COURSE SYLLABUS

Certified Federal HR Business Partner (cFHRBP) Level III Certificate Program

Elevate your strategic HR capabilities and serve as a high-value advisor to agency leadership by aligning workforce initiatives with mission objectives.

> Group classes (Washington, DC) and onsite training are available for this course.
> For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/certificates/certified-federal-hr-business-partner-level-iii-cfhrbp



CustomerRelations@graduateschool.edu • (888) 744-4723

Course Outline

This package includes these courses

- Internal Consulting Skills for Federal HR Professionals Course (24 Hours)
- Federal Position Management Course (16 Hours)
- Federal Workforce Analysis and Planning Course (16 Hours)
- Strategic Human Capital Management Course (16 Hours)
- Behavioral Job Interviewing to Hire the Best Course (16 Hours)
- Clear Expression through Critical Thought Course (16 Hours)

Internal Consulting Skills for Federal HR Professionals Course

Learn how to transition from an HR practitioner to an internal consultant by mastering key consulting techniques. This course focuses on building partnerships, addressing client resistance, and offering tailored HR solutions through case studies and practical exercises.

- Expanding your role as a federal HR professional to an internal consultant.
- Planning and preparing for consultative relationships.
- Identifying and addressing client resistance effectively.
- Building strong partnerships with management.
- Offering alternative solutions to contemporary HR challenges.
- Integrating technical HR knowledge into the consulting process.
- Practicing consulting skills through federal HR case studies and exercises.

Federal Position Management Course

Gain a comprehensive understanding of federal position management and its role in supporting high-performing organizations.

This course focuses on identifying and resolving position management issues, improving workforce efficiency, and aligning positions with organizational goals.

- Understanding the role and history of position management in federal agencies.
- Analyzing the impact of organizational mission and structure on position design.
- Identifying and resolving common position management problems, such as fragmentation and job dilution.
- Using job analysis and classification tools to address workforce inconsistencies.
- Evaluating position structures and defining position purposes.
- Exploring agency roles, responsibilities, and delegations of authority in position management.
- Addressing competitive outsourcing and conducting A-76 studies.

Federal Workforce Analysis and Planning Course

Learn to forecast and plan for future workforce needs by analyzing mission requirements and workforce data. This course equips participants to identify gaps and develop actionable strategies to meet organizational goals.

- Understanding the role of workforce analysis in strategic human capital management.
- Using workforce supply and demand analysis methods.
- Identifying and addressing skill gaps through gap analysis.
- Developing and implementing workforce action plans.
- Monitoring and evaluating workforce plans for effectiveness.

Strategic Human Capital Management Course

Explore the principles of strategic human capital management, focusing on aligning HR goals with agency missions and performance metrics. This course provides tools to manage talent, foster a performance culture, and drive continuous improvement.

- Understanding strategic human capital management and its importance.
- Using human capital data to inform decision-making.
- Aligning recruitment strategies with organizational goals.
- Linking performance expectations to improve productivity and effectiveness.
- Implementing strategies for leadership continuity and a learning environment.

Behavioral Job Interviewing to Hire the Best Course

Master the art of behavioral interviewing to select candidates whose past performance reflects the capability for future success. This advanced two-day course helps HR professionals, supervisors, and recruiters craft reliable interview processes that evaluate critical competencies using structured tools.

- Identify the major purposes of the employment interview.
- Identify the key aspects of preparing for an employment interview.
- Develop behavior-based interview questions.
- Develop an interview scoring mechanism.
- Assess candidates against a rating scale.
- Conduct effective, behavior-based interviews.

Clear Expression through Critical Thought Course

- Use the seven traits and the writing process to improve written expression.
- Describe the process of critical thinking.
- Apply critical thinking in writing. Implement strategies for appealing to the reader.
- Identify opportunities to use logic in writing.
- Apply logic in creating persuasive arguments.
- Think critically to analyze problems.
- Create solutions to problems using a structured process