

Employee Mandatory Training FY16

Limited English Proficiency:

This training is required for all front line employees and will continue to focus on our commitment to excellent customer service and eliminating barriers to services for all residents, including those who face limited English proficiency.

Date	Time	Location
October 13, 2015	1:00 pm to 4:00 p.m.	Executive Office Building Auditorium
February 17, 2016	1:00 pm to 4:00 p.m.	Executive Office Building Auditorium
March 17, 2016	1:00 pm to 4:00 p.m.	Executive Office Building Auditorium
May 18, 2016	1:00 pm to 4:00 p.m.	Executive Office Building Auditorium
June 23, 2016	1:00 pm to 4:00 p.m.	Executive Office Building Auditorium

Interviewing and Selecting Employees

Required for all employees who participate on selection interview panels and hiring managers. This workshop is designed to provide interview panels and hiring managers with the tools necessary to navigate through the interviewing and selection process.

* Prepare for the interview * Understand the legal issues * Determine what type of candidate will best succeed in the position * Document of the process * Identify and rank your strongest candidates * Understand the key to making a hiring decision you can be confident in * Know how to handling salary and other HR issues.

Date	Time	Location
August 18, 2015	9:00 am to 4:00 pm	UpCounty Regional Services Center
October 15, 2015	9:00 am to 4:00 pm	UpCounty Regional Services Center
December 17, 2015	9:00 am to 4:00 pm	UpCounty Regional Services Center
February 16, 2016	9:00 am to 4:00 pm	UpCounty Regional Services Center
April 13, 2016	9:00 am to 4:00 pm	UpCounty Regional Services Center
June 16, 2016	9:00 am to 4:00 pm	UpCounty Regional Services Center

Preventing Workplace Harassment

Many employees are experiencing confusion about how to act in the work place, what behaviors are acceptable and what behaviors are not, and what sort of things are likely to be considered unlawful harassment. The purpose of the training is to communicate the County's policy that harassment and discrimination in any form will not be tolerated. This training will define workplace harassment and will provide guidelines and procedures for reporting, processing, and investigating complaints for employees. This is a very important subject and our goal is to train ALL County employees

Date	Time	Location
September 2, 2015	9:00 am to Noon	Executive Office Building Auditorium
September 23, 2015	9:00 am to Noon	Executive Office Building Auditorium
October 13, 2015	9:00 am to Noon	Executive Office Building Auditorium
October 21, 2015	9:00 am to Noon	Executive Office Building Auditorium
November 4, 2015	9:00 am to Noon	Executive Office Building Auditorium
November 19, 2015	9:00 am to Noon	Executive Office Building Auditorium
December 10, 2015	9:00 am to Noon	Executive Office Building Auditorium
January 7, 2016	9:00 am to Noon	Executive Office Building Auditorium
January 20, 2016	9:00 am to Noon	Executive Office Building Auditorium
February 3, 2016	9:00 am to Noon	Executive Office Building Auditorium
February 17, 2016	9:00 am to Noon	Executive Office Building Auditorium
March 3, 2016	9:00 am to Noon	Executive Office Building Auditorium
March 17, 2016	9:00 am to Noon	Executive Office Building Auditorium
April 28, 2016	9:00 am to Noon	Executive Office Building Auditorium
May 4, 2016	9:00 am to Noon	Executive Office Building Auditorium
May 18, 2016	9:00 am to Noon	Executive Office Building Auditorium
June 1, 2016	9:00 am to Noon	Executive Office Building Auditorium

June 23, 2016	9:00 am to Noon	Executive Office Building Auditorium
September 7, 2016	9:00 am to Noon	Executive Office Building Auditorium
September 21, 2016	9:00 am to Noon	Executive Office Building Auditorium
October 5, 2016	9:00 am to Noon	Executive Office Building Auditorium
October 19, 2016	9:00 am to Noon	Executive Office Building Auditorium
November 16, 2016	9:00 am to Noon	Executive Office Building Auditorium

Registration Information

MCG Employees:

- ❖ Log-in to your Employee Self-Service at this link www.montgomerycountymd.gov/eportal
- ❖ Select Oracle Employee Self-Service → MCG HR Employee Self-Service → Learner Home
- ❖ Go up to the top-left of the Screen
 - o In the drop-down menu change “Course” to “Class”
 - o Type a key word in the search window → click “Go”
- ❖ Find the class in the list of classes that appear
- ❖ Click on the **Class Name** to see the location (Venue) and instructor information.
 - o Look at the top-right hand side of the screen to find the “Enroll” button
 - o Click Enroll → Click Review → Click Submit
- ❖ You should now see the class under “Enrollments” on your Learner Home page. ***Need Help in the new system?*** Look for Quick Start User Guides on [TransformMCG](#)

Community Partners, Volunteers, Interns, Temporary Employees, Contractors:

- ❖ ***If you have a Log-in Name and Password:*** Log-in to [AccessMCG](#)
- ❖ Select Human Resources → County Learning Services → County Learning Services Icon
- ❖ Oracle Learning Management will open → Click MCG External Learner → Learner Home
- ❖ Go up to the top-left of the Screen
 - o In the drop-down menu change “Course” to “Class”
 - o Type a key word in the search window → click “Go”

- ❖ Find the class in the list of classes that appear
- ❖ Click on the **Class Name** to see the location (Venue) and instructor information.
Note: The information in the “Training Center” field is NOT necessarily the class location.
 - o Look at the top-right hand side of the screen to find the “Enroll” button
 - o Click Enroll → Click Review → Click Submit
- ❖ You should now see the class under “Enrollments” on your Learner Home page. ***Need Help in the new system? Go to [OHR Training Website](#).***

Please note: Community partners, temporary employees, interns, retired employees, volunteers or contingent workers who **do not have access to Employee Self Service** will need to register through Access MCG first in order to access OLM. **If You DO NOT have a Log-in Name and Password:** Instructions are at the [OHR Training Website](#). Look for this document: “[Instructions for Non-Employees – How to Request Access to MCG Training Catalogs.](#)”

Supervisory approval and pre-registration is required for all courses. If you are a supervisor or manager, please forward this email to the employees you supervise. For additional information or questions, please contact the Training Team at 240-777-5116 or OLM.Admin@montgomerycountymd.gov.