



Mandatory Training for County Managers and Supervisors

Montgomery County Government (MCG) is committed to providing a workplace that promotes fairness, equity, and safety for all employees. MCG is also responsible for complying with federal, state, and county laws. To ensure managers and employees are in compliance with federal, state, and county laws, we provide mandatory training for all employees. It is the responsibility of managers and supervisors to ensure that all mandatory training is completed within the specified timeframe and/or is completed on a continuing basis, as required.

Mandatory Training for All County Managers and Supervisors

Advancing Racial Equity: The Role of Government

Audience: All employees, including managers and supervisors.

Timeframe: **Every other fiscal year**

Refresher: **N/A**

Enroll: Online via Oracle Learning Management (OLM) – [Managers/Supervisors](#) | [Community Partners](#)

For additional information regarding Racial Equity requirements, go to

<https://www.montgomerycountymd.gov/ore/trainings.html>

Americans with Disabilities Act (ADA) as Amended: Employment Law

Audience: All County managers and supervisors.

Timeframe: This course must be completed within the first year of employment or promotion.

Refresher: None required

Enroll: Online via OLM – [Managers/Supervisors](#)

EEO Awareness: Understanding Rights & Responsibilities for Supervisors (formerly “EEO/Diversity Management”)

Audience: All County managers and supervisors.

Timeframe: This course must be completed within the first three months of employment or promotion.

Refresher: **Every three years**

Enroll: Online via OLM – [Managers/Supervisors](#)

Ensuring Accountability in Timekeeping: Managers and Supervisors

Audience: All County managers and supervisors.

Timeframe: This course must be completed within the first year of employment or promotion.

Refresher: **Every five years**

Enroll: Online via OLM – [Managers/Supervisors](#)

FMLA Overview for Management

Audience: All County managers and supervisors of MCGEO or GSS employees.

Timeframe: This course must be completed within the first three months of employment or promotion.

Refresher: **Every three years**

Enroll: Online via OLM – [Managers/Supervisors](#)

Information Security Awareness Training Program (ISATP)

Audience: All employees, including managers and supervisors, contractors, interns, volunteers, and business partners.

Timeframe: Trainees are automatically enrolled through OLM on the first of each month and must complete the electronic learning training modules by the 15th of each month. New hires after the first of the month are not automatically enrolled in the class that is already in progress. However, if they choose to, they can self-enroll in Employee Self-Service (ESS), keyword search: Security Awareness. A reminder email is sent the 15th of each month to all who have not completed the training as of the 15th.

Refresher: **Monthly**

Enroll: Access the training via Employee Self-Service (ESS), search for *Information Security Awareness – Managers/Supervisors*

Introduction to Managing in a Union Setting (formerly Basic Labor/Employee Relations for Supervisors)

Audience: All County managers and supervisors.

Timeframe: This course must be completed within the first year of employment or promotion.

Refresher: None required

Enroll: Online via OLM – [Managers/Supervisors](#)

Leave Without Pay (LWOP) for Supervisors

Audience: All County managers and supervisors of MCGEO or GSS employees.

Timeframe: This course must be completed within the first three months of employment or promotion.

Refresher: **Every three years**

Enroll: Online via OLM – [Managers/Supervisors](#)

Overview of Contract Administration

Audience: Management Leadership Service (MLS) who have not previously completed the County's previous multi-day Contract Administration Program series.

Timeframe: This course must be completed within the first year of employment or promotion.

Refresher: None required

Enroll: Online via OLM – [Managers/Supervisors](#)

Planning for Excellence: Performance Management Basics

Audience: All County managers and supervisors.

Timeframe: This course must be completed within the first year of employment or promotion.

Refresher: None required

Enroll: Online via OLM – [Managers/Supervisors](#)

Progressive Discipline

Audience: All County managers and supervisors of MCGEO or GSS employees.

Timeframe: This course must be completed within the first three months of employment or promotion.

Refresher: **Every three years**

Enroll: Online via OLM – [Managers/Supervisors](#)

Understanding Structural Racism in Montgomery County

Audience: All employees, including managers and supervisors.

Timeframe: **Every other fiscal year**

Refresher: **N/A**

Enroll: Online via OLM – [Managers/Supervisors](#) | [Community Partners](#)

For additional information regarding Racial Equity requirements, go to <https://www.montgomerycountymd.gov/ore/trainings.html>

Mandatory Training for Specific County Managers and Supervisors

Americans with Disabilities Act (ADA) Title II: Local Government 2016 CBT Class

Audience: Employees, supervisors, and managers who interact with the public and have been identified by their department.

Timeframe: This course must be completed within the first three months of employment.

Refresher: None required

Enroll: Online via OLM – [Managers/Supervisors](#)

Ethics Training for Public Financial Disclosure Filers

Audience: Executive branch personnel who are required to file a Public Financial Disclosure Statement.

Timeframe: Once every three years. The Ethics Commission will individually notify persons required to take training. New executive branch public financial disclosure filers (whether hired or transferred into a filing position) must complete the training within six months of becoming a public filer.

Refresher: **Every three years**

Enroll: Online via OLM – [Managers/Supervisors](#)

Interviewing and Selecting Employees

Audience: Members of interview panels and hiring managers.

Timeframe: This course must be completed before participating in a rating or interview panel or acting as a hiring manager.

Refresher: None required

Enroll: Online via OLM – [Managers/Supervisors](#)

Select a Course: Substance Abuse CDL: DOT Supervisor or Drug-Free Workplace for Non-DOT Supervisors

Audience: All County managers and supervisors of Commercial Driver's License (CDL) holders.

Timeframe: This course must be completed within the first year of employment or promotion.

Refresher: **Every year**

Enroll: Online via OLM – [Managers/Supervisors](#)

Telework Fundamentals for Employees Modules 1 & 2

Audience: All employees who are eligible for telework and their supervisors

Timeframe: This course must be completed within 30 days of an employee submitting their Telework Application.

Refresher: None required

Enroll: Online via OLM – [Managers/Supervisors](#)

Telework Fundamentals for Supervisors and Managers Modules 1 & 2

Audience: Supervisors with employees who are eligible for telework

Timeframe: Training must be completed within 30 days of an employee submitting their initial Telework Application.

Refresher: None required

Enroll: Online via OLM – [Managers/Supervisors](#)

Questions?

Contact the OHR Professional Learning & Organizational Development team via email at OLM.Admin@montgomerycountymd.gov or via phone at 240-777-5116.