



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

Instructor-Led Trainings & Learning Opportunities

Class	Date	Time	Topic Area	Details	Audience
Becoming a Better Listener	Oct 1	11 am – noon	Leadership & Management; Communication & Customer Service	Virtual	All
De-escalating Potentially Violent Situations	Oct 2	10 – 11 am	Communication & Customer Service	Virtual	All
Preventing Workplace Harassment	Oct 2	1 – 4 pm	Diversity, Equity & Inclusion; Compliance	Virtual Mandatory	All
Ethics Training for Public Financial Disclosure Filers	Oct 3	10 – 11:30 am	Compliance	Virtual Mandatory	Public Financial Disclosure Statement Filers
Performance Management: Basics	Oct 4	1 – 4 pm	Leadership & Management	Virtual Mandatory	Managers/ Supervisors
Emergency Preparedness	Oct 8	1 – 2:30 pm	Leadership & Management	Virtual	All
How to Receive Criticism and Make it Work for You	Oct 8	10 – 11 am	Leadership & Management; Communication & Customer Service	Virtual	All
Interviewing and Selecting Employees	Oct 8	1 – 4 pm	Leadership & Management	Virtual Mandatory	Interview Panelists, Hiring Managers

Preventing Workplace Harassment	Oct 8	9 am – noon	Diversity, Equity & Inclusion; Compliance	Virtual Mandatory	All
Substance Abuse CDL: DOT Supervisor	Oct 9	9:30 am – 12:30 pm	Compliance	Virtual Mandatory	DOT Supervisors
Transitioning from Staff Member to Supervisor	Oct 9	9 – 11:30 am	Leadership & Management	Virtual	All
Advancing Racial Equity: The Role of Government	Oct 10	10 am – 2 pm	Diversity, Equity & Inclusion; Compliance	Virtual Mandatory	All
FMLA Overview for Management	Oct 10	1:30 – 4 pm	Compliance	Virtual	Managers/ Supervisors
Giving Effective Feedback in Personal or Work Situations	Oct 10	10 – 11 am	Professional Development; Leadership & Management	Virtual	All
Managing Files in OneDrive	Oct 10	11 am – 12:30 pm	Technology	Virtual	All
Mastercard P-Card Training	Oct 10	1 – 3 pm	Compliance	Virtual	P-Card Holders
EEO and Diversity Management	Oct 11	9 am – noon	Diversity, Equity & Inclusion; Compliance	Virtual Mandatory	Managers/ Supervisors
MCG Job Application System Overview	Oct 15	1 – 2 pm	Benefits	Virtual	All
Ethics Training for Public Financial Disclosure Filers	Oct 15	10 – 11:30 am	Compliance	Virtual Mandatory	Public Financial Disclosure Statement Filers
Understanding Structural Racism in Montgomery County	Oct 15	2 – 5 pm	Diversity, Equity & Inclusion; Compliance	Virtual Mandatory	All
Addressing Employee Performance Issues in a Supportive Way	Oct 16	10 – 11 am	Leadership & Management	Virtual	Managers/ Supervisors
ERS Retirement Planning – ERS Groups A,E,F,G,H,J	Oct 16	9:30 – 11 am	Benefits	Virtual	All
Health Insurance Planning for Retirement	Oct 16	11 am – 1 pm	Benefits	Virtual	All
Intro to Managing in a Union Setting	Oct 16	1 – 4 pm	Leadership & Management	Virtual Mandatory	Managers/ Supervisors
Preventing Workplace Harassment	Oct 16	9 am – noon	Diversity, Equity & Inclusion; Compliance	Virtual Mandatory	All
Drug Free Workplace: Non-DOT Supervisors	Oct 17	2 – 4 pm	Compliance	Virtual Mandatory	Non-DOT Managers/ Supervisors

Ethics Training for New Employees	Oct 17	9:45 – 11:30 am	Compliance	Virtual Mandatory	All New Employees
Overview of Workers' Compensation	Oct 17	1 – 3 pm	Leadership & Management	Virtual	Managers/ Supervisors
Staying Engaged and Advancing Your Career as a Remote Employee	Oct 21	1 – 2 pm	Professional Development	Virtual	All
Payment Processing	Oct 21	10 am – noon	Compliance	Virtual	Contract Administrators
Preventing Workplace Harassment	Oct 22	9 am – noon	Diversity, Equity & Inclusion; Compliance	Virtual Mandatory	All
Building Trust (in the Workplace)	Oct 23	11 am – noon	Professional Development; Communication & Customer Service	Virtual	All
Leave Without Pay (LWOP) for Employees	Oct 24	11 am – noon	Compliance	Virtual	All
Time Management Tools: To Do Lists, Calendars, Etc.	Oct 24	1 – 3 pm	Professional Development	Virtual	All
Being Part of a Multigenerational Team	Oct 29	2 – 3 pm	Professional Development; Communication & Customer Service	Virtual	All
Ethics Training for Public Financial Disclosure Filers	Oct 30	10 – 11:30 am	Compliance	Virtual Mandatory	Public Financial Disclosure Statement Filers
Strengthening Your Ability to Empathize	Oct 30	1 – 2 pm	Professional Development; Communication & Customer Service	Virtual	All
Managing Files in Teams & SharePoint	Oct 31	11 am – 12:30 pm	Technology	Virtual	All
The Seven Habits of Highly Effective Leaders	Oct 31	9 – 11:30 am	Leadership & Development	Virtual	All
Enrolling in Health Insurance Benefits at Retirement 2024-11-06 (Retire 1/1/25)	Nov 6	11 am – 1 pm	Benefits	Virtual Last day to register is 10/23/2024 (view the 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
What to Say When You Don't Know What to Say	Communication & Customer Service	Online Self-Paced
Work and Life Balance with a Work-from-Home Environment	Professional Development	Online Self-Paced

To view our full list of available self-paced trainings, visit our [e-Learning](#) tab within our Programs and Catalog page. To register for self-paced trainings, see the “Enrollment Instructions” 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 or 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.