

Frequently Asked Questions

Course Title: Introduction to Federal Human Resources (HR)

Course #: 4931

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?

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.

2. Who should attend?

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.

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

- 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

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.

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

Frequently Asked Questions

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):

- [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?

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

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](#).