

# Employee Training Opportunities

## MARCH 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 NAME	DATE AND TIME	HOSTED BY	DESCRIPTION & REGISTRATION
12017	Performance Counseling & Dealing with Difficult Employees	March 4, 2020 9:00 am to 4:00 pm	OHRM	<a href="#">Course Description &amp; Registration</a>
12018	Personal Safety Awareness Class for Women	March 6, 2020 1:00 pm to 4:30 pm	OHRM	<a href="#">Course Description &amp; Registration</a>
12019	Grant Proposal Writing	March 11, 2020 9:00 am to 4:00 pm	OHRM	<a href="#">Course Description &amp; Registration</a>
12020	Grants Management	March 13, 2020 9:00 am to 4:00 pm	OHRM	<a href="#">Course Description &amp; Registration</a>
13001	Microsoft Outlook 2016: Introduction	March 17, 2020 9:00 am to 4:00 pm	OIT	<a href="#">Course Description &amp; Registration</a>
13003	Microsoft PowerPoint 2016: Introduction	March 18, 2020 9:00 am to 4:00 pm	OIT	<a href="#">Course Description &amp; Registration</a>
12021	Stay Alert! Drive Defensively	March 19, 2020 9:00 am to 1:00 pm	OHRM	<a href="#">Course Description &amp; Registration</a>
13011	General Ledger Inquiry (GL01)	March 19, 2020 9:00 am to 12:00 pm	OIT	<a href="#">Course Description &amp; Registration</a>
13012	Accounts Payable (AP01)	March 19, 2020 9:00 am to 4:30 pm	OIT	<a href="#">Course Description &amp; Registration</a>
13010	Cash Management (CM01)	March 20, 2020 9:00 am to 12:00 pm	OIT	<a href="#">Course Description &amp; Registration</a>
13004	Microsoft Excel 2016: Introduction	March 20, 2020 9:00 am to 4:00 pm	OIT	<a href="#">Course Description &amp; Registration</a>
13005	Microsoft OneNote 2016	March 24, 2020 9:00 am to 4:00 pm	OIT	<a href="#">Course Description &amp; Registration</a>
13006	Microsoft Word 2016: Introduction	March 26, 2020 9:00 am to 4:00 pm	OIT	<a href="#">Course Description &amp; Registration</a>
13007	Microsoft Windows 10 (Introduction to Computers)	March 27, 2020 9:00 am to 4:00 pm	OIT	<a href="#">Course Description &amp; Registration</a>
11009	Employee Ethics Training (Mandatory)	March 27, 2020 10:30 am to 12:00 pm	OEA	<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.