COURSE SYLLABUS

Federal HR Compliance and Risk Awareness for Supervisors and Managers Course (Self-Paced)

This course introduces federal supervisors and managers to the legal framework governing human resources decisions, with a focus on compliance, risk awareness, and supervisory responsibilities. Participants learn how to prevent common violations and recognize when to engage HR, EEO, or Labor Relations before issues escalate.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/federal-hr-compliance-and-risk-awareness-for-supervisors-and-managers-course-self-paced

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Course Outline

Module 1: Federal Supervisors and Human Resources Management

- Explains the role of supervisors and managers in federal human resources management and their shared responsibilities with HR and agency leadership.
- Distinguishes between acquiring employees (recruitment, hiring, onboarding) and retaining employees (performance management, conduct, and engagement).
- Identifies common compliance risks and the consequences of improper HR actions, including grievances, appeals, and litigation.

Module 2: Framework for Federal Human Resources Compliance

- Introduces the Merit System Principles (MSPs) and how they guide fair and lawful personnel decisions.
- Explains Prohibited Personnel Practices (PPPs) and how supervisors can avoid violations.
- Reviews the legal foundations of federal HR management, including Title 5, the Code of Federal Regulations, and Executive Orders.
- Identifies the roles of key oversight agencies such as OPM, MSPB, EEOC, and FLRA.
- Uses case studies to help supervisors recognize compliance risks and decision points requiring HR consultation.

Module 3: Equal Employment Opportunity (EEO) Responsibilities for Supervisors

- Defines protected classes and prohibited forms of discrimination under federal EEO law.
- Distinguishes between disparate treatment and disparate impact.
- Explains harassment, hostile work environment standards, and supervisory responsibilities for prevention and response.
- Covers reasonable accommodation obligations related to disability and religious practices.
- Outlines the informal and formal EEO complaint processes and the supervisor's role in each.

Module 4: Labor-Management Relations and Supervisory Obligations

- Introduces bargaining unit concepts and the rights of management, employees, and unions.
- Explains impact and implementation (I&I) bargaining and when it is required.
- Identifies formal discussions and Weingarten meetings and the supervisor's responsibilities during each.
- Defines unfair labor practices (ULPs) and common supervisory actions that trigger violations.
- Provides practical guidance for avoiding common labor-relations mistakes.

Module 5: Risk Awareness and When to Seek Expert Guidance

- Identifies high-risk HR situations that require early consultation with HR, EEO, or Labor Relations.
- Reinforces the importance of documentation, consistency, and procedural compliance.
- Helps supervisors recognize when to pause action to prevent escalation, liability, or compliance violations.