 2

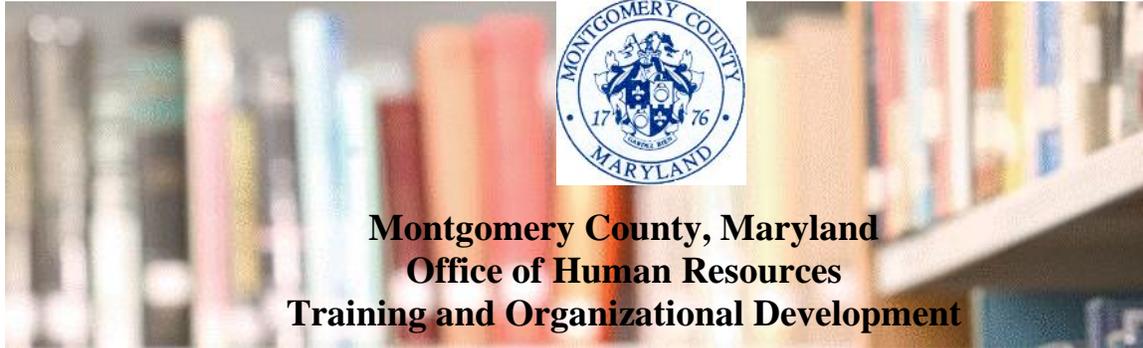
## Manage Conflict in a Union Setting

March 26, 2015  
1:00 pm – 4:00 pm  
Organizational Development Training  
Center, 255 Rockville Pike, Suite 102

➤ MCG Employees click this link: [Oracle Employee Self Service](#)

➤ Contractors click this link: [AccessMCG](#)

🕒 **If You DO NOT have a Log-in Name and Password for AccessMCG:** Instructions are at [OHR Training Website](#); Look for this document "OLM - Instructions for Non-Employees to How to Request Access to MCG Training Catalogs"



# Professional Development Programs

## March/April 2015

**Creative Problem Solving**

March 26, 2015  
 1:00 pm – 4:00 pm  
 Upcounty Regional Center, Suite 1100,  
 Room 2

**Introduction to Managing in a Union Setting**

March 26, 2015  
 9:00 am- 11:00 am  
 Organizational Development Training Center, 255  
 Rockville Pike, Suite 102  
**(REQUIRED FOR ALL SUPERVISORS/MANAGERS)**

**Managing Conflict in a Union Setting**

April 7, 2015  
 1:00 pm – 4:00 pm  
 Training and Organizational Development  
 Ctr- 255 Rockville Pike, Suite 102  
**(SUPERVISORS/MANAGERS ONLY)**

**ERS Applying for Retirement A,E, F, G H**

April 8, 2015  
 9:00 am-10:29am  
 COB Auditorium

**Preventing Workplace Harassment**

April 7, 2015  
 9:00 am – Noon  
 EOB Lobby Level Auditorium  
**REQUIRED FOR ALL EMPLOYEES**

**Health Insurance Applying to Retire**

April 8, 2015  
 10:30 am – 12:00 pm  
 COB Auditorium

➤ MCG Employees click this link: [Oracle Employee Self Service](#) ➤ Contractors click this link: [AccessMCG](#)

🕒 **If You DO NOT have a Log-in Name and Password for AccessMCG:** Instructions are at [OHR Training Website](#); Look for this document "OLM - Instructions for Non-Employees to How to Request Access to MCG Training Catalogs"



Montgomery County, Maryland  
Office of Human Resources  
Training and Organizational Development

# Professional Development Programs

*April 2015*

## Don't let it Happen to You: Workplace Violence

April 9, 2015  
9:00 pm - Noon  
EOB Lobby Level Auditorium  
**(REQUIRED FOR  
SUPERVISORS/MANAGERS)**

## Interviewing and Selecting Employees

April 14, 2015  
9:00 am- 4:00 pm  
Upcounty Regional Center, Suite 1100,  
Room 2  
**(REQUIRED FOR STAFF WHO ARE  
ON INTERVIEW PANELS)**

