COURSE SYLLABUS

Federal Employee Development Course

Understand the role of training and development in federal HR management to enhance individual and organizational performance.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/federal-employee-development



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Course Outline

Module 1: HRD in the Federal Government

- Understand the Human Resource Development (HRD) environment in federal agencies.
- Explore the Human Capital Framework and competency models.
- Examine strategic alignment of HRD with agency mission and goals.
- Identify the evolving roles of HR professionals.

Module 2: Performance Improvement and HRD

- Define characteristics of a learning organization.
- Understand how learning contributes to measurable performance.
- Use needs assessments to diagnose performance gaps.
- Apply tools and checklists to identify business, performance, and training needs.
- Evaluate training effectiveness using the Kirkpatrick model.

Module 3: Designing Training for Results

- Apply the ADDIE instructional design model (Analyze, Design, Develop, Implement, Evaluate).
- Design and evaluate training programs for federal employees.
- Explore traditional, e-learning, and blended training formats.
- Understand procurement processes and managing contractor-delivered training.
- Develop statements of work and apply ethics guidelines for contractor relationships.

Module 4: Training Policy

- Interpret legal and regulatory guidelines on federal employee training.
- Apply OPM training policies to real workplace scenarios.
- Identify responsibilities and limits in planning and funding training initiatives.
- Navigate compensation, ethics, and cost-recovery rules related to training.

Module 5: Career Management

- Identify key components of effective career development in the federal workforce.

- Create and support Individual Development Plans (IDPs).
- Practice coaching and mentoring techniques.
- Promote self-assessment and reflection for continuous professional growth.
- Apply Drucker's self-management framework to guide professional growth.