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

Special Events

Event	Date	Time	Topic Area	Details	Audience
Innovation Accelerator Information Session	July 11	9:30 – 10 am	Leadership & Management	Register Today	All
Innovation Accelerator 3-Day Course	August 15, 16 & 19	8:30 am – 5 pm	Leadership & Management	Apply Today	All

Instructor-Led Trainings & Learning Opportunities

Class	Date	Time	Topic Area	Details	Audience
Interviewing and Selecting Employees	Jul 9	9 am – noon	Leadership & Management	Virtual Mandatory	Interview Panelists, Hiring Managers
Preventing Workplace Harassment	Jul 9	9 am – noon	Diversity, Equity & Inclusion Compliance	Virtual Mandatory	All
Excel Level 200	Jul 11	11 am – 12:30 pm	Technology	Virtual	All
Preventing Workplace Harassment	Jul 11	9 am – noon	Diversity, Equity & Inclusion Compliance	Virtual Mandatory	All

Mandatory Virtual Ethics for Public Financial Disclosure	Jul 16	10 – 11:30 am	Compliance	Virtual Mandatory	Public Financial Disclosure Statement Filers
ERS Retirement Planning – ERS Groups A,E,F,G,H,J	Jul 17	9:30 – 11 am	Benefits	Virtual	All
Health Insurance Planning for Retirement	Jul 17	11 am – 1 pm	Benefits	Virtual	All
Leave Without Pay (LWOP) for Employees	Jul 18	11 am – noon	Compliance	Virtual	Employees
Mandatory Virtual Ethics Training for Public Financial Disclosure	Jul 18	10 – 11:30 am	Compliance	Virtual Mandatory	Public Financial Disclosure Statement Filers
Mastercard P-Card Training	Jul 18	1 – 3 pm	Compliance	Virtual	P-Card Holders
Power Platform Foundations Level 100	Jul 18	11 am – 1 pm	Technology	Virtual	All
Preventing Workplace Harassment	Jul 18	1 – 4 pm	Diversity, Equity & Inclusion Compliance	Virtual Mandatory	All
Understanding Structural Racism in Montgomery County	Jul 23	10 am – 1 pm	Diversity, Equity & Inclusion	Virtual Mandatory	All
Preventing Workplace Harassment	Jul 24	9 am – noon	Diversity, Equity & Inclusion Compliance	Virtual Mandatory	All
Mandatory Ethics Training for New Employees	Jul 25	9:45 – 11:30 am	Compliance	Virtual Mandatory	All New Employees
Power BI Level 100	Jul 25	11 am – 12:30 pm	Technology	Virtual	All
Performance Management: Basics	Jul 26	1 – 4 pm	Leadership & Management	Virtual Mandatory	Managers & Supervisors
Power BI Level 200 – Desktop	Jul 31	11 am – 12:30 pm	Technology	Virtual	All
Enrolling in Health Insurance Benefits at Retirement (Retire 10/1/24)	Aug 7	11 am – 1 pm	Benefits	Virtual Last day to register is 07/23/24 (see 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**
Creating Psychological Safety In The Workplace	Communication & Customer Service Leadership & Management	Online Self-Paced
Effective Communication	Communication & Customer Service	Online Self-Paced
Emotional Intelligence	Leadership & Management	Online Self-Paced
Giving Effective Feedback in Personal or Work Situations	Communication & Customer Service Leadership & Management	Online Self-Paced
Goal Setting for Personal and Professional Success	Professional Development	Online Self-Paced
Initiating Difficult Conversations	Communication & Customer Service	Online Self-Paced
Managing Multiple Generations in the Workplace Class	Leadership & Management Diversity, Equity & Inclusion	Online Self-Paced
Managing Remote (Or Hybrid) Employees	Leadership & Management	Online Self-Paced
Responding to Behavior That Makes You Feel Uncomfortable	Communication & Customer Service	Online Self-Paced
Self-Care Tips for Managers	Leadership & Management	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: AccessMCG ePortal 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.