



Managers Mandatory Training FY 17

American's with Disabilities Act (ADA) as Amended Employment Law

This course focuses on the Title I portion of The American's with Disabilities Act 2008 as Amended (ADAA). The Title I "employment portion" of the ADAA concentrates on specific provisions regarding Reasonable Accommodations, Medical Examinations, Interview Techniques and overall approaches to diminishing attitudinal and institutional barriers associated with myths regarding individuals with disabilities. In this course you will learn about Title I and how to be more inclusive in the hiring process with while balancing the needs of this population against fair and equitable facilitation in management and supervision.

Date	Time	Location
October 12, 2016	1:30 p.m. to 4 p.m.	255 Rockville Pike, Suite 102
January 24, 2017	1:30 p.m. to 4 p.m.	255 Rockville Pike, Suite 102
March 28, 2017	9:30 a.m. to 12 p.m.	255 Rockville Pike, Suite 102
May 2, 2017	1:30 p.m. to 4 p.m.	255 Rockville Pike MD, Suite 102

American's with Disabilities Act (ADA) Title II- Local Government 2016 (NEW IN FY17)

The Americans with Disabilities Act of 1990 (ADA) is Federal civil rights legislation that prohibits discrimination on the basis of disability in employment, public accommodations, commercial facilities, transportation, and telecommunications. Title II provisions require that state and local government give people with disabilities an equal opportunity to benefit from all the government's programs, services, and activities. This on-line training in Oracle Learning Management (OLM) is required for all employees who "have direct contact with members of the public." Each department's ADA Training Liaison who will identify designated staff required to complete training and coordinate enrollment in training with these individuals.

Don't Let It Happen to You: Workplace Violence

Violence in the workplace can have devastating effects on the productivity of organizations and on the quality of life of employees. Employers have both a moral and a legal responsibility to provide a safe workplace for their employee, clients, and visitors. The purpose of this session is to provide information and guidance to managers and supervisors on the County's policy and reporting process and their roles and responsibilities. One can recognize warning signs and stages of workplace violence by understanding the legal requirements, developing departmental procedures, communicating and maintaining a safe work environment for employees.

Date	Time	Location
October 11, 2016	1 p.m. to 4 p.m.	255 Rockville Pike MD, Suite 102
December 6, 2016	1 p.m. to 4 p.m.	255 Rockville Pike MD, Suite 102
March 8, 2017	1 p.m. to 4 p.m.	255 Rockville Pike MD, Suite 102
March 25, 2017	1 p.m. to 4 p.m.	255 Rockville Pike MD, Suite 102

Ensuring Accountability in Timekeeping: Managers and Supervisors

This training was developed in response to a 2013 Office of Legislative Oversight Report and a subsequent CountyStat study to analyze reduction of timecard corrections. This training encompasses not only how to perform the tasks involved to ensure accurate timecard submissions, but why this, along with other required aspects of the supervisor and manager roles, is vital to ensuring accurate recording of employee time. The training must be completed by anyone involved in approving/administering timecard, including managers and supervisors. At the conclusion of this class, participants will:

- Understand the CARE principles (Communication, Accountability, Responsibility and Efficiency and how they relate to your role as timekeeping monitor.
- Know how the timekeeping process is impacted by the Fair Labor Standards Act, Pay Rules, Multi-Lingual Differentials, Employee Schedules, Employee Status, Collectively Bargained Statuses and special provisions.
- Understand County impact of specific regulations and processes such as Holidays, Pay Codes, Shift Differential, Leave Accrual Balances, Schedules, Excess Hours/Overtime, New Hires, Transfer/Terminations and Temporary Employees.
- Identify employee and manager roles and responsibilities in the pay period closing.
- Know how to get help when there is a timekeeping question.