## Fundamentals of Supervision (Two Day Class)

April 15 and April 22, 2015  
9:00 am – 4:00 pm  
Upcounty Regional Center, Suite 1100,  
Room 2  
**(SUPERVISORS/MANAGERS ONLY)**

## Contract Compliance Class

April 16, 2015  
10:00 am – Noon  
EOB Auditorium Lobby Level  
**(Required for all  
Contract Administrators)**

## Contract Negotiation Class

April 20, 2015  
9:00 am – 3:00 pm  
EOB Auditorium Lobby Level  
**(Required for all  
Contract Administrators)**

## Performance Management Basics

April 22, 2015  
1:00 pm – 4:00 pm  
OHR Training Center  
255 Rockville Pike, Suite 102  
**(MANDATORY FOR ALL  
SUPERVISORS/MANAGERS)**

- MCG Employees click this link: [Oracle Employee Self Service](#)
- Contractors click this link: [AccessMCG](#)

🕒 **If You DO NOT have a Log-in Name and Password for AccessMCG:** Instructions are at [OHR Training Website](#); Look for this document "OLM - Instructions for Non-Employees to How to Request Access to MCG Training Catalogs"



Montgomery County, Maryland  
Office of Human Resources  
Training and Organizational Development

# Professional Development Programs

## April/May 2015

### Introduction to Managing in a Union Setting

April 23, 2015  
9:00 am – 11:00 am  
OHR Training Center  
255 Rockville Pike, Suite 102  
**(MANDATORY FOR ALL SUPERVISORS/MANAGERS)**

### Preventing Workplace Harassment

April 28, 2015  
9:00 am – Noon  
EOB Auditorium Lobby Level  
**MANDATORY FOR ALL EMPLOYEES**

### Chemical Safety

April 28, 2015  
9:00 am – Noon  
EOB 15<sup>th</sup> Floor Finance Conference Room

### ADA as Amended: Employment Law

April 29, 2015  
1:00 pm – 4:00 pm  
OHR Training Center  
255 Rockville Pike, Suite 102  
**(MANDATORY FOR ALL SUPERVISORS/MANAGERS)**

### Contract Drafting and Risk Management

May 4, 2015  
9:00 am- 3:00 pm  
EOB Auditorium Lobby Level  
**(MANDATORY FOR ALL CONTRACT ADMINISTRATORS)**

### Manage Conflict in a Union Setting

May 5, 2015  
1:00 pm – 4:00 pm  
OHR Training Center  
255 Rockville Pike, Suite 102  
**(SUPERVISORS AND MANAGERS ONLY)**

➤ MCG Employees click this link: [Oracle Employee Self Service](#) ➤ Contractors click this link: [AccessMCG](#)

🕒 **If You DO NOT have a Log-in Name and Password for AccessMCG:** Instructions are at [OHR Training Website](#); Look for this document "OLM - Instructions for Non-Employees to How to Request Access to MCG Training Catalogs"



Montgomery County, Maryland  
Office of Human Resources  
Training and Organizational Development

# Professional Development Programs

## MAY 2015

### EEO/Diversity Management

May 6, 2015  
9:00 am – Noon  
EOB Auditorium Lobby Level  
**(REQUIRED FOR ALL SUPERVISORS/MANAGERS)**

### ERS Applying for Retirement A,E, F, G H

May 6, 2015  
9:00 am – 10:29 am  
COB Auditorium

### Health Insurance Applying to Retire

May 6, 2015  
10:30 am – 12:00 pm  
COB Auditorium

### Contract Negotiation Class

May 11, 2015  
9:00 am - 3:00 pm  
EOB Auditorium Lobby Level  
**(REQUIRED FOR CONTRACT ADMINISTRATORS)**

### Business Grammar

May 13, 2015  
9:00 am – Noon  
Organizational Development Training Center, 255 Rockville Pike, Suite 102

