



MCG EMPLOYEE TRAINING & EVENTS

Montgomery County Government (MCG) offers a wide variety of training opportunities to help increase MCG employees' knowledge, skills, and abilities. Below are the classes with seats still available for **March 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 3 Day Course (Click link to apply)	All	Mar 21, 22, & 25	8:30 am – 4:30 pm

Mandatory Training			
For information contact: OLM.Admin@montgomerycountymd.gov			
Class	Audience	Date	Time
Preventing Workplace Harassment	All	Mar 5	9 am – noon
Interviewing and Selecting Employees	Required for all interview panel members and hiring managers	Mar 5	1 – 4 pm
Mandatory Ethics Training for New Employees	All New Employees	Mar 7	9:45 – 11:30 am
Preventing Workplace Harassment	All	Mar 12	9 am – noon
Mastercard P-card Training	Required for those who oversee processing within their departments	Mar 14	1 – 3 pm
Preventing Workplace Harassment	All	Mar 19	9 am – noon

Contract Negotiation	Required for all Contract Administrators	Mar 26	9 am – 1 pm
Preventing Workplace Harassment	All	Mar 26	1– 4 pm
Drug-Free Workplace – Non-DOT Supervisors	Non-DOT Managers and Supervisors	Mar 27	1:30 – 3:30 pm
Americans with Disabilities (ADA) as Amended: Employment Law	Managers and Supervisors	Mar 28	1:30 – 4 pm

General Training

For information contact: OLM.Admin@montgomerycountymd.gov

Class	Audience	Date	Time
Responding to Behavior that Makes You Feel Uncomfortable	All	Mar 6	2 – 3 pm
Expecting The Unexpected: How to Think About Crises	All	Mar 6	2 – 3 pm
Handling Conflicts on Project Teams	Managers and Supervisors	Mar 7	10 am – 12:30 pm
DataMontgomery Open Lab Training	All	Mar 12	10 – 11 am
Unconscious Bias	All	Mar 13	10 – 11 am
Accounts Payable Refresher	All	Mar 14	10 am – noon
Design Fundamentals: Creating with People	All	Mar 14	10 – 11:30 am
Self-Care Tips for Managers	Managers and Supervisors	Mar 19	2 – 3 pm
ERS Retirement Planning – ERS Groups A,E,F,G,H,J	All	Mar 20	9:30 – 11 am
Health Insurance Planning for Retirement	All	Mar 20	11 am – 1 pm
Managing Multiple Generations in the Workplace	Managers and Supervisors	Mar 20	1 – 3 pm

Strengthening Effective Communication on Projects	All	Mar 21	9 – 11:30 am
Creating Psychological Safety in the Workplace	All	Mar 21	1 – 2 pm
Enrolling in Health Insurance Benefits at Retirement 2024-04-03 (Retire 6/1/24)	All	Apr 3	11 am – 1 pm Last day to register for this class is 03/20/24 (see complete schedule)

TEBS Technology Training			
For information contact: Change.Management@montgomerycountymd.gov			
Class	Audience	Date	Time
Managing Files in OneDrive, Teams & SharePoint	All	Mar 5	11 am – 12:30 pm
Excel Level 100	All	Mar 21	11 am – 12:30 pm

Enrollment Instructions

Unless indicated otherwise in the charts above, **please register via Employee Self-Service no later than 48 hours in advance of a virtual 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 Extranet Portal](#)

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 accommodations.