



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.

September and October 2016 Training Opportunities – Space Available

Join OHR for these professional development training courses in September and October or check out the FY17 OHR Training Catalog, which will be available in September 2016.

September 2016 – Training Opportunities			
Course Title	Date	Time	Location
ERS Retirement Planning- ERS Groups A, E, F, G, H	September 21	9:30 a.m. – 11 a.m.	Rockville Memorial Library
Health Insurance Planning for Retirement	September 21	11 a.m. – 12:30 p.m.	Rockville Memorial Library
Intro to Managing in a Union Setting	September 22	1 p.m. – 4 p.m.	Training and Organizational Development Ctr.
FMLA and Me	September 27	1:30 p.m. – 4 p.m.	Training and Organizational Development Ctr.
Drug Free Workplace – Non DOT Supervisors	September 29	1:30 p.m. – 3:30 p.m.	Training and Organizational Development Ctr.
Emergency Preparedness	September 30	9 a.m. – 11:30 a.m.	EOB-Lobby Level Auditorium

October 2016 – Training Opportunities			
Course Title	Date	Time	Location
Ensuring Accountability in Timekeeping: Managers and Supervisors	October 3	2 p.m. – 4 p.m.	EOB-Lobby Level Auditorium
Excel 2016 Introduction	October 4	9 a.m. – 4 p.m.	Training and Organizational Development Ctr.
ERS Applying for Retirement A, E, F, G, H	October 5	9:30 a.m. – 11 a.m.	Rockville Memorial Library
Health Insurance Applying to Retire	October 5	11 a.m. – 12:30 p.m.	Rockville Memorial Library
Limited English Proficiency	October 5	1 p.m. – 4 p.m.	EOB-Lobby Level Auditorium
Preventing Workplace Harassment	October 5	9 a.m. – 12 p.m.	EOB-Lobby Level Auditorium
Word 2016 introduction	October 6	9 a.m. – 4: p.m.	Training and Organizational Development Ctr.
Office 2016 Overview with Tips and Tricks	October 7	9 a.m. – 12 p.m.	Training and Organizational Development Ctr.

October 2016 – Training Opportunities

Course Title	Date	Time	Location
Office 2016 Overview with Tips and Tricks	October 7	1 p.m. – 4 p.m.	Training and Organizational Development Ctr.
Build a Respectful Workplace	October 11	9:30 a.m. – 10:30 a.m.	Training and Organizational Development Ctr.
Don't Let It Happen to You: Workplace Violence	October 11	1 p.m. – 4 p.m.	Training and Organizational Development Ctr.
Effective Communication	October 11	10:45 a.m. – 11:45 a.m.	Training and Organizational Development Ctr.
Office 365 Overview	October 11	9 a.m. – 12 p.m.	Training and Organizational Development Ctr.
Office 365 Overview	October 11	1 p.m. – 4 p.m.	Training and Organizational Development Ctr.
ADA as Amended: Employment Law	October 12	1:30 p.m. – 4 p.m.	Training and Organizational Development Ctr.
Interviewing and Selecting Employees	October 12	9 a.m. – 4 p.m.	Sidney Kramer Regional Services Ctr.
Communicate Services Across Cultures	October 13	1 p.m. – 4 p.m.	Sidney Kramer Regional Services Ctr.
Deliver Unbeatable Customer Service	October 13	9 a.m. – 12 p.m.	Sidney Kramer Regional Services Ctr.
Grant-Funded Contracting	October 13	10 a.m. – 12 p.m.	Training and Organizational Development Ctr.
Emergency Preparedness	October 14	9 a.m. – 11:30 a.m.	Montgomery County Public Safety Headquarters
Overview of Contract Administration	October 18	1 p.m. – 4 p.m.	EOB-Lobby Level Auditorium
Word 2016 Intermediate	October 18	9 a.m. – 4 p.m.	Training and Organizational Development Ctr.
ERS Retirement Planning - ERS Groups A, E, F, G, H	October 19	9:30 a.m. – 11 a.m.	Training and Organizational Development Ctr.
Excel 2016 Intermediate	October 19	9 a.m. – 4 p.m.	Training and Organizational Development Ctr.
Health Insurance: Planning for Retirement	October 19	11 a.m. – 12:30 p.m.	Rockville Memorial Library
Performance Management: Basics	October 19	1 p.m. – 4 p.m.	Training and Organizational Development Ctr.
Preventing Workplace Harassment	October 19	9 a.m. – 12 p.m.	EOB-Lobby Level Auditorium
Business Grammar	October 20	9 a.m. – 12 p.m.	Training and Organizational Development Ctr.
Outlook 2016 Intermediate	October 20	9 a.m. – 4 p.m.	Training and Organizational Development Ctr.
PowerPoint 2016 Introduction	October 21	9 a.m. – 4 p.m.	Training and Organizational Development Ctr.
Ensuring Accountability in Timekeeping: Managers and Supervisors	October 24	10 a.m. – Noon	EOB-Lobby Level Auditorium
Calming the Angry Customer	October 25	9:30 a.m. – 11:30 a.m.	Training and Organizational Development Ctr.

October 2016 – Training Opportunities

Course Title	Date	Time	Location
Resolving Conflict in the Workplace	October 25	11:45 a.m. – 1:45 p.m.	Training and Organizational Development Ctr.
Getting Organized	October 26	9 a.m. – 12 p.m.	Sidney Kramer Regional Services Ctr.
Excel 2016 Advanced	October 27	9 a.m. – 4 p.m.	Training and Organizational Development Ctr.
Respecting Race and Culture in the Workplace	October 31	8:30 a.m. – 12:30 p.m.	Sidney Kramer Regional Services Ctr.

Locations

- Training and Organizational Development Center, Room 102, 255 Rockville Pike, Rockville, MD 20850
- Rockville Memorial Library, 21 Maryland Avenue, Rockville, MD 20850
- Montgomery County Public Safety Headquarters, 100 Edison Park Drive, Gaithersburg, MD 20878.
- Sidney Kramer (Upcounty) Regional Services Center, 12900 Middlebrook Road, Germantown, MD 20874
- Executive Office Building, 101 Monroe Street, Rockville, MD 20850

Enrollment Instructions

- MCG employees, contractors, volunteers **with** a MCG Computer Network Login: [AccessMCG ePortal](#)
- Contractors, volunteers **without** a MCG Computer Network Login: [AccessMCG Extranet Portal](#)
- Enrollment Instructions - [Enroll in a Class](#)