

Frequently Asked Questions

Course Title: Federal Human Resources (HR) Functions

Course #: 4932

Duration: 3 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 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.

2. Who should attend?

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.

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

- 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

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

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

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5. Are there prerequisites for this course?

Mandatory:

- None

Suggested:

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

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):

- [Human Resources Certificate Program](#)

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

The following credits are available for this course:

NASBA CPEs: 24

NASBA Field of Study: Personnel/Human Resources

NASBA Level: Basic

CEUs: 1.9

PDU: 21

CLPs: 24

Frequently Asked Questions

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

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

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](#).