Date	Time	Location
October 3, 2016	2 p.m. to 4 p.m.	101 Monroe Street, Lobby Auditorium
October 24, 2016	2 p.m. to 4 p.m.	101 Monroe Street, Lobby Auditorium
November 1, 2016	1 p.m. to 3 p.m.	255 Rockville Pike, Suite 102
December 7, 2016	1 p.m. to 3 p.m.	255 Rockville Pike, Suite 102
December 9, 2016	10 a.m. to 12 p.m.	101 Monroe Street, Lobby Auditorium

Equal Opportunity Employment/Diversity Management

As a manager in today's environment, the number of legal issues you need to be aware of can be overwhelming. During this workshop you will gain an understanding of EEO and the law, ADA, and managing diversity. Legal bases for EEO objectives include: theories of discrimination, management responsibilities in the EEO process. Management responsibilities in the selection process, management role in maintaining a harassment free workplace, employees' rights in the EEO process, the County's EEO policy and complaint process, and how to apply knowledge and theory to case studies.

Date	Time	Location
February 7, 2017	9 a.m. to 12 p.m.	101 Monroe St, Lobby Auditorium
March 15, 2017	9 a.m. to 12 p.m.	101 Monroe St, Lobby Auditorium
April 4, 2017	9 a.m. to 12 p.m.	101 Monroe St, Lobby Auditorium
May 9, 2017	9 a.m. to 12 p.m.	101 Monroe St, Lobby Auditorium

Interviewing and Selecting Employees

Required for all employees who participate on selection interview panels and hiring managers.

This workshop is designed to provide interview panels and hiring managers with the tools necessary to navigate through the interviewing and selection process. Prepare for the interview, understand the legal issues, determine what type of candidate will best succeed in the position, document of the process, Identify and rank your strongest candidates, understand the key to making a hiring decision you can be confident in, and know how to handle salary and other HR issues.

Date	Time	Location
October 12, 2016	9 a.m. to 4 p.m.	UpCounty Regional Services Center
November 8, 2016	9 a.m. to 4 p.m.	UpCounty Regional Services Center
December 15, 2016	9 a.m. to 4 p.m.	UpCounty Regional Services Center
February 15, 2017	9 a.m. to 4 p.m.	UpCounty Regional Services Center
April 18, 2017	9 a.m. to 4 p.m.	UpCounty Regional Services Center
June 15, 2017	9 a.m. to 2 p.m.	UpCounty Regional Services Center

Introduction to Managing in a Union Setting

Learn how to avoid the pitfalls that can affect supervising in a unionized environment. This class provides an overview of the unions that represent County employees and the collective bargaining agreements that mandate many of the policies and practices that cover bargaining unit employees. With practical examples and advice, this class will help you lead more confidently, manage and communicate with your team.

Date	Time	Location
September 22, 2016	1 p.m. to 4 p.m.	255 Rockville Pike MD, Suite 102
March 23, 2017	9 p.m. to 12 p.m.	255 Rockville Pike MD, Suite 102
April 20, 2017	1 p.m. to 4 p.m.	255 Rockville Pike MD, Suite 1027
June 22, 2017	9 p.m. to 12 p.m.	255 Rockville Pike MD, Suite 102

Preventing Workplace Harassment

Many employees are experiencing confusion about how to act in the work place, what behaviors are acceptable and what behaviors are not, and what sort of things are likely to be considered unlawful harassment. The purpose of the training is to communicate the County's policy that harassment and discrimination in any form will not be tolerated. This training will define workplace harassment and will provide guidelines and procedures for reporting, processing, and investigating complaints for employees. This is a very important subject and our goal is to train ALL County employees.

Date	Time	Location
September 21, 2016	9 a.m. to 12 p.m.	101 Monroe St, Lobby Auditorium
October 5, 2016	9 a.m. to 12 p.m.	101 Monroe St, Lobby Auditorium
October 19, 2016	9 a.m. to 12 p.m.	101 Monroe St, Lobby Auditorium
November 16, 2016	9 a.m. to 12 p.m.	101 Monroe St, Lobby Auditorium
January 10, 2017	9 a.m. to 12 p.m.	255 Rockville Pike, Suite 102
January 26, 2017	9 a.m. to 12 p.m.	255 Rockville Pike, Suite 102
February 23, 2017	9 a.m. to 12 p.m.	255 Rockville Pike, Suite 102
March 7, 2017	9 a.m. to 12 p.m.	255 Rockville Pike, Suite 102
March 21, 2017	9 a.m. to 12 p.m.	255 Rockville Pike, Suite 102
April 13, 2017	9 a.m. to 12 p.m.	Edison Park Building
April 20, 2017	9 a.m. to 12 p.m.	255 Rockville Pike, Suite 102

