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 **April 2026**. Classes and events are available on a first-come, first-served basis.

Instructor-Led Trainings & Learning Opportunities

Class	Date	Time	Topic Area	Details	Audience
FMLA and Me	Apr 2	1:30 – 4 pm	Benefits	Virtual	All
Mandatory Ethics Training for New Employees	Apr 2	9:45 – 11:30 am	Compliance	Virtual Mandatory	Employees
Innovation Accelerator Information Session	Apr 7	10 – 10:30 am	Professional Development	Virtual Register Here	All
EEO Awareness: Understanding Rights and Responsibilities – Supervisors	Apr 8	9 – 11 am	Compliance	Virtual Mandatory	Managers / Supervisors
Heart Leadership	Apr 8	10 am – noon	Compliance	Virtual RESJ	All
EEO Awareness: Understanding Rights and Responsibilities – Employees	Apr 9	1 – 3 pm	Compliance; Diversity, Equity & Inclusion	Virtual Mandatory	Employees
Ethics Training for Public Financial Disclosure Filer (TEAMS)	Apr 9	10 – 11:30 am	Compliance	Virtual Mandatory	Public Financial Disclosure Statement Filers
FMLA Overview for Management	Apr 9	1:30 – 4 pm	Compliance	Virtual Mandatory	Managers Supervisors
Leave Without Pay (LWOP) for Employees	Apr 9	11 am – noon	Compliance	Virtual	Employees
Mastercard P-Card Training	Apr 9	1 – 3 pm	Compliance	Virtual	P-Card Holders

Course	Date	Time	Category	Format	Audience
Staying Positive while Performing Difficult Client Service Work	Apr 10	10 – 11 am	Professional Development	Virtual	All
Leave Without Pay (LWOP) for Supervisors	Apr 10	Noon – 1 pm	Compliance	Virtual Mandatory	Managers / Supervisors
Advancing Racial Equity: The Role of Government	Apr 14	10 am – 2 pm	Compliance; Diversity, Equity & Inclusion	Virtual Mandatory	All
Communicating Effectively with Distressed Customers	Apr 14	2 – 3 pm	Professional Development	Virtual	All
Interviewing and Selecting Employees	Apr 14	9 am – noon	Compliance	Virtual Mandatory	Interview Panelists / Hiring Managers
Intro to Managing in a Union Setting	Apr 14	1 – 4 pm	Compliance; Leadership & Management	Virtual	Managers / Supervisors
ERS Retirement Planning – ERS Groups A,E,F,G,H,J	Apr 15	9:30 – 11 am	Benefits	Virtual	All
Health Insurance Planning for Retirement	Apr 15	11 am – 1 pm	Benefits	Virtual	All
Substance Abuse CDL: DOT Supervisor	Apr 15	8 – 11 am	Compliance	Virtual Mandatory	Managers and Supervisors of Commercial Driver's License (CDL) Holders
Substance Abuse CDL: DOT Supervisor	Apr 15	2 – 5 pm	Compliance	Virtual Mandatory	Managers and Supervisors of Commercial Driver's License (CDL) Holders
Ownership & Accountability for Leaders: A Culture of Responsibility	Apr 17	9 – 11:30 am	Professional Development	Virtual	All
Biases, Empathy & Inclusion – Creating Environment of Belonging	Apr 21	10 am – noon	Compliance; Diversity, Equity & Inclusion	Virtual RESJ	All
Adapting to Management Leadership Change	Apr 22	1 – 2 pm	Professional Development	Virtual	All
Alternative Dispute Resolution (ADR) Focus MCGEO	Apr 22	10 am – noon	Leadership & Management	Virtual	MCGEO Supervisors

EEO Awareness: Understanding Rights and Responsibilities – Employees	Apr 22	9 – 11 am	Compliance	Virtual Mandatory	Employees
How to Conduct Internal Workplace Investigations	Apr 22	1 – 3 pm	Leadership & Management	Virtual	Managers / Supervisors
EEO Awareness: Understanding Rights and Responsibilities – Employees	Apr 23	9 – 11 am	Professional Development	Virtual	All
Ethics Training for Public Financial Disclosure Filers (TEAMS)	Apr 23	1 – 2:30 pm	Professional Development	Virtual	All
Payment Processing	Apr 27	10 am – noon	Compliance	Virtual Mandatory	Contract Administrators
Managing Staff through Stressful Situations	Apr 28	9 – 10 am	Professional Development	Virtual	All
FY26 Finance Year-End Training	Apr 28	1 – 3 pm	Compliance	Virtual	All
EEO Awareness: Understanding Rights and Responsibilities-Employees	Apr 29	1 – 3 pm	Compliance	Virtual Mandatory	Employees
Growth Mindset for Aspiring and New Supervisors	Apr 30	9 – 11:30 am	Professional Development	Virtual	All
Mandatory Ethics Training for New Employees	Apr 30	9:45 – 11:30 am	Compliance	Virtual Mandatory	Employees
Mastercard P-Card Training	Apr 30	1 – 3 pm	Compliance	Virtual	P-Card Holders
Innovation Accelerator 3-Day Course	Apr 30, May 1 & May 4	8:30 am – 5 pm	Professional Development	In-Person Apply Here Registration closes 4/3/2026	All
Enrolling in Health Insurance Benefits at Retirement 2026-05-06 (Retire 7/1/26)	May 6	11 am – 1 pm	Benefits	Virtual Last day to register for this class is 4/18/2026 (see full schedule)	All

Classes listed as "*Mandatory*" meet a mandatory training requirement as outlined on the Mandatory Training page.

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 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.