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

Latest News:

- **Mandatory Training Update**: OHR has updated the titles for the mandatory EEO training courses. For more details and to review the updated mandatory training flyers, see the Mandatory Training section of OHR's website.
  - Employee EEO Training: Renamed from "Preventing Workplace Harassment" to "EEO Awareness: Understanding Rights & Responsibilities - Employees."
  - Manager/supervisor EEO training: Renamed from "EEO/Diversity Management" to "EEO Awareness: Understanding Rights & Responsibilities - Supervisors."
- **Artificial Intelligence (AI) Update**: Generative Artificial Intelligence is a powerful tool we can use to better serve Montgomery County. Learn how to improve your day-to-day work using Generative AI with free self-paced AI training programs and stand-up learning communities of practice to share as we learn and upskill. For available class offerings, check out the new AI Training page on TEBS Learning Pathways (also available to you in Teams), and stay tuned to learn more.

Special Events					
Event	**Date**	**Time**	**Topic Area**	**Details**	**Audience**
MCG GenerativeAI Explorers Initial Meeting	Nov 7	2 – 3 pm	Professional Development; Technology	Virtual Register here.	Current and aspiring AI Users
SHRM Certification Prep Course (*Department approval and funding required*)	Wednesdays Feb 19 – May 7	2 – 5 pm	Professional Development	Virtual Register here by **1/21/2025**	Current and aspiring HR professionals

Instructor-Led Trainings & Learning Opportunities

Class	Date	Time	Topic Area	Details	Audience
Contract Drafting and Risk Management	Nov 5	9 am – 1 pm	Compliance	Virtual Mandatory	Contract Administrators
FMLA Overview for Management	Nov 5	9:30 am – noon	Compliance	Virtual	Managers/ Supervisors
Successful Delegation: Achieving Results through Others	Nov 6	1 – 3:30 pm	Leadership & Development	Virtual	All
Coping with a Traumatic Event	Nov 7	10 – 11 am	Professional Development	Virtual	All
Leave Without Pay (LWOP) for Supervisors	Nov 7	11 am – noon	Compliance	Virtual	Managers/ Supervisors
Power Platform Foundations Level 100	Nov 7	11 am – 1 pm	Technology	Virtual	All
Understanding Structural Racism in Montgomery County	Nov 7	10 am – 1 pm	Diversity, Equity & Inclusion; Compliance	Virtual Mandatory	All
Initiating Difficult Conversation	Nov 12	1 – 2 pm	Professional Development; Communication & Customer Service	Virtual	All
dataMontgomery Open Lab	Nov 12	10 – 11 am	Technology	Virtual	All
EEO Awareness: Understanding Rights & Responsibilities – Employees (*Formerly Preventing Workplace Harassment*)	Nov 13	10 am – noon	Diversity, Equity & Inclusion; Compliance	Virtual Mandatory	Employees (Excluding Managers/ Supervisors)
ADA as Amended: Employment Law	Nov 14	1:30 – 4 pm	Compliance	Virtual Mandatory	Managers/ Supervisors
Advancing Racial Equity: The Role of Government	Nov 14	10 am – 2 pm	Diversity, Equity & Inclusion; Compliance	Virtual Mandatory	All
Interviewing and Selecting Employees	Nov 14	9 am – noon	Leadership & Management	Virtual Mandatory	Interview Panelists, Hiring Managers
Ethics Training for New Employees	Nov 14	9:45 – 11:30 am	Compliance	Virtual Mandatory	All New Employees
Mental Health Awareness for Leaders	Nov 14	9 – 10 am	Professional Development; Leadership & Management	Virtual	All

American with Disabilities Act (ADA): Title II Local Government	Nov 18	1 – 3 pm	Compliance	Virtual Mandatory	Employees Identified by their Department
Advanced Strategies for Managing Time, Stress and Relationships	Nov 19	2 - 4:30 pm	Professional Development	Virtual	All
Emergency Preparedness	Nov 19	9 – 10:30 am	Leadership & Management	Virtual	All
Addressing Employee Performance Issues in a Supportive Way	Nov 20	2 – 3 pm	Leadership & Management	Virtual	Managers/ Supervisors
ERS Retirement Planning – ERS Groups A,E,F,G,H,J	Nov 20	9:30 – 11 am	Benefits	Virtual	All
Health Insurance Planning for Retirement	Nov 20	11 am – 1 pm	Benefits	Virtual	All
Civility in the Workplace	Nov 21	10 – 11 am	Professional Development	Virtual	All
Leave Without Pay (LWOP) for HR Liaisons	Nov 21	11 am – noon	Compliance	Virtual	HR Liaisons
Mastercard P-Card Training	Nov 21	1 – 3 pm	Compliance	Virtual	P-Card Holders
Power BI - Beginner	Nov 26	11 am – 12:30 pm	Technology	Virtual	All
Enrolling in Health Insurance Benefits at Retirement (Retire 2/1/2025)	Dec 4	11 am – 1 pm	Benefits	Virtual Register by **11/20/24** ([complete schedule)](#)	All

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

NEW Self-Paced Trainings & Learning Opportunities		
Class	**Topic Area**	**Details**
Addressing Employee Performance Issues in a Supportive Way	Leadership & Management	OLM Self-Paced
Being Part of a Multigenerational Team	Diversity, Equity & Inclusion; Professional Development	OLM Self-Paced
Responsible AI for Public Professionals: Using Generative AI at Work	Professional Development; Technology	[Register here](#).
Time Management Tools: To-Do Lists, Calendars, Etc.	Professional Development	OLM Self-Paced

What Works: Fast Field Scanning with AI	Professional Development; Technology	[Register here]().

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.