

# Frequently Asked Questions

**Course Title:** Employee Relations

**Course #:** 4917

**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?

Promote positive federal employer–employee relations that will help support your agency's mission, boost morale, and create a better and more productive work environment. Learn the essentials needed to manage employee performance, implement disciplinary actions, inform employees of federal employment program options, and help employees with problems or complaints.

## 2. Who should attend?

This course is designed for federal HR practitioners, managers, and other professionals who are seeking an overview of critical employee relations concepts within the federal government.

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

- Apply principles, laws, and regulations for effective employee relations that support the federal agency mission
- Promote positive employee performance culture by implementing quality performance standards, evaluating performance, and responding to both good and poor performance appropriately
- Respond to employee misconduct, implement disciplinary actions, and process employee grievances to maintain a productive and fair working environment
- Support the agency mission by representing the agency in third-party actions and executing good employee relations principles throughout an extended employee concern situation

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

Individual, small-group, and large-group practical exercises; self-assessments, case studies, role plays, discussions, and application-planning

## 5. Are there prerequisites for this course?

Suggested:

# Frequently Asked Questions

- [HR Boot Camp](#)

## 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 an elective course in the following program(s):

- [Human Resources 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: Personnel/Human Resources

NASBA Level: Basic

CEUs: 1.3

PDU: 14

CLPs: 16

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

- [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](#).