



Federal Human Resources Management for Supervisors and Managers

Course ID #: 7000-465-ZZ-Z

Hours: 35

Course Content

Course Description:

Successfully meet organizational objectives and abide by human resources laws and handle the HR aspects of supervision. Learn about the guiding principles for human resources management, including merit system principles, prohibited personnel practices, and EEO.

In addition, gain knowledge and skills in these areas: labor relations; organizing, describing and classifying positions; filling vacancies; performance management; managing performance and conduct problems; and quality-of-work life issues.

At Course Completion:

Students will be able to:

- Discuss the role of the supervisor and manager in federal human resources management (HRM)
- Identify the guiding principles and framework for federal HR
- Describe the legal basis for equal employment opportunity (EEO) and identify the types of discrimination
- Describe the supervisor's obligations when working with employees who are members of a bargaining unit
- Describe the supervisor's role in position management and classification
- Identify strategies, considerations, and limitations for filling position vacancies
- Describe the components of an effective performance management system and the supervisor's role in managing these components
- Identify the steps for understanding performance problems and describe the options for dealing with them
- Describe misconduct and the steps for taking appropriate disciplinary actions
- Discuss some of the other HR issues that affect the federal government's ability to meet its employees' diverse needs

Target Student:

Federal supervisors and managers who will benefit by learning about their specific responsibilities in human resources management as well as high-performing, non-supervisory employees who are preparing themselves for supervisory opportunities.



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Topics:

Day 1

- Introduction and Overview
- HRM Role of the Public-Sector Supervisor and Manager
- EEO and Diversity

Day 2

- Labor Management Relations
- Organizing, Establishing and Classifying Positions
- Filling a Vacancy

Day 3

- Filling a Vacancy (continued)
- Performance Management

Day 4

- Performance Management (continued)
- Managing Performance Problems
- Handling Conduct Situations

Day 5

- Handling Conduct Situations (continued)
- Quality of Work Life
- Putting it All Together: Closing and Summary