### Personal Protective Equipment

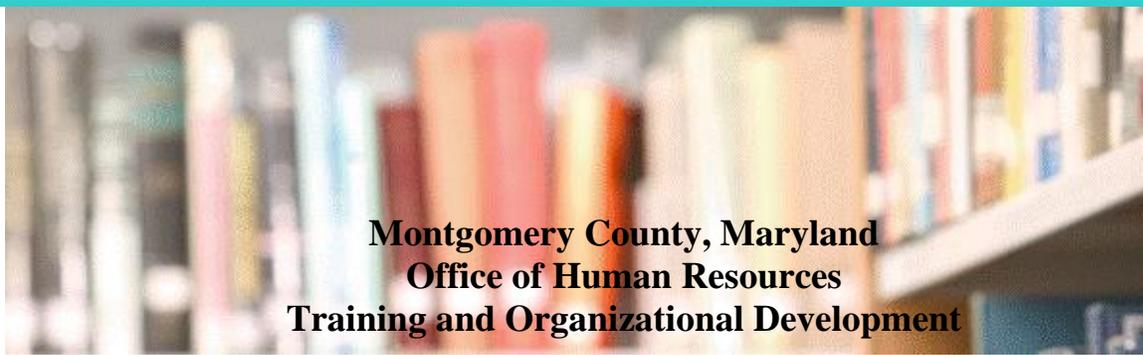
May 13, 2015  
9:00 am – Noon  
EOB 15<sup>th</sup> Floor Finance Conference Room

➤ MCG Employees click this link: [Oracle Employee Self Service](#)

➤ Contractors click this link: [AccessMCG](#)

🕒 **If You DO NOT have a Log-in Name and Password for AccessMCG:** Instructions are at [OHR Training Website](#); Look for this document "OLM - Instructions for Non-Employees to How to Request Access to MCG Training Catalogs"





**Montgomery County, Maryland  
Office of Human Resources  
Training and Organizational Development**

# Professional Development Programs

## May 2015

<b>FMLA: Overview for Management</b>
<p>May 14, 2015 9:30 pm – 12:30 pm EOB Auditorium Lobby Level <b>(SUPERVISORS/MANAGERS ONLY)</b></p>

<b>Limited English Proficiency (LEP)</b>
<p>May 14, 2015 1:00 pm – 4:00 pm EOB Auditorium Lobby Level <b>(REQUIRED FOR FRONT LINE EMPLOYEES)</b></p>

<b>Transition from Staff to Supervisor Class</b>
<p>May 14, 2015 1:00 pm – 4:00 pm Upcounty Regional Center, Suite 1100, Room 2</p>

<b>ERS Retirement Planning-ERS Groups A,E,F,G,H</b>
<p>May 20, 2015 9:00 am – 10:29 am COB Auditorium</p>

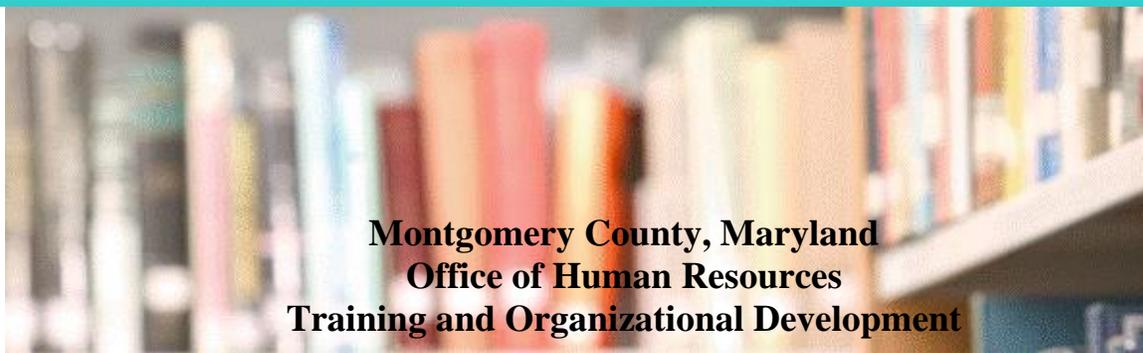
<b>Health Insurance Planning for Retirement</b>
<p>May 20, 2015 10:30 am – Noon COB Auditorium</p>

<b>Overview of Contract Administration</b>
<p>May 20, 2015 12:30 pm – 4:30 pm EOB Auditorium Lobby Level <b>(Required for all Contract Administrators and MLS)</b></p>

