

Employee Relations

Course Number: 4917

Length: 2 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Promote positive federal employer–employee relations that will help support your agency's mission, boost morale, and create a better and more productive work environment. Learn the essentials needed to manage employee performance, implement disciplinary actions, inform employees of federal employment program options, and help employees with problems or complaints.

Intended Audience

This course is designed for federal HR practitioners, managers, and other professionals who are seeking an overview of critical employee relations concepts within the federal government.

Course Learning Objectives

- Apply principles, laws, and regulations for effective employee relations that support the federal agency mission
- Promote positive employee performance culture by implementing quality performance standards, evaluating performance, and responding to both good and poor performance appropriately
- Respond to employee misconduct, implement disciplinary actions, and process employee grievances to maintain a productive and fair working environment
- Support the agency mission by representing the agency in third-party actions and executing good employee relations principles throughout an extended employee concern situation

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: Employee Relations Principles and Guidelines

Employee Relations

	Module 2: Employee Performance
LUNCH	
AFTERNOON	Module 2: Employee Performance, continued

DAY TWO	
MORNING	Module 3: Employee Conduct and Grievances
LUNCH	
AFTERNOON	Module 3: Employee Conduct and Grievances, continued
	Module 4: Resolving and Implementing Employee Relations

Learning Methods

Individual, small-group, and large-group practical exercises; self-assessments, case studies, role plays, discussions, and application-planning

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Personnel/Human Resources
- Level: Basic
- CPEs: 16

Professional Development Units (PDUs)

- Credits: 14

Continuous Learning Points (CLPs)

- Credits: 16

Management Concepts Certificate Program Relationship

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

Employee Relations

- [Human Resources Certificate Program](#)

Prerequisites

Suggested

- [HR Boot Camp](#)

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

- [Supporting Professional Growth in Organizations](#)

Employee Relations

Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/4917>



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