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

Latest News:

- **Announcing the FY25 (August – December) Microsoft instructor-led classes!**
  These live, virtual training sessions hosted on Microsoft Teams & available for enrollment in Oracle Learner Home will provide in-depth knowledge on the use of various Microsoft tools used in the County. View the schedule of these classes on the Home Page of Learning Pathways and access the complete class list in the TEBS Enterprise Training Catalog under Microsoft Training.

Special Events

Event	Date	Time	Topic Area	Details	Audience
Innovation Accelerator 3-Day Course	August 15, 16 & 19	8:30 am – 5 pm	Leadership & Management	Register Today	All

Instructor-Led Trainings & Learning Opportunities

Class	Date	Time	Topic Area	Details	Audience
Leave Without Pay (LWOP) for Supervisors	Aug 1	11 am – noon	Leadership & Management	Virtual Mandatory	Managers/ Supervisors
Preventing Workplace Harassment	Aug 1	9 am – noon	Diversity, Equity & Inclusion Compliance	Virtual Mandatory	All
Emergency Preparedness	Aug 6	9 – 10:30 am	Leadership & Management	Virtual	All

Preventing Workplace Harassment	Aug 6	9 am – noon	Diversity, Equity & Inclusion Compliance	Virtual Mandatory	All
Mastercard P-Card Training	Aug 8	1 – 3 pm	Compliance	Virtual	P-Card Holders
Mandatory Virtual Ethics for Public Financial Disclosure	Aug 12	10 – 11:30 am	Compliance	Virtual Mandatory	Public Financial Disclosure Statement Filers
Excel Level 100	Aug 13	11 am – 12:30 pm	Technology	Virtual	All
Interviewing and Selecting Employees	Aug 13	1 – 4 pm	Leadership & Management	Virtual Mandatory	Interview Panelists, Hiring Managers
Americans with Disabilities Act (ADA) Title II Local Government	Aug 14	10 am – noon	Compliance	Virtual	Managers/ Supervisors
Mandatory Virtual Ethics Training for Public Financial Disclosure	Aug 14	10 – 11:30 am	Compliance	Virtual Mandatory	Public Financial Disclosure Statement Filers
Preventing Workplace Harassment	Aug 14	1 – 4 pm	Diversity, Equity & Inclusion Compliance	Virtual Mandatory	All
County Job Application Process	Aug 20	11 am – noon	Benefits	Virtual	All
Limited English Proficiency (LEP)	Aug 20	1 – 4 pm	Compliance Mandatory	Virtual	All
ERS Retirement Planning – ERS Groups A,E,F,G,H,J	Aug 21	9:30 – 11 am	Benefits	Virtual	All
Health Insurance Planning for Retirement	Aug 21	11 am – 1 pm	Benefits	Virtual	All
Ensuring Accountability in Timekeeping Managers and Supervisors	Aug 22	1:30 – 4 pm	Compliance	Virtual Mandatory	Managers/ Supervisors
Mandatory Ethics Training for New Employees	Aug 22	9:45 – 11:30 am	Compliance	Virtual Mandatory	All New Employees
Preventing Workplace Harassment	Aug 22	9 am – noon	Diversity, Equity & Inclusion Compliance	Virtual Mandatory	All
Performance Management: Basics	Aug 23	1 – 4 pm	Leadership & Management	Virtual Mandatory	Managers/ Supervisors

Payment Processing	Aug 26	10 am – noon	Compliance	Virtual	Contract Administrators
Excel: Data Validation, Pivot Tables, Charts, Pivot Charts	Aug 29	11 am – 12:30 pm	Technology	Virtual	All
FMLA and Me	Aug 29	1:30 – 4 pm	Benefits	Virtual	All
Leave Without Pay (LWOP) for HR Liaisons	Aug 29	11 am – noon	Compliance	Virtual	HR Liaisons
Mastercard P-Card Training	Aug 29	1 – 3 pm	Compliance	Virtual	P-Card Holders
Enrolling in Health Insurance Benefits at Retirement 2024-08-07 (Retire 11/1/24)	Sept 4	11 am – 1 pm	Benefits	Virtual Last day to register is 8/23/2024. (see [complete schedule](#))	All

Classes listed as "*Mandatory*" meet a mandatory training requirement as outlined on the [Mandatory Training](#) page.

<table>
<tr><th colspan="3" style="background:purple;color:white">NEW Self-Paced Trainings & Learning Opportunities</th></tr>
<tr><th>Class</th><th>Topic Area</th><th>Details</th></tr>
<tr><td>Unconscious Bias</td><td>Leadership & Management</td><td>Online Self-Paced</td></tr>
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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: [AccessMCG ePortal](#) 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 Extranet Portal](#)

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.