- **MCG Employees click this link: [Oracle Employee Self Service](#)**
- **Contractors click this link: [AccessMCG](#)**

🕒 **If You DO NOT have a Log-in Name and Password for AccessMCG:** Instructions are at [OHR Training Website](#); Look for this document "OLM - Instructions for Non-Employees to How to Request Access to MCG Training Catalogs"





**Montgomery County, Maryland  
Office of Human Resources  
Training and Organizational Development**

# Professional Development Programs

## May 2015

<b>Preventing Workplace Harassment</b>
<p>May 20, 2015 9:00 pm – Noon EOB Auditorium Lobby Level <b>(REQUIRED FOR ALL EMPLOYEES)</b></p>

<b>Substance Abuse CDL: DOT Supervisor</b>
<p>May 20, 2015 1:00 pm – 4:00 pm EOB Auditorium Lobby Level <b>(REQUIRED FOR ALL DOT SUPERVISORS)</b></p>

<b>Introduction to Managing in a Union Setting</b>
<p>May 21, 2015 9:00 am - 11:00 am Organizational Development Training Center 255 Rockville Pike, Suite 102 <b>(REQUIRED FOR ALL SUPERVISORS/MANAGERS)</b></p>

<b>Today's Diverse Workplace</b>
<p>May 21, 2015 9:00 am – Noon Upcounty Regional Center, Suite 1100, Room 2</p>

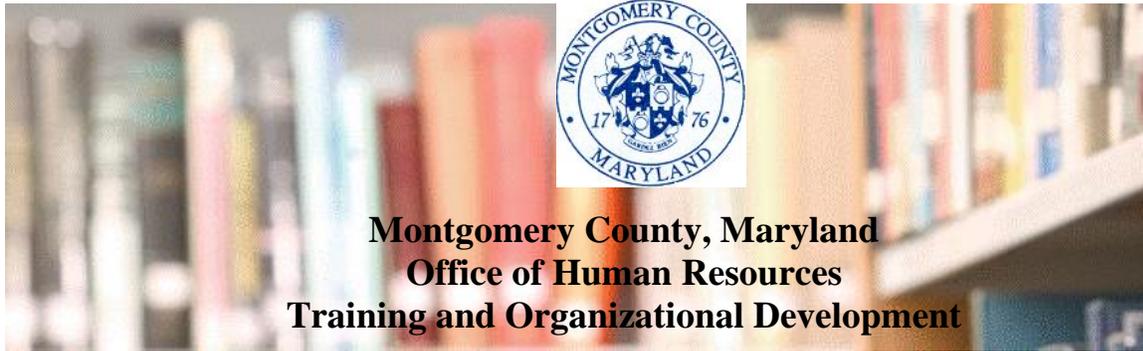
<b>Writing for Business</b>
<p>May 27, 2015 9:00 am - Noon Organizational Development Training Center 255 Rockville Pike, Suite 102</p>

<b>Safety Preparedness</b>
<p>June 9, 2015 9:00 am – Noon EOB 15<sup>th</sup> Floor Finance Conference Room</p>

➤ MCG Employees click this link: [Oracle Employee Self Service](#)

➤ Contractors click this link: [AccessMCG](#)

🕒 **If You DO NOT have a Log-in Name and Password for AccessMCG:** Instructions are at [OHR Training Website](#); Look for this document "OLM - Instructions for Non-Employees to How to Request Access to MCG Training Catalogs"



Montgomery County, Maryland  
Office of Human Resources  
Training and Organizational Development

# Professional Development Programs

## June 2015

### Preventing Workplace Harassment

June 11, 2015  
9:00 pm – Noon  
EOB Auditorium Lobby Level  
**(REQUIRED FOR ALL EMPLOYEES)**

### Don't Let It Happen to You: Workplace Violence

June 11, 2015  
1:00 pm – 4:00 pm  
UpCounty Regional Services Center, Suite  
1100, Rm. 2  
**(REQUIRED FOR SUPERVISORS/MANAGERS)**