May 4, 2017	9 a.m. to 12 p.m.	255 Rockville Pike, Suite 102
May 16, 2017	9 a.m. to 12 p.m.	255 Rockville Pike, Suite 102
June 6, 2017	9 a.m. to 12 p.m.	255 Rockville Pike, Suite 102
June 22, 2017	9 a.m. to 12 p.m.	255 Rockville Pike, Suite 102

Overview of Contract Administration

The goal of this program is to enhance knowledge of the Montgomery County Procurement and the Contract Administration Process, Charter, County Code, Procurement Regulations, Policies, and Procedures; increase understanding of the laws that govern the process; highlight common procedures and problems that impact the Procurement Process; and, learn the Procurement Team Member roles and responsibilities.

Date	Time	Location
October 18, 2016	1 p.m. to 4 p.m.	101 Monroe St, Lobby Auditorium
December 7, 2016	1 p.m. to 4 p.m.	101 Monroe St, Lobby Auditorium
March 21, 2017	1 p.m. to 4 p.m.	101 Monroe St, Lobby Auditorium

Performance Management Basics

The training course is designed to provide supervisors with a basic understanding of the County's Performance Management policies and processes.

Date	Time	Location
October 19, 2016	1 p.m. to 4 p.m.	255 Rockville Pike MD, Suite 102
December 21, 2016	1 p.m. to 4 p.m.	255 Rockville Pike MD, Suite 102
March 15, 2017	1 p.m. to 4 p.m.	255 Rockville Pike MD, Suite 102
May 17, 2017	1 p.m. to 4 p.m.	255 Rockville Pike MD, Suite 102

Substance Abuse in the Workplace: A Supervisor's Role

In Oracle Learning Management there are two classes dealing with Substance Abuse in the Workplace-- one for DOT supervisors and another for non-DOT supervisors. These classes are required for managers and supervisors of Commercial Driver's License (CDL) holders ONLY.

Substance Abuse CDL: DOT Supervisor

This program is intended to inform designated DOT covered personnel (Supervisors) on the do's and don'ts, why's and how's in making fair and reliable reasonable suspicion drug and alcohol testing referrals of covered employees performing safety-sensitive job functions. Montgomery County and DOT processes and procedures for drug and alcohol testing will also be discussed. Note: The DOT regulations require 60 minutes of training on the signs and symptoms of alcohol misuse, and 60 minutes on the signs and symptoms of prohibited drug use in order for Supervisors to be qualified to make a reasonable suspicion determination. Required for managers and supervisors of Commercial Driver's License (CDL) holders ONLY.

Date	Time	Location
May 25, 2017	8:30 a.m. to 11:30 a.m.	255 Rockville Pike MD, Suite 102

Drug Free Workplace—Non DOT Supervisors Class

Dealing with substance abuse in the workplace can be very difficult and can cause friction among coworkers. Alcoholism, misuse or abuse of drugs, and addiction will often spill into the workplace and may be progressive in nature. Employees with substance abuse problems often use denial and other defense mechanisms to cover up their misuse or abuse. The primary goal of this training is to improve the Supervisor's ability to identify substance use and abuse in the workplace and the process for employee substance abuse testing. This training is focused on the information that supervisors of Non-DOT employees need to identify and address substance abuse issues. DOT requirements will not be covered in this class.

Date	Time	Location
September 29, 2016	1:30 p.m. to 3:30 p.m.	255 Rockville Pike MD, Suite 102
November 17, 2016	9:30 a.m. to 11:30 a.m.	255 Rockville Pike MD, Suite 102
February 23, 2017	1:30 p.m. to 3:30 p.m.	255 Rockville Pike MD, Suite 102
April 27, 2017	9:30 a.m. to 11:30 a.m.	255 Rockville Pike MD, Suite 102

Enrollment

- MCG Managers and Supervisors click here - [Access MCG ePortal](#)
 - Once Logged-in, click 1)HR Manager Employee Self-Service, 2) the blue Employee Self-Service button, 3) MCG HR Employee Self Service, 4) Learner Home
- Enrollment Instructions: [Enroll in a Class](#)