

# Employee Training Opportunities

## APRIL 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.

View a full list of the most up-to-date calendar of training opportunities on the [OHRM Center for Learning and Development website](#).

COURSE ID#	COURSE NAME	DATE AND TIME	HOSTED BY	DESCRIPTION & REGISTRATION
N/A	<b>Emergency Operation Center (EOC) Playbook Training/Workshop Series</b>	Dates available in April & May 2020	OEM	<a href="#">Contact OEM to Register</a>
13046	<b>Microsoft Excel 2016: Introduction</b>	April 1, 2020 9:00 am – 4:00 pm	OIT	<a href="#">Course Description &amp; Registration</a>
14005	<b>Microsoft OneNote 2016</b>	April 2, 2020 9:00 am – 4:00 pm	OIT	<a href="#">Course Description &amp; Registration</a>
14006	<b>Microsoft Windows 10 (Introduction to Computers)</b>	April 7, 2020 9:00 am – 4:00 pm	OIT	<a href="#">Course Description &amp; Registration</a>
N/A	<b>SKYWARN® Spotter Class – Weather Monitoring Training</b>	April 8, 2020 6:30 – 9:00 pm	OEM	<a href="#">Course Description &amp; Registration</a>
14007	<b>Microsoft Word 2016: Introduction</b>	April 16, 2020 9:00 am – 4:00 pm	OIT	<a href="#">Course Description &amp; Registration</a>
14049	<b>Cash Management</b>	April 16, 2020 1:30 – 4:30 pm	FIN	<a href="#">Course Description &amp; Registration</a>
13010	<b>Accounts Payable</b>	April 17, 2020 9:00 am – 12:00 pm	FIN	<a href="#">Course Description &amp; Registration</a>
N/A	<b>Infrastructure Protection Certificate Program (3 days)</b>	April 21-23, 2020 8:00 am – 4:00 pm	OEM	<a href="#">Course Description &amp; Registration</a>
14040	<b>Estate Planning (presented by ICMA-RC)</b>	April 21, 2020 1:00 – 2:00 pm	OHRM	<a href="#">Course Description &amp; Registration</a>
14008	<b>Microsoft Outlook 2016: Introduction</b>	April 23, 2020 9:00 am – 4:00 pm	OIT	<a href="#">Course Description &amp; Registration</a>
11010	<b>Employee Ethics Training: Requirements for all employees, elected and appointed officials</b>	April 24, 2020 10:30 am – 12:00 pm	OEA	<a href="#">Course Description &amp; Registration</a>
14009	<b>Office 365 (OneDrive)</b>	April 29, 2020 9:00 am – 12:00 pm	OIT	<a href="#">Course Description &amp; Registration</a>
14010	<b>Skype for Business</b>	April 29, 2020 1:00 – 4:00 pm	OIT	<a href="#">Course Description &amp; Registration</a>

### 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.