



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 **May 2024**. Classes and events are available on a first-come, first-served basis.

New! Notice anything different? The MCG Employee Training & Events monthly bulletin has a few new features to help you identify professional learning opportunities that align with your goals.

- **Looking for mandatory training?** See the Details column. Classes listed as “Mandatory” meet a mandatory training requirement as outlined on the [Mandatory Training](#) page.
- **Seeking professional growth in a specific area?** Review the Topic Area column to discover which competency is the main focus of each course.
- **Learn at your own pace!** Be sure to check out the list of new Self-Paced Trainings & Learning Opportunities.

Special Events

Event	Date	Time	Topic Area	Details	Audience
Innovation Accelerator 3 Day Course	May 30, 31 & June 2	8:30 am – 4:30 pm	Professional Development	Apply Here In-Person	All

Instructor-Led Trainings & Learning Opportunities

Class	Date	Time	Topic Area	Details	Audience
Emotional Intelligence	May 1	11 am – noon	Leadership & Management	Virtual	All
Effective Business Writing	May 2	1 – 2 pm	Professional Development	Virtual	All
Interviewing and Selecting Employees	May 2	9 am – noon	Leadership & Management	Virtual <i>Mandatory</i>	Interview Panelists, Hiring Managers

Mandatory Ethics Training for New Employees	May 2	9:45 – 11:30 am	Compliance	Virtual <i>Mandatory</i>	All
Contract Drafting and Risk Management	May 7	9 am – 1 pm	Compliance	Virtual <i>Mandatory</i>	Contract Administrators
Emergency Preparedness	May 7	1 – 2:30 pm	Leadership & Management	Virtual	All
FMLA Overview for Management	May 7	9:30 am – noon	Compliance	Virtual	Managers/ Supervisors
Preventing Workplace Harassment	May 7	1 – 4 pm	Diversity, Equity & Inclusion Compliance	Virtual <i>Mandatory</i>	All
Writing for Business 5 Simple Ways to Construct Proper Sentence	May 8	9 – 11:30 am	Professional Development	Virtual	All
FY24 Finance Year End Training	May 9	1 – 3 pm	Compliance	Virtual	Administrative Service Coordinators
Leave Without Pay (LWOP) for HR Liaisons	May 9	11 am – noon	Compliance	Virtual	HR Liaisons
Power BI Level 100	May 9	11 am – 12:30 pm	Technology	Virtual	All
Understanding Structural Racism in Montgomery County	May 9	10 am – 1 pm	Diversity, Equity & Inclusion	Virtual <i>Mandatory</i>	All
Preventing Workplace Harassment	May 14	9 am – noon	Diversity, Equity & Inclusion Compliance	Virtual <i>Mandatory</i>	All
Time Management Principles	May 14	2 – 3 pm	Professional Development	Virtual	All
Advancing Racial Equity: The Role of Government	May 15	10 am – 2 pm	Diversity, Equity & Inclusion	Virtual <i>Mandatory</i>	All
ERS Retirement Planning – ERS Groups A,E,F,G,H,J	May 15	9:30 – 11 am	Benefits	Virtual	All
Health Insurance Planning for Retirement	May 15	11 am – 1 pm	Benefits	Virtual	All
Initiating Difficult Conversation	May 15	10 – 11 am	Communication & Customer Service	Virtual	All
Contract Negotiation	May 16	9 am – 1 pm	Compliance	Virtual <i>Mandatory</i>	Contract Administrators
Drug Free Workplace Non-DOT Supervisors	May 16	1:30 – 3:30 pm	Compliance	Virtual <i>Mandatory</i>	Managers/ Supervisors

Mandatory Virtual Ethics Training for Public Financial Disclosure	May 16	10 – 11:30 am	Compliance	Virtual <i>Mandatory</i>	Public Financial Disclosure Statement Filers
Mastercard P-Card Training	May 16	1 – 3 pm	Compliance	Virtual	P-Card Holders
Preventing Workplace Harassment	May 21	9 am – noon	Compliance	Virtual	All
Using Reason to Resolve Conflict	May 21	1 – 2 pm	Communication & Customer Service	Virtual	All
dataMontgomery Open Lab Training	May 21	10 – 11 am	Technology	Virtual	All
Americans with Disabilities (ADA) Title II Local Government	May 22	10 am – noon	Compliance	Virtual <i>Mandatory</i>	Employees Identified by their Department
Strengthening Effective Communication on Projects	May 22	9 – 11:30 am	Communication & Customer Service	Virtual	All
Contract Compliance Programs	May 23	10 am – noon	Compliance	Virtual <i>Mandatory</i>	Contract Administrators
Power BI Level 200	May 23	11 am – 12:30 pm	Technology	Virtual	All
ADA as Amended: Employment Law	May 28	1:30 – 4 pm	Compliance	Virtual <i>Mandatory</i>	Managers/ Supervisors
EEO and Diversity Management	May 28	9 am – noon	Diversity, Equity & Inclusion Compliance	Virtual <i>Mandatory</i>	Managers/ Supervisors
Preventing Workplace Harassment	May 28	9 am – noon	Diversity, Equity & Inclusion Compliance	Virtual <i>Mandatory</i>	All
Overview of Contract Administration	May 29	1 – 4 pm	Compliance	Virtual <i>Mandatory</i>	Contract Administrators
Mandatory Ethics Training for New Employees	May 30	9:45 – 11:30 am	Compliance	Virtual <i>Mandatory</i>	All
Enrolling in Health Insurance Benefits at Retirement (Retire 8/1/24)	June 5	11 am – 1 pm	Benefits	Virtual Last day to register for this class is 05/22/24 (see complete schedule)	All

NEW Self-Paced Trainings & Learning Opportunities

Class	Topic Area	Details
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De-escalating Potentially Violent Situations	Communication & Customer Service	Online Self-Paced
How to Deal with a Difficult Person	Communication & Customer Service	Online Self-Paced
Managing Up for Professional Success	Leadership & Management	Online Self-Paced
Using Reason to Resolve Conflict	Leadership & Management	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 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 ExtranetPortal](#)

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 until the time of the event) will be made to provide accommodation.