COURSE SYLLABUS

Federal Human Resources Management for Supervisors and Managers Course

Equip supervisors and managers with the knowledge and skills to handle HR responsibilities, ensure compliance, and support organizational objectives.

> 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-human-resources-management-for-supervisors-and-managers



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Course Outline

Module 1: Federal Supervisors and HR Management

- Understand the primary federal HR functions
- Recognize the importance of supervisors in federal human resources management (HRM)
- Explore the roles of supervisors in managing and developing employee performance
- Discuss the relationship between supervisors, HRM, and management

Module 2: Framework for Federal HR Management

- Learn about the guiding principles of federal HR management
- Identify the merit system principles and prohibited personnel practices
- Review the legal foundations for federal HR management
- Understand the roles of various oversight agencies like MSPB, EEOC, and OPM

Module 3: Equal Employment Opportunity (EEO)

- Describe laws protecting federal employees from discrimination
- Identify supervisor responsibilities in preventing and addressing discrimination
- Discuss the EEO complaint process
- Understand the federal EEO legal framework

Module 4: Labor-Management Relations

- Describe management and union rights, and their relationship to impact and implementation
- Identify supervisory obligations related to formal discussions and Weingarten meetings
- Understand actions that lead to filing unfair labor practice (ULP) charges
- Learn how to handle past practices and grievances under negotiated grievance procedures

Module 5: Organizing, Describing, and Classifying Positions

- Understand the role of supervisors in organizing, establishing, and classifying positions

- Learn strategies for ensuring position descriptions are accurate and compliant with HR policies
- Explore classification systems and their implications for staffing decisions

Module 6: Filling Vacancies

- Identify strategies and limitations for filling vacant positions
- Understand recruitment processes and employee selection criteria
- Learn the importance of equal employment opportunity in filling vacancies

Module 7: Performance Management

- Understand the components of an effective performance management system
- Learn how to assess and manage employee performance effectively
- Explore strategies for providing feedback and managing performance challenges

Module 8: Managing Performance Problems

- Learn how to identify and address performance issues
- Explore options for resolving performance problems, including corrective actions
- Understand the role of supervisors in maintaining high performance standards

Module 9: Handling Conduct Problems

- Identify common conduct issues that affect workplace productivity
- Learn steps to take in handling misconduct and maintaining workplace integrity
- Understand the disciplinary process and appropriate actions for misconduct

Module 10: Other HR Issues

- Explore additional HR issues that affect federal agencies
- Understand policies regarding employee benefits, leave, and workplace accommodations
- Learn the importance of compliance with labor laws and regulations