

Frequently Asked Questions

Course Title: Workforce Reshaping for Federal HR

Course #: 4980

Duration: 1/2 Day

Delivery Method: Instructor-led online (synchronous)

Alternative Delivery Methods: Instructor-led live classroom

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

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.

2. Who should attend?

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.

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

- 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

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

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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:

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

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?

No, this course is not applicable toward a Management Concepts Certificate Program. However, many Management Concepts courses do count for credit toward a Management Concepts Certificate Program. Click [here](#) to see a full list of Management Concepts Certificate Programs.

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

The following credits are available for this course:

NASBA Level: Basic

CEUs: 0.3

PDU: 3

CLPs: 4

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

Frequently Asked Questions

- [Federal Workforce Planning](#)

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](#).