### ERS Applying for Retirement A, E, F, G H

June 10, 2015  
9:00 am – 10:29 am  
COB Auditorium

### Health Insurance Applying to Retire

June 10, 2015  
10:30 am – 12:00 pm  
COB Auditorium

### Limited English Proficiency (LEP)

June 11, 2015  
1:00 – 4:00 p.m.  
EOB Lobby Level Auditorium  
**(REQUIRED FOR ALL FRONT LINE EMPLOYEES)**

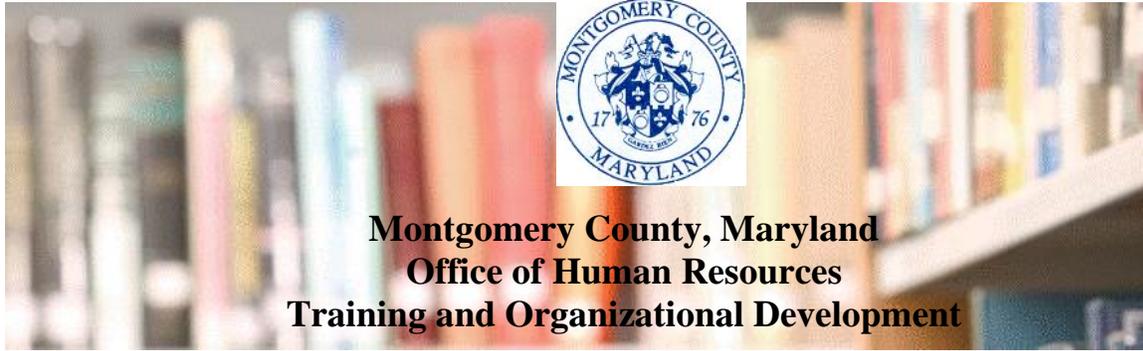
### Interviewing and Selecting Employees

June 17, 2015  
9:00 am- 4:00 pm  
Upcounty Regional Center, Suite 1100,  
Room 2  
**(REQUIRED FOR STAFF WHO ARE ON INTERVIEW PANELS)**

➤ MCG Employees click this link: [Oracle Employee Self Service](#)

➤ Contractors click this link: [AccessMCG](#)

🕒 **If You DO NOT have a Log-in Name and Password for AccessMCG:** Instructions are at [OHR Training Website](#); Look for this document "OLM - Instructions for Non-Employees to How to Request Access to MCG Training Catalogs"



Montgomery County, Maryland  
Office of Human Resources  
Training and Organizational Development

# Professional Development Programs

*June 2015*

## **ERS Retirement Planning-ERS Groups A,E,F,G,H**

June 24, 2015  
9:00 am – 10:29 am  
COB Auditorium

## **Health Insurance Planning for Retirement**

June 24, 2015  
10:30 am – Noon  
COB Auditorium

## **Preventing Workplace Harassment**

June 24, 2015  
9:00 pm – Noon  
EOB Auditorium Lobby Level  
**(REQUIRED FOR ALL EMPLOYEES)**

## **EEO/Diversity Management**

July 23, 2015  
9:00 pm – Noon  
EOB Auditorium Lobby Level  
**(REQUIRED FOR ALL MANAGERS  
AND SUPERVISORS)**

➤ **MCG Employees click this link:** [Oracle Employee Self Service](#)

➤ **Contractors click this link:** [AccessMCG](#)

🕒 **If You DO NOT have a Log-in Name and Password for AccessMCG:** Instructions are at [OHR Training Website](#); Look for this document "OLM - Instructions for Non-Employees to How to Request Access to MCG Training Catalogs"

# How to Enroll in Training Classes Using Oracle Learning Management -

Through Oracle Learning Management (OLM) MCG employees and partners have access to everything they need to create a learning plan, register for classes and maintain their training records.

