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 **February 2024**. Classes and events are available on a first-come, first-served basis.

Special Events For information contact: OLM.Admin@montgomerycountymd.gov			
[Montgomery County Black History Month Program](#)	All	Feb 8	10:30 am – 12:30 pm
[SHRM Certification Prep Course (Dept funding required)](#)	All	Tuesdays Feb 27 – May 14	3 – 6 pm Last day to register for this class is 1/31/24

Mandatory Training For information contact: OLM.Admin@montgomerycountymd.gov			
Class	**Audience**	**Date**	**Time**
Contract Drafting and Risk Management	Required for all Contract Administrators	Feb 1	9 am – 1 pm
Mastercard P-Card Training	Required for those who oversee processing within their departments	Feb 1	1 – 3 pm
Interviewing and Selecting Employees	Required for all interview panel members and hiring managers	Feb 6	1 – 4 pm
Intro to Managing in a Union Setting	Managers and Supervisors	Feb 7	1 – 4 pm
Mandatory Ethics Training for New Employees	New Employees	Feb 8	9:45 – 11:30 am

Preventing Workplace Harassment	All	Feb 8	1 – 4 pm
Americans with Disabilities (ADA) Title II Local Government	Employees, supervisors, and managers who interact with the public and have been identified by their department	Feb 14	10 am – noon
FMLA Overview for Management	Managers and Supervisors	Feb 14	1:30 – 4 pm
P- Card Refresher Training	Required for those who oversee processing within their departments	Feb 15	10 am – noon
Preventing Workplace Harassment	All	Feb 15	9 am – noon
Mandatory Virtual Ethics Training for Public Financial Disclosure	All personnel who are required to file a Public Financial Disclosure Statement	Feb 20	10 – 11:30 am
Mandatory Virtual Ethics Training for Public Financial Disclosure	All personnel who are required to file a Public Financial Disclosure Statement	Feb 22	10 – 11:30 am
Mastercard P-Card Training	Required for those who oversee processing within their departments	Feb 22	1 – 3 pm
Preventing Workplace Harassment	All	Feb 22	9 am – noon
Mandatory Virtual Ethics Training for Public Financial Disclosure	All personnel who are required to file a Public Financial Disclosure Statement	Feb 27	10 – 11:30 am
Ensuring Accountability in Timekeeping: Managers and Supervisors	Managers and Supervisors	Feb 29	1:30 – 4 pm
Preventing Workplace Harassment	All	Feb 29	9 am – noon
Overview of Workers' Compensation	Managers and Supervisors	Feb 29	1 – 3 pm

General Training
For information contact: OLM.Admin@montgomerycountymd.gov

Class	Audience	Date	Time
Leave Without Pay (LWOP) for HR Liaisons	HR Liaisons	Feb 1	11 am – noon
Writing for Business: 5 Simple Ways to Construct Proper Sentence	All	Feb 7	9 – 11:30 am
Handling Conflicts on Project Teams	All	Feb 9	10 – 12:30 pm
Unconscious Bias	All	Feb 13	1 – 2 pm
Initiating Difficult Conversation	All	Feb 14	2 – 3 pm
Coaching Skills for Managers and Team Leaders	Managers and Supervisors	Feb 15	1 – 3:30 pm
Creating Psychological Safety in the Workplace	All	Feb 20	11 am – noon
ERS Retirement Planning – ERS Groups A,E,F,G,H,J	All	Feb 21	9:30 – 11 am
Racial Equity and Social Justice Inclusive Language 101	All	Feb 21	10 am – noon
Health Insurance Planning for Retirement	All	Feb 21	11 am – 1 pm
FMLA and Me	All	Feb 22	1:30 – 4 pm
The Seven Habits of Highly Effective Leaders	All	Feb 22	11:30 am – 2 pm
Emergency Preparedness	All	Feb 27	9 – 10:30 am
Time Management Tools: To-Do List, Calendars, etc.,	All	Feb 27	10 – 11 am
Effective Communication	All	Feb 28	2 – 3 pm
Enrolling in Health Insurance Benefits at Retirement 2024-03-06 (Retire 5/1/24)	All	Mar 6	11 am – 1 pm Last day to register for this class is 02/21/24 (see complete schedule)

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

Class	Audience	Date	Time
Power BI Level 100	All	Feb 6	11 am – 12:30 pm
Power BI Level 200 - Desktop	All	Feb 22	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.