

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 in Live Online and onsite training is 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