



## 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 February 2026. 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 5	10:30 am – 12:30 pm	Diversity, Equity & Inclusion	Virtual RESJ	All
Beyond Yes And – Navigating Polarities for Government Innovation	Feb 11	1 – 2 pm	Innovation	Virtual	All

### Instructor-Led Trainings & Learning Opportunities

Class	Date	Time	Topic Area	Details	Audience
ADA as Amended: Employment Law	Feb 3	9:30 am – noon	Compliance	Virtual Mandatory	Managers/ Supervisors
Feeling Stuck? Practical Ways to Get Yourself Going Again	Feb 3	11 am – noon	Professional Development	Virtual	All
AI Foundations Virtual Teams	Feb 4	1 – 2:30 pm	Technology	Virtual	All
EEO Awareness: Understanding Rights and Responsibilities – Employees	Feb 4	9 – 11 am	Compliance; Diversity, Equity & Inclusion	Virtual Mandatory	Employees
Enrolling in Health Insurance Benefits at	Feb 4	11 am – 1 pm	Benefits	Virtual	All

Retirement 2026-02-04 (Retire 4/1/26)					
Heart Leadership	Feb 4	10 am – noon	Diversity, Equity & Inclusion	Virtual RESJ	All
EEO Awareness: Understanding Rights and Responsibilities – Supervisors	Feb 5	10 am – noon	Compliance; Diversity, Equity & Inclusion	Virtual Mandatory	Managers / Supervisors
Mandatory Ethics Training for New Employees	Feb 5	9:45 – 11:30 am	Compliance	Virtual Mandatory	All New Employees
Mastercard P-Card Training	Feb 5	1 – 3 pm	Compliance	Virtual	P-Card Holders
Psychological Pressures of Middle Management	Feb 5	2 – 3 pm	Professional Development	Virtual	All
How to Receive Criticism and Make it Work for You	Feb 10	2 – 3 pm	Professional Development	Virtual	All
Interviewing and Selecting Employees	Feb 10	9 am – noon	Compliance	Virtual Mandatory	Interview Panelists / Hiring Managers
Leave Without Pay (LWOP) for Supervisors	Feb 10	2 – 3 pm	Compliance	Virtual Mandatory	Managers / Supervisors
Racial Equity and Social Justice Inclusive Language 101	Feb 10	10 am – noon	Compliance; Diversity, Equity & Inclusion	Virtual RESJ	All
dataMontgomery Open Lab	Feb 10	10:30 – 11:30 am	Technology	Virtual	All
ORESJ Black History Month Lunch & Learn Film Viewing	Feb 11	10 am – noon	Diversity, Equity & Inclusion	Virtual RESJ	All
Strengthening Effective Communications on Projects and at Work	Feb 11	9 – 11:30 am	Professional Development	Virtual	All
Contract Drafting and Risk Management	Feb 12	9 am – 1 pm	Compliance	Virtual Mandatory	Contract Administrators
EEO Awareness: Understanding Rights and Responsibilities – Employees	Feb 12	1 – 3 pm	Compliance; Diversity, Equity & Inclusion	Virtual Mandatory	Employees
P-Card Refresher Training	Feb 12	10 am – noon	Compliance	Virtual	P-Card Holders

Americans with Disabilities Act (ADA) Title II Local Government	Feb 17	10 am – noon	Compliance	Virtual	Employees Identified by their Department
Intro to Managing in a Union Setting	Feb 17	1 – 4 pm	Compliance; Leadership & Management	Virtual Mandatory	Managers/ Supervisors
Advancing Racial Equity: The Role of Government	Feb 18	10 am – 2 pm	Compliance; Diversity, Equity & Inclusion	Virtual RESJ	All
ERS Retirement Planning – ERS Groups A,E,F,G,H,J	Feb 18	9:30 – 11 am	Benefits	Virtual	All
Health Insurance Planning for Retirement	Feb 18	11 am – 1 pm	Benefits	Virtual	All
Combatting Imposter Syndrome	Feb 19	10 – 11 am	Professional Development	Virtual	All
Building Trust (in the workplace)	Feb 24	10 – 11 am	Professional Development	Virtual	All
Alternative Dispute Resolution (ADR) Focus MCGEO	Feb 25	1 – 3 pm	Leadership & Management	Virtual	MCGEO Supervisors and Managers
EEO Awareness: Understanding Rights and Responsibilities – Employees	Feb 25	1 – 3 pm	Compliance; Diversity, Equity & Inclusion	Virtual Mandatory	Employees
How to Deal with a Difficult Person	Feb 25	2 – 3 pm	Professional Development	Virtual	All
EEO Awareness: Understanding Rights and Responsibilities – Employees	Feb 26	9 – 11 am	Compliance; Diversity, Equity & Inclusion	Virtual Mandatory	Employees
Ethics Training for Public Financial Disclosure Filers (TEAMS)	Feb 26	10 – 11:30 am	Compliance	Virtual Mandatory	Public Financial Disclosure Statement Filers
Leave Without Pay (LWOP) for HR Liaisons	Feb 26	11 am – noon	Compliance	Virtual	HR Liaisons
Mastercard P-Card Training	Feb 26	1 – 3 pm	Compliance	Virtual	P-Card Holders
Understanding Structural Racism in Montgomery County	Feb 26	10 am – 1 pm	Compliance; Diversity, Equity & Inclusion	Virtual RESJ	All
Enrolling in Health Insurance Benefits at	Mar 4	11 am – 1 pm	Benefits	Virtual	All

Retirement (Retire 3/1/2026)				Last day to register for this class is 2/18/2026 (see <a href="#">complete schedule</a> )	
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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.

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](mailto: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.