



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 **January 2025**. Classes and events are available on a first-come, first-served basis.

Special Events

Event	Date	Time	Topic Area	Details	Audience
Montgomery County Black History Month Program	Feb 6	10:30 am – 12:30 pm	Professional Development	Virtual View Event Details	All
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 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
EEO Awareness: Understanding Rights & Responsibilities - Employees	Jan 7	1 – 4 pm	Diversity, Equity & Inclusion; Compliance	Virtual Mandatory	Employees (Non-Supervisors)
EEO Awareness: Understanding Rights & Responsibilities – Supervisors	Jan 8	8 – 10 am	Diversity, Equity & Inclusion; Compliance	Virtual Mandatory	Managers/ Supervisors

Ethics Training for Public Financial Disclosure Filers (TEAMS)	Jan 8	10 – 11:30 am	Compliance	Virtual Mandatory	Public Financial Disclosure Statement Filers
Montgomery County Gov't Online Printshop Training	Jan 8	1:30 – 3:30 pm	Professional Development	Virtual	All
EEO Awareness: Understanding Rights & Responsibilities – Employees	Jan 9	9 am – noon	Diversity, Equity & Inclusion; Compliance	Virtual Mandatory	Employees (Non-Supervisors)
Ethics Training for New Employees	Jan 9	9:45 – 11:30 am	Compliance	Virtual Mandatory	All New Employees
FMLA and Me	Jan 9	1:30 – 4 pm	Benefits	Virtual	All
Interviewing and Selecting Employees	Jan 14	9 am – noon	Compliance	Virtual Mandatory	Managers/Supervisors
EEO Awareness: Understanding Rights & Responsibilities – Supervisors	Jan 14	10 am – noon	Diversity, Equity & Inclusion; Compliance	Virtual Mandatory	Managers/Supervisors
Emergency Preparedness	Jan 14	9 – 10:30 am	Leadership & Management	Virtual	All
Understanding Structural Racism in Montgomery County	Jan 14	10 am – 1 pm	Diversity, Equity & Inclusion; Compliance	Virtual Mandatory	All
EEO Awareness: Understanding Rights & Responsibilities – Employees	Jan 15	9 am – noon	Diversity, Equity & Inclusion; Compliance	Virtual Mandatory	Employees (Non-Supervisors)
ERS Retirement Planning – ERS Groups A, E, F, G, H, J	Jan 15	9:30 – 11 am	Benefits	Virtual	All
Health Insurance Planning for Retirement	Jan 15	11 am – 1 pm	Benefits	Virtual	All
Personal and Professional Boundaries	Jan 15	2 – 3 pm	Professional Development; Leadership & Management	Virtual	All
Ethics Training for Public Financial Disclosure Filers (TEAMS)	Jan 16	1 – 2:30 pm	Compliance	Virtual Mandatory	Public Financial Disclosure Statement Filers
Leave Without Pay (LWOP) for Employees	Jan 16	11 am – noon	Compliance	Virtual	All
Strengthening Effective Communication on Projects	Jan 16	9 – 11:30 am	Professional Development	Virtual	All

FMLA Overview for Management	Jan 21	1:30 – 4 pm	Compliance	Virtual	Managers & Supervisors
Avoiding Burnout: Self-Assessment Methods & Strategies for Self-Care	Jan 22	11 am – noon	Professional Development	Virtual	All
Advancing Racial Equity: The Role of Government	Jan 23	10 am – 2 pm	Diversity, Equity & Inclusion; Compliance	Virtual Mandatory	All
Contract Compliance Programs	Jan 23	10 am – noon	Compliance	Virtual Mandatory	Contract Administrators
Mastercard P-Card	Jan 23	1 – 3 pm	Compliance	Virtual	P-Card Holders
Payment Processing	Jan 27	10 am – noon	Compliance	Virtual Mandatory	Contract Administrators
EEO Awareness: Understanding Rights & Responsibilities – Employees	Jan 28	9 am – noon	Diversity, Equity & Inclusion; Compliance	Virtual Mandatory	All
The Seven Habits of Highly Effective Leaders	Jan 28	1 – 3:30 pm	Leadership & Management	Virtual	All
Combatting Imposter Syndrome	Jan 30	2 – 3 pm	Professional Development	Virtual	All
Enrolling in Health Insurance Benefits at Retirement 2025-02-05 (Retire 4/1/25)	Feb 5	11 am – 1 pm	Benefits	Virtual Register by 01/22/2025 (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
Staying Engaged and Advancing Your Career as a Remote Employee	Professional Development	Online Self-Paced
Strengthening Your Ability to Empathize	Professional Development; Communication & Customer Service	Online Self-Paced

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: [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.