## *Employees – with user name and password\**

- **Log-in to your Employee Self-Service** at this link [www.montgomerycountymd.gov/eportal](http://www.montgomerycountymd.gov/eportal)
  - Select Oracle Employee Self-Service > Learner Self-Service > Learner Home
  - This will bring you to your personal Learner Home Page
- **To Search for a specific class**, use the Search window on the top left of the screen. Be sure to change the criteria from “course” to “class”.
- Click on the **Class Title** to see the class location (Venue) and instructor information
- Look at the top right-hand side of the screen to find the “Enroll” button
- Click Enroll>Click Review>Click Submit
- You should now see the class listed under “Enrollments” on your Learner Home page.
- If you are enrolling in a Computer-based training (CBT) course, you must enroll in both the CBT course and the assessment to complete the class.
- **For additional help**, go to the Quick Start Guides on [TransformMCG](#)
  - *\*If an employee **does not have a username and password**, should follow instructions under “Partners” on page 6 of the Planning for the Future Catalog.*

# Partners (Includes MCG Temporary Employees, Contractors, Volunteers, and Interns)

A “Partner” is anyone employed by an organization which partners with MCG, such as HOC, Montgomery College, and MCPS; it also includes MCG temporary employees, contractors, volunteers, and student interns.

All Partners must setup a profile and request access to OLM through AccessMCG in order to r in a class.

## ❖ Requesting Access

- **Step 1: Get instructions** by at the OHR Training Website: [Instructions for Non-Employees – How to Request Access to MCG Training Catalogs](#)
- **Step 2: Set up a profile** through AccessMCG. This is a County-wide application which gives the public the opportunity to request access to certain County databases.
- **Step 3: Request access** to the appropriate Catalog through AccessMCG.
  - MCG currently has three (3) catalogs:
    - Human Resources, Health and Human Services, and Libraries. For the classes listed in this flier, request access to the Human Resources Catalog. Once you have made your request, you will receive an email from OHR advising you that you may now access OLM and register for classes.
    - If you don’t know which catalog to request, contact the OHR Training Team at [OLMAdministrator@MontgomeryCountyMD.gov](mailto:OLMAdministrator@MontgomeryCountyMD.gov) or call 240-777-5116

## ❖ Register for Classes

- **Log-in to AccessMCG** by clicking this [link](#).
  - Log in using the user name and password you have set up above.
  - Select Human Resources Services > County Learning Services > County Learning Area (*click the blackboard icon*)
  - This will open up Oracle
    - Select MCG External Learner Self-Service > Learner Home
    - This will bring you to your personal Learner Home Page
- **To Search for a specific class**, use the Search window on the top left of the screen. Be sure to change the criteria from “course” to “class”.
- **Classes are listed** by title and date. For example: “Limited English Proficiency Class 2014-12-24”

❖ **For additional help**, go to the Quick Start Guides on the [OHR Training Web Page](#).



**Lost?** Look for the OLM “Quick Start Guides”!

- ❖ **Employees:** go to [TransformMCG](#)
- ❖ **Contractors and Partners:** go to [OHR Training Web](#)

**CONFIRMATION OF TRAINING ENROLLMENT IN OLM—**

# WHAT IS DIFFERENT FROM OUR FORMER TRAINING REGISTRATION SYSTEM?

## HERE'S WHAT YOU NEED TO KNOW

In our old system, when you enrolled in a class you received two confirmations: an immediate confirmation with course details and training locations, and a 7 day confirmation before your class. With Oracle Learning Management, you will receive the following confirmations:

### Once you Enroll in a class:

1. An Oracle generated notification entitled **Workflow Mailer** is sent once you enroll in a class. This notification confirms your class registration, including the name of the class and the start and end date. The first notification does not provide the class the location.  
**NOTE:** This notification will provide a Training Center, (i.e. Rockville Core Training Center) which is the *geographical area* where your class is being held. Below is a link to our Training Center Map: [http://portal/tfmtmpl.asp?url=/content/departments\\_intranet/cex/transformMCG/HCM/olmupk.asp](http://portal/tfmtmpl.asp?url=/content/departments_intranet/cex/transformMCG/HCM/olmupk.asp)  
(Click on OLM Training Center Map)
2. A second **Workflow Mailer** will include the specific location of your training. This notification will be sent within 24 hours of enrolling in a class.

### 7 day confirmation:

3. You will receive a confirmation of your training 7 days before your class starts. This will include the Class specifics including Title, Start and End Date/time and the specific location of your class.  
**NOTE:** If you enroll 6 days before your class starts, you will *not* receive the 7 day confirmation. *You will receive the 2 notifications above once you enroll in the class* that will include your class details including the specific location of class. Several classes have Wait Lists and if you are on a Wait List, you will not receive a Next Day Confirmation or a 7 Day Confirmation.

