COURSE SYLLABUS

Certified Federal HR Business Partner (cFHRBP) Level III Certificate Program (Self-Paced)

Elevate your strategic HR capabilities and serve as a high-value advisor to agency leadership by aligning workforce initiatives with mission objectives.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/certificates/certified-federal-hr-business-partner-cfhrbp-level-iii-certificate-program-self-paced



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Course Outline

This package includes these courses

- Internal Consulting Skills for Federal HR Professionals Course (Self-Paced) (18 Hours)
- Federal Position Management Course (Self-Paced) (12 Hours)
- Federal Workforce Analysis and Planning Course (Self-Paced) (12 Hours)
- Strategic Human Capital Management Course (Self-Paced) (12 Hours)
- Behavioral Job Interviewing: Hire the Best Course (Self-Paced) (6 Hours)
- Clear Expression through Critical Thought Course (Self-Paced) (16 Hours)

Attend the AI Governance and Compliance for Federal HR class for free as part of this certificate. Choose your date after you register for the program.

AI Governance and Compliance for Federal HR Course (Self-Paced)

Internal Consulting Skills for Federal HR Professionals Course (Self-Paced)

Learn how to transition from an HR practitioner to an internal consultant by mastering key consulting techniques. This course focuses on building partnerships, addressing client resistance, and offering tailored HR solutions through case studies and practical exercises.

- Define the roles and skills for federal HR professionals performing as internal consultants
- Discuss the changing roles of federal HR professionals by focusing on building partnerships with management
- Describe and define consulting skills as applied to federal HR positions
- Explain the most effective methods of data collection
- Describe the principles of planning, conducting, and evaluating feedback meetings with clients
- Explain the causes of client resistance and how to deal effectively with resistance

- Identify implementation strategies
- Explain evaluation strategies
- Apply consulting skills using federal HR case studies, exercises, and examples to your own job

Federal Position Management Course (Self-Paced)

Gain a comprehensive understanding of federal position management and its role in supporting high-performing organizations. This course focuses on identifying and resolving position management issues, improving workforce efficiency, and aligning positions with organizational goals.

- Understanding the role and history of position management in federal agencies.
- Analyzing the impact of organizational mission and structure on position design.
- Identifying and resolving common position management problems, such as fragmentation and job dilution.
- Using job analysis and classification tools to address workforce inconsistencies.
- Evaluating position structures and defining position purposes.
- Exploring agency roles, responsibilities, and delegations of authority in position management.
- Addressing competitive outsourcing and conducting A-76 studies.

Federal Workforce Analysis and Planning Course (Self-Paced)

Build and implement a mission-aligned workforce plan by analyzing workforce data, identifying skills gaps, and developing strategies to recruit, retain, and deploy talent effectively.

- Explain the importance of workforce analysis and planning in the strategic management of human capital
- Describe how data and planning models are used in the workforce planning process
- Evaluate how agency strategic plans affect workforce planning
- Analyze and interpret workforce data using supply and demand analysis methods
- Develop strategies to address skills gaps
- Define actions needed to successfully implement workforce action plans
- Evaluate whether workforce plans are achieving results and determine whether revisions are needed

Strategic Human Capital Management Course (Self-Paced)

Explore the principles of strategic human capital management, focusing on aligning HR goals with agency missions and performance metrics. This course provides tools to manage talent, foster a performance culture, and drive continuous improvement.

- Understanding strategic human capital management and its importance.
- Using human capital data to inform decision-making.
- Aligning recruitment strategies with organizational goals.
- Linking performance expectations to improve productivity and effectiveness.
- Implementing strategies for leadership continuity and a learning environment.

Behavioral Job Interviewing: Hire the Best Course (Self-Paced)

This course provides practical guidance on how to plan, conduct, and evaluate behavior-based structured interviews to support fair, job-related, and effective hiring decisions. Participants learn how to develop behavioral interview questions, create scoring

mechanisms, and assess candidates more objectively using structured interview techniques.

- Identify the purpose of employment interviews and their role in the hiring and selection process.
- Explain how behavior-based structured interviews improve consistency and fairness in candidate evaluation.
- Develop job-related behavioral interview questions aligned with position competencies and requirements.
- Apply job analysis concepts to identify the knowledge, skills, abilities, and competencies assessed during interviews.
- Create interview scoring mechanisms using rating scales and behavioral anchors.
- Conduct structured interviews using standardized questions and effective note-taking practices.
- Evaluate candidate responses using established rating criteria to support objective hiring decisions.
- Recognize common rating errors, bias risks, and inappropriate interview topics that can undermine interview effectiveness.

Clear Expression through Critical Thought Course (Self-Paced)

- Apply the seven traits of effective writing and the writing process to strengthen written communication.
- Examine the fundamentals of critical thinking and how they support clear decision-making.
- Use critical thinking strategies in writing to better address audience needs and expectations.
- Recognize where logic can strengthen clarity, organization, and credibility in written work.
- Use logical reasoning to develop persuasive, well-supported arguments.
- Analyze problems critically to better understand challenges and possible responses.
- Create effective solutions by using a structured problem-solving process.