

Federal Human Resources (HR) Functions

Course Number: 4932

Length: 3 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Build your understanding of the integrated nature of federal human resources (HR) functions and their role in the strategic management of the government's workforce. This course emphasizes the importance of a comprehensive perspective within federal government HR, recognizing the substantial influence HR decisions have on public administration. You will explore how collaborative efforts in the areas of compensation and benefits, talent acquisition, talent development, employee performance, employee relations/employee accountability, and labor relations contribute to the operational excellence and service delivery in the federal government.

Intended Audience

New federal HR specialists/assistants, federal employees transitioning to HR roles, supervisors and managers, contractors and consultants, and those within the federal government who want 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

- Articulate the impact of the compensation and benefits function within federal human resources (HR) as an employer of choice
- Illustrate the impact of the talent acquisition function in effectively recruiting and retaining top talent within the federal workforce
- Evaluate the purpose of the talent development function in supporting a skilled and capable federal workforce
- Interpret the importance of managing and supporting the employee performance function in the federal government
- Describe the role and responsibilities of HR in managing the employee relations/employee accountability function in the federal government
- Explain the importance of having an effective labor relations function within the federal government

Course Additional Features

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

Federal Human Resources (HR) Functions

- 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: Compensation and Benefits
LUNCH	
AFTERNOON	Module 2: Talent Acquisition

DAY TWO	
MORNING	Module 3: Talent Development
LUNCH	
AFTERNOON	Module 4: Employee Performance

DAY THREE	
MORNING	Module 5: Employee Relations/Employee Accountability
LUNCH	
AFTERNOON	Module 6: Labor Relations

Learning Methods

Individual and small-group exercises, lecture, discussion, and polls

Credits

National Association of State Boards of Accountancy (NASBA)

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

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- CPEs: 24

Professional Development Units (PDUs)

- Credits: 21

Continuous Learning Points (CLPs)

- Credits: 24

Management Concepts Certificate Program Relationship

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

- [Human Resources Certificate Program](#)

Prerequisites

Mandatory

- None

Suggested

- [Introduction to Federal Human Resources \(HR\)](#)

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

- [Position Classification](#)
- [Position Management](#)
- [Employee Relations](#)
- [Federal Talent Acquisition](#)
- [Exceptional Customer Service in Federal HR](#)
- [Federal Employee Benefits](#)
- [Job Analysis and Hiring Assessment](#)

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<https://www.managementconcepts.com/course/id/4932>



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