## Helpful Hints—ENROLLING IN TRAINING

---

### IMPORTANT WEB LINKS

If you are *NOT* reading this on the computer, here are the instructions for

finding the web link when you are back on your computer.

**Find it Fast:**

**While the log-in page is open**, bookmark the page by using the Internet Explorer “favorites”.

1. Click the gold star at the upper right
2. Click down arrow
3. Click “Add Favorites”
4. Name it whatever you will remember
5. Save

**OHR Training Web Page** – type into your web browser:

**www.montgomerycountymd.gov** > Departments > Human Resources > Training.

**TransformMCG** – type into your web browser, **portal.mcgov.org** > TransformMCG at bottom of the page > Oracle HCM/Payroll > Oracle Learning Management

**Oracle Employee Self Service** – type into your web browser, **portal.mcgov.org** > ePortal > Oracle Employee Self Service

**AccessMCG** – type into your web browser, **www.montgomerycountymd.gov** > Online Services > AccessMCG

## **FINDING HELP WITH OLM**

Below is a table describing the many helpful documents and on-line learning available to help you learn to navigate the OLM.

Employees	Non-Employees
<b>OLM Quick Start Guides</b> Simplified, illustrated guides to Access the Catalog, Search for a Course, Search for a	<b>OLM Quick Start Guides for Non-Employees</b> Simplified, illustrated guides to Access the Catalog, Search for a Course, Search for a

<p>Class and Enroll in a Class</p> <p><b>LOCATION:</b> <a href="#">Transform MCG</a></p>	<p>Class and Enroll in a Class</p> <p><b>LOCATION:</b> <a href="#">OHR Training Page</a></p>
<p><b>Learner UPK's and Manager UPK's</b></p> <p>Interactive, automated step-by-step guides to every action available for Learners and Managers. Detailed step-by-step guides may also be printed from each UPK.</p> <p><b>LOCATION:</b> <a href="#">Transform MCG</a></p>	
<p><b>Frequently Asked Questions (FAQs)</b></p> <p>Question and Answer format, searchable by topic. Designed to cover questions from how to access the system, to troubleshooting navigation issues.</p> <p><b>LOCATION:</b> <a href="#">OHR Training Page</a></p>	<p><b>Frequently Asked Questions (FAQs)</b></p> <p>Question and Answer format, searchable by topic. Designed to cover questions from how to access the system, to troubleshooting navigation issues.</p> <p><b>LOCATION:</b> <a href="#">OHR Training Page</a></p>
<p><b>OLM User's Guide</b></p> <p>Provides an overview of the OLM system. Highlights of OLM, accessing the system for employees and partners, system structure, Learning Paths and Certifications, Mandatory Training and OLM Terminology.</p> <p><b>LOCATION:</b> <a href="#">OHR Training Page</a></p>	<p><b>OLM User's Guide</b></p> <p>Provides an overview of the OLM system. Highlights of OLM, accessing the system for employees and partners, system structure, Learning Paths and Certifications, Mandatory Training and OLM Terminology.</p> <p><b>LOCATION:</b> <a href="#">OHR Training Page</a></p>
<p>MCG Employees automatically have access to MCG Training Catalogs and Registration through <a href="#">Employee Self Service (ESS)</a></p>	<p><b>Instructions to Non-Employees – How to Request Access to MCG Training Catalogs</b></p> <p>Step-by-Step illustrated instructions to help non-employees go to AccessMCG, set-up a profile, and request approval to access the training catalogs.</p> <p><b>LOCATION:</b> <a href="#">OHR Training Page</a></p>

**IF YOU NEED ADDITIONAL INFORMATION, PLEASE CONTACT A MEMBER OF THE OFFICE OF HUMAN RESOURCES TRAINING TEAM AT 240-777-5116 OR [OLM.ADMIN@MONTGOMERYCOUNTYMD.GOV](mailto:OLM.ADMIN@MONTGOMERYCOUNTYMD.GOV)**