



MCG Professional Development Programs

The Office of Human Resources (OHR) is pleased to offer the following professional development training programs to all Montgomery County employees. These programs will help to increase the knowledge, skills and competencies of all Montgomery County employees.

May 2016 Training Opportunities – Space Available

Join OHR for these professional development training courses in March or check out the [Training Catalog](#) for even more development opportunities.

May 2016 – Training Opportunities			
Course Title	Date	Time	Location
Steps to Financial Success Class	May 3	10:00 a.m. – 11:00 a.m.	255 Rockville Pike (Room 102)
ERS Applying for Retire A,E,F,G,H (Retire 7/01/16)	May 4	9:30 a.m. – 11:00 a.m.	Rockville Memorial Library§
Health Insurance: Applying to Retire Class (Retire 07/01/16)	May 4	11:00 a.m. – 12:30 p.m.	Rockville Memorial Library§
Preventing Workplace Harassment	May 4	9:00 a.m. – 12:00 p.m.	EOB† (Auditorium)
Grant Funded Contracting Class	May 5	10:00 a.m. – 12:00 a.m.	255 Rockville Pike (Room 102)
Keeping Cool: A Manager's Guide to Controlling Emotions Under Pressure	May 6	9:00 a.m. – 11:00 a.m.	255 Rockville Pike (Room 102)
Creating a Motivating Environment Class	May 6	11:15 p.m. – 1:15 p.m.	255 Rockville Pike (Room 102)
Build a Respectful Workplace Class	May 10	9:30 a.m. – 10:30 a.m.	255 Rockville Pike (Room 102)
FMLA Overview for Management Class	May 10	1:30 p.m. – 4:00 p.m.	255 Rockville Pike (Room 102)
Effective Communication Class	May 10	10:45 a.m. – 11:45 a.m.	255 Rockville Pike (Room 102)
Contract Compliance Programs Class	May 11	10:00 a.m. – 12:00 a.m.	255 Rockville Pike (Room 102)
Today's Diverse Workplace Class	May 12	9:00 a.m. – 12:00 a.m.	UpCounty‡ (Room 2)
Business Grammar Class	May 12	9:00 a.m. – 12:00 a.m.	255 Rockville Pike (Room 102)
Delegating Effectively Class	May 16	9:30 a.m. – 11:30 a.m.	255 Rockville Pike (Room 102)
Coaching Difficult Employee Performance Class	May 17	9:30 a.m. – 11:30 a.m.	255 Rockville Pike (Room 102)

ERS Retirement and Planning- ERS Groups A,E,F,G,H	May 18	9:30 a.m. – 11:00 a.m.	Rockville Memorial Library [§]
Emotional Intelligence Class	May 18	9:30 a.m. – 10:30 a.m.	255 Rockville Pike (Room 102)
Health Insurance: Planning for Retirement	May 18	11:00 a.m. – 12:30 p.m.	Rockville Memorial Library [§]
Limited English Proficiency (LEP) Class	May 18	1:00 p.m. – 4:00 p.m.	EOB [†] (Auditorium)
Performance Management: Basics Class	May 18	1:00 p.m. – 4:00 p.m.	255 Rockville Pike (Room 102)
Preventing Workplace Harassment	May 18	9:00 a.m. – 12:00 p.m.	EOB [†] (Auditorium)
Emergency Preparedness Class	May 19	9:00 a.m. – 11:30 a.m.	EOB [†] (Auditorium)
Writing for Business Class	May 19	9:00 a.m. – 12:00 p.m.	255 Rockville Pike (Room 102)
Getting Organized Class	May 24	9:00 a.m. – 12:00 p.m.	UpCounty [‡] (Room 3 F)
Resolving Conflict in the Workplace Class	May 24	9:30 a.m. – 11:30 p.m.	255 Rockville Pike (Room 102)
Substance Abuse CDL: DOT Supervisor Class	May 25	9:30 a.m. – 12:00 p.m.	255 Rockville Pike (Room 102)
Intro to Managing in a Union Setting Class	May 26	9:00 a.m. – 12:00 p.m.	255 Rockville Pike (Room 102)

**Equipment Maintenance and Transit Operation Center, 16700 Crabbs Branch Way, Rockville, MD 20855*

†Executive Office Building, 101 Monroe Street, Rockville, MD 20850

‡Kramer UpCounty Regional Services Center, 12900 Middlebrook Road, Germantown, MD 20874

§Rockville Memorial Library, 21 Maryland Avenue, Rockville, MD 20850

Register Online

- **MCG employees** can register via [Oracle Employee Self Service](#). Need directions? [Click here](#).
- **Contractors** can register via [AccessMCG](#). Need instructions? [Click here](#).
- **If you do not have a Log-in Name and Password for AccessMCG**, please [click here](#) for instructions to request access MCG Training Catalogs.

