

HR Essentials for Government Supervisors

Course Number: 4708

Length: 2 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Gain an overarching understanding of the policies, procedures, and accountabilities that apply to government supervisors. You will learn legal guidelines and best practices to effectively collaborate with HR representatives throughout talent management. You will have opportunities to apply key skills via practical exercises. These skills include attracting, acquiring, onboarding, developing, training, and retraining talent; and the proper way to address employee and labor relations considerations.

Intended Audience

This course is designed for new supervisors in the federal government. Experienced supervisors looking to refresh their responsibilities from an HR perspective can also benefit.

Course Learning Objectives

- Analyze essential HR-related supervisory responsibilities and functions to support the federal workforce
- Discuss key federal employee and labor relations laws and regulations that impact supervisory responsibilities
- Analyze supervisory roles and responsibilities in attracting, acquiring, and onboarding federal talent
- Assess concepts and strategies to developing, retaining, and transitioning talent in the federal workforce

Course Additional Features

- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

DAY ONE	
MORNING	Module 1: Supervisory Responsibilities in Collaboration with HR
LUNCH	

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AFTERNOON	Module 2: Applying HR Laws and Regulations
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DAY TWO	
MORNING	Module 3: Attracting, Acquiring, and Onboarding Talent
LUNCH	
AFTERNOON	Module 4: Developing, Retaining, and Transitioning Talent

Learning Methods

Individual, small-group, and large-group exercises; lecture, discussion, action planning

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Personal Development
- Level: Intermediate
- CPEs: 16

Professional Development Units (PDUs)

- Credits: 14

Continuous Learning Points (CLPs)

- Credits: 16

Management Concepts Certificate Program Relationship

This is a core course in the following program(s):

- [Supervision Certificate Program](#)

This is an elective course in the following program(s):

- [Business Analysis and Requirements Management Master Track](#)
- [Project Management Master Track](#)
- [FFMCP Financial Management Master Track](#)
- [Agile in Government Master Track](#)

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- [FFMCP Accounting Master Track](#)
- [FFMCP Auditing Master Track](#)
- [FFMCP Budgeting Master Track](#)
- [Program Management Certificate Program](#)

Prerequisites

There are no prerequisites for this course.

Suggested

None.

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Follow-On Resources

- [Leadership Skills and Techniques](#)
- [Supporting Professional Growth in Organizations](#)

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Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/4708>



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