

Workforce Reshaping for Federal HR

Course Number: 4980

Length: 1/2 Day

Primary Delivery Method: Instructor-led online (synchronous)

Alternative Delivery Methods: Instructor-led live classroom

Course Description

As federal agencies navigate workforce reshaping—whether through a reduction in force (RIF), outsourcing, or shared services—HR professionals play a critical role in advising senior leaders on compliance, workforce planning, and change management strategies. This interactive webinar equips federal HR professionals with key insights into RIF policies, employee transition strategies, and best practices for managing change in workforce restructuring efforts so they can effectively support and guide leadership through complex workforce decisions.

Intended Audience

HR Practitioners who are responsible for advising and supporting senior leaders on workforce reshaping including actions related to reductions in force, outsourcing and shared services.

Client-Provided Facility Requirements

- Internet required for instructor computer

Course Learning Objectives

- Identify the main components of federal workforce reshaping
- Apply change management principles to workforce restructuring efforts, ensuring senior leaders communicate restructuring decisions effectively, maintain transparency, and support employee engagement throughout the transition process
- Assess the agency's readiness for workforce restructuring by evaluating workforce data, analyzing retention and position management considerations, and applying decision-making checklists to support leadership in planning an efficient and legally sound transformation process
- Interpret key OPM regulations and policies governing workforce restructuring, including Reductions in Force (RIFs), competitive areas, retention factors, and employee placement rights, to advise senior leaders on compliant reshaping strategies
- Evaluate alternative workforce restructuring options, such as reassignments, voluntary early retirement (VERA), voluntary separation incentives (VSIP), and shared services, to help senior leaders explore cost-effective and minimally disruptive solutions before implementing a RIF
- Develop HR advisory strategies for guiding senior leaders through the complexities of workforce reshaping, including risk mitigation, employee transition programs (CTAP & ICTAP), and voluntary separation incentives

Course Additional Features

- Producer Support

Workforce Reshaping for Federal HR

- 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	
	Lesson 1: Introduction to Federal Workforce Reshaping
	Lesson 2: Change Management Principles
	Lesson 3: Assessing Organization Readiness for Reshaping Efforts
	Lesson 4: Regulations and Policies Governing Workforce Reshaping
	Lesson 5: Tools and Factors for Workforce Shaping Opportunities
	Lesson 6: Strategies for Advising Senior Leadership

Learning Methods

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

Credits

Professional Development Units (PDUs)

- Credits: 3

Continuous Learning Points (CLPs)

- Credits: 4

Prerequisites

There are no prerequisites for this course.

Suggested

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

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Prework

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

- [Federal Workforce Planning](#)

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Ready to Enroll?



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<https://www.managementconcepts.com/course/id/4980>



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