

Employee Training Opportunities

February 2020



Angela D. Alsobrooks
County Executive

Prince George's County Government is excited to offer the following professional development training programs to all Prince George's County employees through [SuccessFactors Learning Management System \(LMS\)](#). These programs are designed to increase the knowledge, skills and competencies of all County employees. Employees can register for the courses offered by clicking the links next to each course.

COURSE ID #	COURSE	DATE AND TIME	HOSTED BY	DESCRIPTION / REGISTRATION
12029	Introduction to PowerPoint	February 4, 2020 9:00 am to 4:00 pm	OIT	Course Description/Registration
12013	Preventing Violence in the Workplace	February 6, 2020 9:00 am to 12:00 pm	OHRM	Course Description/Registration
12024	Introduction to Excel	February 6, 2020 9:00 am to 4:00 pm	OIT	Course Description/Registration
12034	ePRB Workflow Process (HR Liaisons only)	February 6, 2020 2:00 pm to 4:00 pm	OHRM	Course Description/Registration
12026	You Aren't Civil...Why Should I Be? Maintaining Respect and Civility in the Workplace	February 10, 2020 9:00 am to 12:00 pm	KEPRO	Course Description/Registration
12014	The Millennials are Here... Let's Work with Them!	February 11, 2020 9:00 am to 4:00 pm	OHRM	Course Description/Registration
12030	Introduction to Word	February 12, 2020 9:00 am to 4:00 pm	OIT	Course Description/Registration
12031	OneNote	February 13, 2020 9:00 am to 4:00 pm	OIT	Course Description/Registration
12037	Agency Shopping (SRM05)	February 18, 2020 9:00 am – 2:00 pm	OIT	Course Description/Registration
11008	Employee Ethics Training (Mandatory)	February 21, 2020 10:30 am to 12:00 pm	OEA	Course Description/Registration
12015	Personal Safety Awareness Class for Women	February 21, 2020 1:00 pm to 5:00 pm	OHRM	Course Description/Registration
12032	Introduction to Outlook	February 25, 2020 9:00 am to 4:00 pm	OIT	Course Description/Registration
12022	Managing Workplace Stressors	February 26, 2020 9:00 am to 11:00 am	KEPRO	Course Description/Registration
12023	Tact, Diplomacy and Credibility: An Essential Communications Skill Set	February 26, 2020 1:30 pm to 3:30 pm	KEPRO	Course Description/Registration
12016	Stay Alert! Drive Defensively	February 27, 2020 9:00 am to 1:00 pm	OHRM	Course Description/Registration
12033	Office 365 (OneDrive)	February 27, 2020 9:00 am to 12:00 pm	OIT	Course Description/Registration
12025	Skype for Business	February 27, 2020 1:00 pm to 4:00 pm	OIT	Course Description/Registration

How to Register for a Course

To register for a course, click the "Course Description/Registration" link next to desired course. Click "Register Now" and following the prompts to complete your registration. For detailed instructions, refer to the [Employee Introduction Quick Reference Guide \(QRG\)](#).

Enrollment Confirmation: Courses requiring supervisor approval will initiate an email to an employee's supervisor/manager from the LMS notifying them of the employee's request. Once approved, the employee will receive an email notification confirming registration. For detailed instructions, refer to the [Manager Introduction QRG](#).

Attendance: Employees confirmed for instructor-led courses are expected to attend the entire course to receive a certificate of completion. Withdrawing from confirmed courses must be done in LMS no later than three business days before the scheduled offering. For detailed instructions, refer to the [Employee Introduction QRG](#).

Inclement Weather: In the event of inclement weather, call 301-952-4810 to learn about the County's operational status. If the County government is closed, has delayed opening, or if Liberal Leave has been granted, the courses will be rescheduled, and employees will be notified of the new dates.

