COURSE SYLLABUS

Federal Employee Development Course (Self-Paced)

Gain essential knowledge and tools to align HR development with agency strategy. Learn to design training, assess performance, and support career growth in the federal workforce.

> 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/courses/federal-employee-development-course-self-paced



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Course Outline

Module 1: HRD in the Federal Government

- Understand the Human Resource Development (HRD) environment in federal agencies.
- Explore the Human Capital Framework and competency models.
- Examine strategic alignment of HRD with agency mission and goals.
- Identify the evolving roles of HR professionals.

Module 2: Performance Improvement and HRD

- Define characteristics of a learning organization.
- Understand how learning contributes to measurable performance.
- Use needs assessments to diagnose performance gaps.
- Apply tools and checklists to identify business, performance, and training needs.
- Evaluate training effectiveness using the Kirkpatrick model.

Module 3: Designing Training for Results

- Apply the ADDIE instructional design model (Analyze, Design, Develop, Implement, Evaluate).
- Design and evaluate training programs for federal employees.
- Explore traditional, e-learning, and blended training formats.
- Understand procurement processes and managing contractor-delivered training.
- Develop statements of work and apply ethics guidelines for contractor relationships.

Module 4: Training Policy

- Interpret legal and regulatory guidelines on federal employee training.
- Apply OPM training policies to real workplace scenarios.
- Identify responsibilities and limits in planning and funding training initiatives.
- Navigate compensation, ethics, and cost-recovery rules related to training.

Module 5: Career Management

- Identify key components of effective career development in the federal workforce.
- Create and support Individual Development Plans (IDPs).
- Practice coaching and mentoring techniques.
- Promote self-assessment and reflection for continuous professional growth.
- Apply Drucker's self-management framework to guide professional growth.