



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

Latest News:

- **Family Medical Leave Act (FMLA) Overview for Management Self-Paced Option:** A new self-paced version of this mandatory course for managers and supervisors is now available online.

Instructor-Led Trainings & Learning Opportunities

Class	Date	Time	Topic Area	Details	Audience
Leave Without Pay (LWOP) for Supervisors	Dec 2	1 – 2 pm	Compliance	Virtual Mandatory	Managers / Supervisors
Innovation Accelerator Information Session	Dec 3	10 – 10:30 am	Professional Development	Virtual Register Here	All
AI Foundations	Dec 3	1 – 2:30 pm	Technology	Virtual	All
Emergency Preparedness	Dec 3	1 – 2:30 pm	Leadership & Management	Virtual	All
Understanding Structural Racism in Montgomery County	Dec 3	10 am – 2 pm	Compliance; Diversity, Equity & Inclusion	Virtual RESJ	All
Contract Negotiation	Dec 4	9 am – 1 pm	Compliance	Virtual Mandatory	Contract Administrators
Mastercard P-Card Training	Dec 4	1 – 3 pm	Compliance	Virtual	P-Card Holders
Intro to Managing in a Union Setting	Dec 8	1 – 4 pm	Compliance; Leadership & Management	Virtual Mandatory	Managers / Supervisors
The Power of Productivity	Dec 8	2 – 3 pm	Professional Development	Virtual	All

Interviewing and Selecting Employees	Dec 9	9 am – noon	Compliance	Virtual Mandatory	Interview Panelists/ Hiring Managers
Addressing Employee Performance Issues in a Supportive Way	Dec 10	9 – 10 am	Leadership & Management	Virtual	Managers / Supervisors
EEO Awareness: Understanding Rights and Responsibilities – Employees	Dec 10	9 – 11 am	Compliance; Diversity, Equity & Inclusion	Virtual Mandatory	Employees
Navigating AI Solutions: Copilot Chat	Dec 10	1 – 2 pm	Technology	Virtual	All
Overview of Contract Administration	Dec 10	1 – 4 pm	Compliance	Virtual Mandatory	Contract Administrators
Critical Thinking for Developing and New Leaders	Dec 11	9 – 11:30 am	Professional Development	Virtual	All
Mandatory Ethics Training for New Employees	Dec 11	9:45 – 11:30 am	Compliance	Virtual Mandatory	All New Employees
Make a Decision Already! How to Avoid Indecisiveness	Dec 12	10 – 11 am	Professional Development	Virtual	All
GenAI Explorer Session	Dec 15	3 – 4 pm	Professional Development	Virtual Register Here	Active GenerativeAI Users (All)
Advancing Racial Equity: The Role of Government	Dec 16	10 am – 2 pm	Compliance; Diversity, Equity & Inclusion	Virtual RESJ	All
Copilot Chat Post-Training Workshop	Dec 17	1 – 2 pm	Technology	Virtual	All
ERS Retirement Planning – ERS Groups A,E,F,G,H,J	Dec 17	9:30 – 11 am	Benefits	Virtual	All
Health Insurance Planning for Retirement	Dec 17	11 am – 1 pm	Benefits	Virtual	All
EEO Awareness: Understanding Rights and Responsibilities – Employees	Dec 18	1 – 3 pm	Compliance; Diversity, Equity & Inclusion	Virtual Mandatory	Employees
Heart Leadership	Dec 23	10 am – noon	Compliance; Diversity, Equity & Inclusion	Virtual RESJ	All
EEO Awareness: Understanding Rights	Dec 31	9 – 11 am	Compliance; Diversity, Equity & Inclusion	Virtual Mandatory	Managers / Supervisors

and Responsibilities – Supervisors					
Enrolling in Health Insurance Benefits at Retirement (Retire 3/1/2026)	Jan 7	11 am – 1 pm	Benefits	Virtual Last day to register for this class is 12/24/2025 (see complete schedule)	All
Innovation Accelerator 3-Day Course	Jan 14, 15 & 16	8:30 am – 5 pm	Professional Development	In-Person Apply Here	All
SHRM Prep Course (Supervisor approval & department funding required)	Wednesdays Jan 21 – Apr 8	2 – 5 pm	Professional Development	Virtual Register Here by Dec. 10	Current or aspiring HR professionals

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.

NEW Self-Paced Trainings & Learning Opportunities

Class	Topic Area	Details
Family Medical Leave Act (FMLA) Overview for Management Self-Paced Online	Compliance; Leadership & Management	Online Self-Paced
Supporting Employee Wellbeing: What You Can Do as a Manager	Professional Development	Online Self-Paced
Working Through Mistakes	Professional Development	Online Self-Paced

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.