



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 **August 2025**. Classes and events are available on a first-come, first-served basis.

Latest News:

- **New Leadership Development Series for Aspiring Leaders:** As part of the MCG LEADS program for aspiring leaders, OHR's Professional Learning and Organizational Development team is thrilled to introduce two new leadership development series. Check out the special events section below for the first class in each series:
 1. The **Grounded Growth: Guided Mindfulness** series builds self-awareness, emotional regulation, and clarity for better decision-making.
 2. The **Leadership Listen and Learn** series promotes continuous learning, resilience, and adaptability for effective leadership.

Special Events

Event	Date	Time	Topic Area	Details	Audience
Innovation Accelerator 3 Day Course	Aug 7, 8, & 11	8:30 am – 5 pm	Professional Development	Virtual Register Here	All
Relaxation, Micro-Moments, and Winding Down Techniques (Grounded Growth Series)	Aug 20	12:30 – 1:15 pm	Leadership & Management; Professional Development	In Person MCG LEADS: Aspiring Leaders	Aspiring Leaders
Fixed vs. Growth Mindset: What is the Difference and Why it Matters (Leadership Listen and Learn Series)	Aug 27	1 – 1:45 pm	Leadership & Management; Professional Development	Virtual MCG LEADS: Aspiring Leaders	Aspiring Leaders

Innovation Chapter Club - Reset: How to Change What's Not Working by Dan Heath	Wednesdays starting Sep 3	2 – 2:30 pm	Professional Development	Virtual Register Here	All
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Instructor-Led Trainings & Learning Opportunities

Class	Date	Time	Topic Area	Details	Audience
EEO Awareness: Understanding Rights and Responsibilities (Employees)	Aug 6	9 – 11 am	Compliance	Virtual Mandatory	Employees
Ethics Training for Public Financial Disclosure Filers	Aug 6	10 – 11:30 am	Compliance	Virtual Mandatory	Public Financial Disclosure Statement Filers
EEO Awareness: Understanding Rights and Responsibilities (Employees)	Aug 7	1 – 3 pm	Compliance	Virtual Mandatory	Employees
Initiating Difficult Conversations for Managers	Aug 7	10 – 11 am	Leadership & Management	Virtual	Managers/ Supervisors
Interviewing and Selecting Employees	Aug 12	9 am – noon	Compliance	Virtual Mandatory	Interview Panelists/ Hiring Managers
Emergency Preparedness	Aug 12	1 – 2:30 pm	Leadership & Management	Virtual	All
Montgomery County Gov't Online Printshop Training	Aug 12	1:30 – 3:30 pm	Professional Development	Virtual	All
How to Conduct Internal Workplace Investigations	Aug 13	2 – 4 pm	Leadership & Management	Virtual	Managers/ Supervisors/ MCGEO HR Liaisons
FMLA and Me	Aug 14	9:30 am – noon	Benefits	Virtual	All
Leave Without Pay (LWOP) for Supervisors	Aug 14	11 am – noon	Compliance	Virtual Mandatory	Managers/ Supervisors
Americans with Disabilities Act (ADA) Title II Local Government	Aug 18	10 am – noon	Compliance	Virtual Mandatory	Employees Identified by Their Department
Ethics Training for Public Financial Disclosure Filers	Aug 19	1 – 2:30 pm	Compliance	Virtual Mandatory	Public Financial Disclosure Statement Filers

EEO Awareness: Understanding Rights and Responsibilities (Employees)	Aug 20	1 – 3 pm	Compliance	Virtual Mandatory	Employees
ERS Retirement Planning – ERS Groups A,E,F,G,H,J	Aug 20	9:30 – 11 am	Benefits	Virtual	All
Health Insurance Planning for Retirement	Aug 20	11 am – 1 pm	Benefits	Virtual	All
EEO Awareness: Understanding Rights and Responsibilities (Employees)	Aug 21	9 – 11 am	Compliance	Virtual Mandatory	Employees
Ethics Training for New Employees	Aug 21	9:45 – 11:30 am	Compliance	Virtual Mandatory	All New Employees
Mastercard P-Card Training	Aug 21	1 – 3 pm	Compliance	Virtual	P-Card Holders
ADA as Amended: Employment Law	Aug 22	9:30 am – noon	Compliance	Virtual Mandatory	Managers/ Supervisors
Performance Management Basics	Aug 22	1 – 4 pm	Leadership & Management	Virtual Mandatory	Managers/ Supervisors
Payment Processing	Aug 25	10 am – noon	Compliance	Virtual	All
EEO Awareness: Understanding Rights and Responsibilities (Supervisors)	Aug 27	1 – 3 pm	Compliance	Virtual Mandatory	Managers/ Supervisors
FMLA Overview for Management	Aug 28	1:30 – 4 pm	Compliance	Virtual	Managers/ Supervisors
Enrolling in Health Insurance Benefits at Retirement (Retire 11/01/2025)	Sep 3	11 am – 1 pm	Benefits	Virtual Last day to register for this class is 8/20/2025 (see complete schedule)	All

Classes listed as “*Mandatory*” meet a mandatory training requirement as outlined on the [Mandatory Training](#) page. Classes listed as “RESJ” count toward the eight hours of RESJ training required each fiscal year.

To view our full list of available self-paced trainings, visit our [e-Learning](#) tab within our Programs & Catalog page. To register for a self-paced training, see the “Enrollment Instructions” section below.

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's 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 (**a single Word from the class title**). 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 to the time of the event) will be made to provide accommodation.