

# Getting Efficient: Optimizing HR Operations

**Course Number:** 4919

**Length:** 1 Day

**Primary Delivery Method:** Instructor-led live classroom

**Alternative Delivery Methods:**

## Course Description

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Increase HR operational efficiencies and performance through streamlining operations and optimizing processes on both a department and individual level. In this course, you will gain in-depth knowledge on benchmarking, service level agreements, and ways to evaluate and reward performance.

## Intended Audience

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This course is designed for Federal HR professionals, managers, or other leaders seeking to optimize HR operations in their organization.

## Course Learning Objectives

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- Discuss trends in the HR domain that influence effectiveness, efficiency, and performance
- Apply a four-step model to optimize HR operations
- Describe the hierarchy through which policies, procedures, and guidelines flow from creation to action
- Review mission-critical policies, procedures, and guidelines
- Apply various methods to evaluate an HR functional unit and individual HR employees
- Describe how service level agreements and bench-marking enhance the working relationship between the HR functional unit and other agency units
- Describe how individual development plans and performance improvement plans enhance the performance of individual HR employees
- Discuss the monitoring of agency-wide and individual optimization actions
- List methods for rewarding improved performance

## Course Additional Features

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- 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

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**DAY ONE**

# Getting Efficient: Optimizing HR Operations

MORNING	Efficiencies, Effectiveness, and Performance
	Policies, Procedures, and Guidelines
	Evaluating Your HR Functional Unit
LUNCH	
AFTERNOON	Evaluating Your HR Functional Unit (continued)
	Taking Action
	Monitoring and Rewarding

## Learning Methods

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Facilitator presentations, facilitated discussions, individual and small-group exercises, role-play activities, and case study activity

## Credits

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### National Association of State Boards of Accountancy (NASBA)

- Field of Study: Personnel/Human Resources
- Level: Intermediate
- CPEs: 8

### Professional Development Units (PDUs)

- Credits: 7

### Continuous Learning Points (CLPs)

- Credits: 8

## Management Concepts Certificate Program Relationship

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

- [Human Resources Certificate Program](#)

## Prerequisites

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# Getting Efficient: Optimizing HR Operations

## Suggested

- [HR Boot Camp](#)

## Pework

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There is no prework required for this course.

## Requirements for Successful Completion

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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

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- [HR Analytics](#)

# Getting Efficient: Optimizing HR Operations

## Ready to Enroll?



See the most recent course information and scheduled classes at this link:  
<https://www.managementconcepts.com/course/id/4919>



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