



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 **January 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
In Our Own Voices – Telling Our Stories	All	Jan 10	10 – 11:30 am
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
Preventing Workplace Harassment	All	Jan 9	1 – 4 pm
EEO and Diversity Management	Managers and Supervisors	Jan 11	9 am – noon
Interviewing and Selecting Employees	Required for all interview panel members and hiring managers	Jan 11	9 am – noon
Mandatory Ethics Training for New Employees	All	Jan 11	9:45 – 11:30 am
Mastercard P-card Training	Required for those who oversee processing within their departments	Jan 11	1 – 3 pm

Preventing Workplace Harassment	All	Jan 11	9 am – noon
Preventing Workplace Harassment	All	Jan 16	9 am – noon
Contract Compliance	Required for all Contract Administrators	Jan 18	2 – 4 pm
Payment Processing	Required for all Contract Administrators	Jan 22	10 am – noon
Preventing Workplace Harassment	All	Jan 23	9 am – noon
Understanding Structural Racism in Montgomery County	All	Jan 23	10 am – 1 pm
Overview of Contract Administration	Required for all Contract Administrators	Jan 24	1 – 4 pm

General Training For information contact: OLM.Admin@montgomerycountymd.gov			
Class	Audience	Date	Time
Leave Without Pay (LWOP) for Employees	All	Jan 4	11 am – noon
Project Management Fundamentals January 2024 (4 Day Class)	All	Jan 9 (First Day)	1 – 4 pm
Transition: Staff to Supervisor	All	Jan 11	2 – 4:30 pm
ERS Retirement Planning – ERS Groups A,E,F,G,H,J	All	Jan 17	9:30 – 11 am
Health Insurance Planning for Retirement	All	Jan 17	11 am – 1 pm
Leave Without Pay (LWOP) for Supervisors	Supervisors	Jan 18	11 am – noon
De-escalating Potentially Violent Situations	All	Jan 24	10 – 11 am
Successful Delegation: Achieving Results Through Others	All	Jan 25	1 – 3:30 pm

Using Reason to Resolve Conflict	All	Jan 31	2 – 3 pm
Enrolling in Health Insurance Benefits at Retirement (Retire 4/1/24)	All	Feb 7	11 am – 1 pm Last day to register for this class is 1/24/24 (see complete schedule)

TEBS Technology Training			
For information contact: Change.Management@montgomerycountymd.gov			
Class	Audience	Date	Time
Power Platform Foundation Level 100	All	Jan 23	11 am – 1 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 accommodation.