Need Assistance?

Contact the OHR Training and Organizational Development Division at (240) 777-5116 or olm.admin@montgomerycountymd.gov.



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June 2016 Training Opportunities – Space Available

Join OHR for these professional development training courses in June or check out the [Training Catalog](#) for even more development opportunities.

June 2016 – Training Opportunities			
Course Title	Date	Time	Location
ERS Applying for Retire A,E,F,G,H (Retire 8/01/16)	June 1	9:30 a.m. – 11:00 a.m.	Rockville Memorial Library*
Health Insurance: Applying to Retire Class (Retire 8/01/16)	June 1	11:00 a.m. – 12:30 p.m.	Rockville Memorial Library*
Preventing Workplace Harassment Class	June 1	9:00 a.m. – 12:00 p.m.	EOB† (Auditorium)
Tuition Assistance Program Overview Session	June 1	10:00 a.m. – 11:00 a.m.	255 Rockville Pike (Room 102)
Tuition Assistance Program Overview Session	June 1	2:00 p.m. – 3:00 p.m.	255 Rockville Pike (Room 102)
Excel 2013 Intermediate Class	June 2	9:00 a.m. – 4:00 p.m.	255 Rockville Pike (Room 102)
Tuition Assistance Program Overview Session	June 3	10:00 a.m. – 11:00 a.m.	255 Rockville Pike (Room 102)
Tuition Assistance Program Overview Session	June 3	2:00 p.m. – 3:00 p.m.	255 Rockville Pike (Room 102)
Effective Business Writing Class	June 7	9:30 a.m. – 10:30 a.m.	255 Rockville Pike (Room 102)
Give and Receive Feedback Class	June 7	8:30 a.m. – 12:30 a.m.	UpCounty‡ (Room 3F)
Using Email the Right Way Class	June 7	10:45 a.m. – 11:45 a.m.	255 Rockville Pike (Room 102)
Conversations on Race and Culture in the Workplace	June 8	8:30 a.m. – 12:30 p.m.	UpCounty‡ (Room 3F)
Tuition Assistance Program Overview Session	June 8	10:00 a.m. – 11:00 a.m.	255 Rockville Pike (Room 102)
Tuition Assistance Program Overview Session	June 8	2:00 p.m. – 3:00 p.m.	255 Rockville Pike (Room 102)
Excel 2013 Advanced Class	June 8	9:00 a.m. – 4:00 p.m.	255 Rockville Pike (Room 102)
Don't Let it Happen to You: Workplace Violence Class	June 9	1:00 p.m. – 4:00 p.m.	255 Rockville Pike (Room 102)

Using Reason to Resolve Conflict Class	June 9	9:30 a.m. – 10:30 a.m.	255 Rockville Pike (Room 102)
Cutting Through Clutter Class	June 14	9:30 a.m. – 10:30 a.m.	255 Rockville Pike (Room 102)
Interpersonal Skills Business Class	June 14	10:45 a.m. – 11:45 a.m.	255 Rockville Pike (Room 102)
ERS Retirement and Planning- ERS Groups A,E,F,G,H	June 15	9:30 a.m. – 11:00 a.m.	Rockville Memorial Library*
Health Insurance: Planning for Retirement Class	June 15	11:00 a.m. – 12:30 p.m.	Rockville Memorial Library*
Interviewing and Selecting Employees Class	June 16	9:00 a.m. – 4:00 p.m.	UpCounty† (Room 3F)
Managing Staff Through Change and Stress Class	June 16	11:45 a.m. – 1:45 p.m.	255 Rockville Pike (Room 102)
Performance Planning and Appraisal Class	June 16	9:30 a.m. – 11:30 a.m.	255 Rockville Pike (Room 102)
Limited English Proficiency (LEP) Class	June 23	1:00 p.m. – 4:00 p.m.	EOB‡ (Auditorium)
Preventing Workplace Harassment	June 23	9:00 a.m. – 12:00 p.m.	EOB‡ (Auditorium)

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