



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

Special Events

Class	Date	Time	Topic Area	Details	Audience
SHRM Certification Prep Course <i>(Department approval and funding required)</i>	Wednesdays Feb 19 – May 7	2 – 5 pm	Professional Development	Virtual Register here by 1/21/2025	Current and aspiring HR professionals
Innovation Accelerator Information Session	Dec 17	10 – 10:30 am	Leadership & Management	Virtual Register here	All
Innovation Accelerator 3 Day Course	Feb 27, 28, and Mar 3	8:30 am – 5 pm	Leadership & Management	In Person Apply Here	All

Instructor-Led Trainings & Learning Opportunities

Class	Date	Time	Topic Area	Details	Audience
Becoming a Better Listener	Dec 3	2 – 3 pm	Leadership & Management; Communication & Customer Service	Virtual	All
Understanding Structural Racism in Montgomery County	Dec 3	10 am – 1 pm	Diversity, Equity & Inclusion; Compliance	Virtual Mandatory	All
EEO Awareness: Understanding Rights &	Dec 4	8 – 10 am	Diversity, Equity & Inclusion;	Virtual Mandatory	Employees (Non-Supervisors)

Responsibilities – Employees			Compliance		
Ethics Training for Public Financial Disclosure Filers	Dec 4	10 – 11:30 am	Compliance	Virtual Mandatory	Public Financial Disclosure Statement Filers
Overview of Contract Administration	Dec 4	1 – 4 pm	Compliance	Virtual Mandatory	Contract Administrators
How to Receive Criticism and Make It Work for You	Dec 5	2 – 3 pm	Professional Development; Communication & Customer Service	Virtual	All
Leave Without Pay (LWOP) for Supervisors	Dec 5	11 am – noon	Compliance	Virtual	Managers/ Supervisors
Power BI - Advanced	Dec 5	11 am – 12:30 pm	Technology	Virtual	All
Interviewing and Selecting Employees	Dec 10	1 – 4 pm	Leadership & Management	Virtual Mandatory	Interview Panelists, Hiring Managers
Leading with Authenticity	Dec 10	10 – 11 am	Professional Development; Leadership & Management	Virtual	All
Advancing Racial Equity: The Role of Government	Dec 11	10 am – 2 pm	Diversity, Equity & Inclusion; Compliance	Virtual Mandatory	All
EEO Awareness: Understanding Rights & Responsibilities – Employees	Dec 11	1 – 3 pm	Diversity, Equity & Inclusion; Compliance	Virtual Mandatory	Employees (Non-Supervisors)
Strengthening Your Ability to Empathize	Dec 11	2 – 3 pm	Professional Development; Communication & Customer Service	Virtual	All
Super*Vision: Essential Skills for Aspiring and New Supervisors	Dec 11	9 – 11:30 am	Professional Development; Leadership & Management	Virtual	All
Contract Negotiation	Dec 12	9 am – 1 pm	Compliance	Virtual Mandatory	Contract Administrators
Ethics Training for New Employees	Dec 12	9:45 – 11:30 am	Compliance	Virtual Mandatory	All New Employees
Mastercard P-Card Training	Dec 12	1 – 3 pm	Compliance	Virtual	P-Card Holders

Ethics Training for Public Financial Disclosure Filers	Dec 13	10 – 11:30 am	Compliance	Virtual Mandatory	Public Financial Disclosure Statement Filers
Time Management Tools: To Do List, Calendars, Etc.	Dec 13	10 am – noon	Professional Development	Virtual	All
Drug Free Workplace – Non-DOT Supervisors	Dec 17	9:30 – 11:30 am	Compliance	Virtual Mandatory	Non-DOT Supervisors
Building Trust (in the Workplace)	Dec 18	1 – 2 pm	Professional Development; Communication & Customer Service	Virtual	All
ERS Retirement Planning – ERS Groups A,E,F,G,H,J	Dec 18	9:30 – 11 am	Benefits	Virtual	All
Health Insurance Planning for Retirement	Dec 18	11 am – 1 pm	Benefits	Virtual	All
Emergency Preparedness	Dec 18	1 – 2:30 pm	Leadership & Management	Virtual	All
Intro to Managing in a Union Setting	Dec 18	1 – 4 pm	Leadership & Management	Virtual Mandatory	Managers/ Supervisors
Coping with a Traumatic Event	Dec 19	11 am – noon	Professional Development	Virtual	All
Coaching Skills for Managers and Team Leaders	Dec 19	1 – 3:30 pm	Professional Development; Leadership & Management	Virtual	Managers/ Supervisors
Ethics Training for Public Financial Disclosure Filers	Dec 19	1 – 2:30 pm	Compliance	Virtual Mandatory	Public Financial Disclosure Statement Filers
Enrolling in Health Insurance Benefits at Retirement 2025-01-02 (Retire 3/1/25)	Jan 2	11 am – 1 pm	Benefits	Virtual Last day to register for this class is 12/18/2024 (complete schedule)	All

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

Self-Paced Trainings & Learning Opportunities

To view our robust 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.