

# Frequently Asked Questions

**Course Title:** HR Essentials for Government Supervisors

**Course #:** 4708

**Duration:** 2 Days

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

**Alternative Delivery Methods:** Instructor-led online (synchronous)

## 1. What business or organizational need does this course address?

Gain an overarching understanding of the policies, procedures, and accountabilities that apply to government supervisors. You will learn legal guidelines and best practices to effectively collaborate with HR representatives throughout talent management. You will have opportunities to apply key skills via practical exercises. These skills include attracting, acquiring, onboarding, developing, training, and retraining talent; and the proper way to address employee and labor relations considerations.

## 2. Who should attend?

This course is designed for new supervisors in the federal government. Experienced supervisors looking to refresh their responsibilities from an HR perspective can also benefit.

## 3. What will I learn how to do in this course?

- Analyze essential HR-related supervisory responsibilities and functions to support the federal workforce
- Discuss key federal employee and labor relations laws and regulations that impact supervisory responsibilities
- Analyze supervisory roles and responsibilities in attracting, acquiring, and onboarding federal talent
- Assess concepts and strategies to developing, retaining, and transitioning talent in the federal workforce

## 4. What kinds of activities are included in this course?

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

## 5. Are there prerequisites for this course?

There are no prerequisites for this course.

Suggested:

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None.

## 6. Do I have to complete any prework for the course?

There is no prework required for this course.

## 7. Is this course applicable toward a professional certification?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

## 8. Does this course count for credit toward a Management Concepts Certificate Program?

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

- [Supervision Certificate Program](#)

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

- [Business Analysis and Requirements Management Master Track](#)
- [Project Management Master Track](#)
- [FFMCP Financial Management Master Track](#)
- [Agile in Government Master Track](#)
- [FFMCP Accounting Master Track](#)
- [FFMCP Auditing Master Track](#)
- [FFMCP Budgeting Master Track](#)
- [Program Management Certificate Program](#)

## 9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 16

NASBA Field of Study: Personal Development

NASBA Level: Intermediate

CEUs: 1.3

PDU: 14

CLPs: 16

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## 10. What course(s) do you recommend after I complete this course?

- [Leadership Skills and Techniques](#)
- [Supporting Professional Growth in Organizations](#)

## 11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).