



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

Latest News:

- **Update on AI Learning Opportunities:** Self-paced *AI Foundations* and *Navigating AI* courses are now available in Learner Home. Visit the TEBS [Learning Pathways](#) portal for additional resources to support your exploration and adoption of AI tools.

Special Events

Event	Date	Time	Topic Area	Details	Audience
SHRM Prep Course (<i>Supervisor approval & department funding required</i>)	Wednesdays Jan 21 – Apr 8	2 – 5 pm	Professional Development	Virtual Register Here by Dec. 10	Current or aspiring HR professionals
Innovation Accelerator Information Session	Dec 3	10 – 10:30 am	Professional Development	Virtual Register Here	All
Innovation Accelerator 3-Day Course	Jan 14, 15 & 16	8:30 am – 5 pm	Professional Development	In-Person Apply Here	All

Instructor-Led Trainings & Learning Opportunities

Class	Date	Time	Topic Area	Details	Audience
Americans with Disabilities Act (ADA) Title II Local Government	Nov 3	1 – 3 pm	Compliance	Virtual Mandatory	Employees Identified by Their Department
Super*Vision: Essential Skills for Aspiring,	Nov 3	9 – 11:30 am	Professional Development	Virtual	All

Developing & New Leaders					
Ethics Training for Public Financial Disclosure Filers (TEAMS)	Nov 4	10 – 11:30 am	Compliance	Virtual Mandatory	Public Financial Disclosure Statement Filers
Advancing Racial Equity: The Role of Government	Nov 5	10 am – 2 pm	Compliance; Diversity, Equity & Inclusion	Virtual RESJ	All
AI Foundations	Nov 5	1 – 2:30 pm	Technology	Virtual	All
Lead Beyond the Title: Influence Without Authority	Nov 5	1 – 1:45 pm	Professional Development	Virtual	All
Public Speaking: Overcoming Stage Fright	Nov 5	Noon – 1 pm	Professional Development	Virtual	All
Contract Drafting and Risk Management	Nov 6	9 am – 1 pm	Compliance	Virtual Mandatory	Contract Administrators
EEO Awareness: Understanding Rights and Responsibilities – Employees	Nov 6	9 – 11 am	Compliance; Diversity, Equity & Inclusion	Virtual Mandatory	Employees
Grounded Growth: Connecting Mindfulness with Your Leadership Journey	Nov 6	12:30 – 1:15 pm	Professional Development	In-Person MCG LEADS: Aspiring Leaders	All
Leave Without Pay (LWOP) for Supervisors	Nov 6	11 am – noon	Compliance	Virtual Mandatory	Managers / Supervisors
Progressive Discipline	Nov 6	10 am – noon	Compliance	Virtual Mandatory	Managers/ Supervisors
Preventing Employee Burnout	Nov 7	9 – 10 am	Professional Development	Virtual	All
Learning to Say “No”	Nov 10	10 – 11 am	Professional Development	Virtual	All
EEO Awareness: Understanding Rights and Responsibilities (Employees)	Nov 12	1 – 3 pm	Compliance; Diversity, Equity & Inclusion	Virtual Mandatory	Employees
Leadership Insights Panel: Ask a Leader	Nov 12	1 – 2 pm	Professional Development	Virtual MCG LEADS: Aspiring Leaders	All

Understanding Structural Racism in Montgomery County	Nov 12	10 am – 2 pm	Compliance; Diversity, Equity & Inclusion	Virtual Mandatory RESJ	All
Innovation Chapter Book Club - “Reset: How to Change What’s Not Working” by Dan Heath	Nov 12 & 26	2 – 2:30 pm	Professional Development	Virtual Register Here	All
Navigating AI: Copilot Chat	Nov 12	1 – 2 pm	Technology	Virtual	All
Mandatory Ethics Training for New Employees	Nov 13	9:45 – 11:30 am	Compliance	Virtual Mandatory	All New Employees
Mastercard P-Card Training	Nov 13	1 – 3 pm	Compliance	Virtual	P-Card Holders
Montgomery County Gov't Online Print Shop Training	Nov 13	1:30 – 3:30 pm	Technology	Virtual	All
ADA as Amended: Employment Law	Nov 18	9:30 am – noon	Compliance	In-Person Mandatory	Managers / Supervisors
Heart Leadership	Nov 18	10 am – noon	Compliance; Diversity, Equity & Inclusion	Virtual RESJ	All
Motivating Change in Others	Nov 18	2 – 3 pm	Professional Development	Virtual	All
Substance Abuse CDL: DOT Supervisors	Nov 18	1 – 4 pm	Compliance	Virtual Mandatory	Managers and Supervisors of Commercial Driver's License (CDL) Holders
EEO Awareness: Understanding Rights and Responsibilities – Employees	Nov 19	9 – 11 am	Compliance; Diversity, Equity & Inclusion	Virtual Mandatory	Employees
ERS Retirement Planning – ERS Groups A,E,F,G,H,J	Nov 19	9:30 – 11 am	Benefits	Virtual	All
Health Insurance Planning for Retirement	Nov 19	11 am – 1 pm	Benefits	Virtual	All
Ownership & Accountability for Leaders: A Culture of Responsibility	Nov 19	9 – 11:30 am	Leadership & Management	Virtual	All
Copilot Chat Post-Training Workshop	Nov 19	1 – 2 pm	Technology	Virtual	All

EEO Awareness: Understanding Rights and Responsibilities – Employees	Nov 20	1 – 3 pm	Compliance; Diversity, Equity & Inclusion	Virtual Mandatory	Employees
Ethics Training for Public Financial Disclosure Filers (TEAMS)	Nov 20	1 – 2:30 pm	Compliance	Virtual Mandatory	Public Financial Disclosure Statement Filers
Becoming a Better Listener	Nov 21	11 am – noon	Professional Development	Virtual	All
EEO Awareness: Understanding Rights and Responsibilities – Supervisors	Nov 26	10 am – noon	Compliance; Diversity, Equity & Inclusion	Virtual Mandatory	Managers / Supervisors
Enrolling in Health Insurance Benefits at Retirement (Retire 2/1/2026)	Dec 3	11 am – 1 pm	Benefits	Virtual Last day to register for this class is 11/19/2025 (see complete schedule)	All

Classes listed as “*Mandatory*” meet a mandatory training requirement as outlined on the [Mandatory Training](#) page. Classes listed as “RESJ” count toward the eight hours of RESJ training required each fiscal year.

NEW Self-Paced Trainings & Learning Opportunities

Class	Topic Area	Details
How to Make a Habit of Success	Professional Development	Online Self-Paced
Overcoming Procrastination	Professional Development	Online Self-Paced
Responsible AI for Public Professionals Fundamentals: Using Generative AI at Work	Technology	Register Here
Secrets to Self-Motivation	Professional Development	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's 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 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 to the time of the event, will be made to provide accommodation.