

## Mandatory Training Courses for Managers Fiscal Year 2016

Montgomery County is committed to providing a workplace that promotes, fairness, equity, and safety for all its employees. We also have a responsibility to comply with Federal, state, and local county laws. To ensure managers and employees are aware of the County’s policies, we provide mandatory training for all employees. It is the responsibility of the employees and their managers to ensure that appropriate training is taken.

<b>Name of Course</b>	<b>When Must It Be Taken</b>	<b>Refresher Required</b>	<b>Enrollment Information</b>	<b>Required For</b>
<b>American’s with Disabilities Act: Employment Law</b>	Within the first year of employment or promotion.	No	Enroll in Oracle Learning Management (OLM)	Managers and Supervisors
<b>Don’t Let It Happen to You—Workplace Violence</b>	Within in the first year of employment or promotion.	No	Enroll in Oracle Learning Management (OLM)	Managers and Supervisors
<b>EEO/Diversity Management</b>	Within the first year of employment or promotion.	Yes, every three years	Enroll in Oracle Learning Management (OLM)	Managers and Supervisors
<b>Introduction to Managing in a Union Environment (formerly entitled “Basic Labor/Employee Relations for Supervisors”)</b>	Within the first year of employment or promotion.	No	Enroll in Oracle Learning Management (OLM)	Managers and Supervisors
<b>Overview of Contract Administration</b>	Within the first year of employment or promotion.	No	Enroll in Oracle Learning Management (OLM)	Management Leadership Service (MLS) who have not previously completed the County’s previous multi- day Contract Administration Program series.
<b>Planning for Excellence: Performance Management Basics</b>	Within the first year of employment or promotion.	No	Enroll in Oracle Learning Management (OLM)	Managers and Supervisors
<b>Substance Abuse CDL: DOT Supervisor or Drug Free Workplace—Non DOT Supervisors</b>	Within the first year of employment or promotion.	Yes, annually	Enroll in Oracle Learning Management (OLM)	Managers and supervisors of Commercial Driver’s License (CDL) holders.

For additional information on Mandatory Training contact 240-777-5116 or [OLM.Admin@montgomerycountymd.gov](mailto:OLM.Admin@montgomerycountymd.gov)

**Links:**

[OLM: Training Registration - Employees](#)

[OLM: Training Registration - Non-Employees](#)

[OHR Training Website: User Guides, Catalogs and More](#)

# Mandatory Training Courses for Employees

## Fiscal Year 2016

Montgomery County is committed to providing a workplace that promotes fairness, equity and safety for all its employees. We also have a responsibility to comply with Federal, state, and county laws. To ensure managers and employees are aware of the County's policies, we provide mandatory training for all employees. It is the responsibility of employees and their managers to ensure that appropriate training is completed.

Name of Course(s)	Required For	When Must It Be Taken	Refresher Required	Enrollment Information
<p><b>Contract Administration Learning Path</b></p> <p>(Six Courses)</p> <ul style="list-style-type: none"> <li>-Overview Contract Administration</li> <li>-Contract Drafting</li> <li>-Contract Negotiation</li> <li>-Grant Funded Contracting</li> <li>-Contract Compliance Programs</li> <li>-Payment Process</li> </ul>	<p>Contract Administrators and those who manage contracts for the County and have not completed the County's previous multi- day Contract Administration Program series.</p>	<p>Must be started within the first year of employment for all Contract Administrators and those who manage contracts for the County.</p> <p>All the classes within this Learning Path must be completed within five years.</p>	<p>No</p>	<p>Enroll in Oracle Learning Management (OLM): 1. Enroll in Contract Administration Learning Path in OLM; 2. Enroll in the six Contract Administration Learning Path courses.</p>
<p><b>HAZ COM Standard Video and HAZ COM Assessment</b></p>	<p>Employees identified by their department who may be exposed to hazardous chemicals under normal operating conditions or in foreseeable emergencies while at work.</p>	<p>Must be taken within the first 90 days of employment for those employees who have been identified by their department.</p>	<p>No</p>	<p>Enroll in Oracle Learning Management: 1. Computer Based Training Haz Com Standard Video 2. Computer Based Training Haz Com Standard Assessment</p>
<p><b>Information Security Awareness Training (ISATP)</b></p>	<p>All County employees, temporary workers, volunteers, and contractors with access to County information technology resources, using their assigned Active Directory</p>	<p>Must be taken in the first three months of employment.</p> <p>With a secure Internet connection, the training is accessible on mobile devices with IOS operating system such as iPhone or iPad. The Android</p>	<p>Yes, every three years</p>	<p>All eligible trainees will receive a Welcome Email notification with a web link to the ePortal and training system once their County email accounts are activated for the training. This is a web-based training consisting of video modules with two evaluation questions at the end of each module. <b>Trainees DO</b></p>

	username and password combination.	devices are not compatible.		<b>NOT enroll in Oracle Learning Management.</b>
<b>Interviewing and Selecting Employees</b>	All interviewing panel members and hiring managers.	Prior to participating on a rating or interview panel or if you are a manager who is involved in hiring employees.	No	Enroll in Oracle Learning Management
<b>Limited English Proficiency (LEP)</b>	All County <b>Front-Line</b> employees, Interns, Volunteers, and Contractors.  Note: All Health and Human Services (HHS) staff are required to take the HHS LEP Implementation Plan Training instead of this training course.	Must be taken within the first year of employment.	Some departments may require refreshers for specific positions.	Enroll in Oracle Learning Management
<b>Preventing Workplace Harassment (formerly called Preventing Sexual Harassment)</b>	All County employees, Interns, Volunteers, and Contractors.	Must be taken in the first three months of employment	Yes, every three years	Enroll in Oracle Learning Management

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