

Introduction to Federal Human Resources (HR)

Course Number: 4931

Length: 2 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Build a comprehensive foundation to navigate the unique dynamics of human resources (HR) within the federal government. HR professionals are responsible for understanding the finer details of HR within the federal government and the laws and practices governing this landscape. Whether you're an aspiring HR practitioner, a new hire, or someone transitioning into the federal HR field, this course equips you with essential knowledge and skills to navigate the federal HR landscape.

Intended Audience

New federal HR specialist, generalists, or assistants, federal employees transitioning to HR roles, and anyone interested within the federal government who wants to equip themselves with the foundational knowledge to navigate the complexities of federal HR.

Client-Provided Facility Requirements

- Internet required for instructor computer

Course Learning Objectives

- Examine the federal human resources (HR) landscape
- Define the legal framework that guides the federal HR foundation
- Describe the various pay systems within the federal government
- Summarize the hiring process and practices within the federal government
- Build awareness of trending HR topics that impact the federal government

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

Introduction to Federal Human Resources (HR)

MORNING	Module 1: Overview of the Federal Human Resources (HR) Landscape
LUNCH	
AFTERNOON	Module 2: Legal Framework

DAY TWO	
MORNING	Module 3: Federal Pay Systems
	Module 4: Hiring Process and Practices in the Federal Government
LUNCH	
AFTERNOON	Module 4: Hiring Process and Practices in the Federal Government, continued
	Module 5: Trending Topics

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

Introduction to Federal Human Resources (HR)

- [Human Resources Certificate Program](#)

Prerequisites

There are no prerequisites for this course.

Pework

There is no pework 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

- [4932 Federal Human Resources \(HR\) Functions](#)
- [4922 Exceptional Customer Service in HR](#)

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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/4931>



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