COURSE SYLLABUS

Federal HR Execution and Decision-Making for Supervisors and Managers Course (Self-Paced)

This intermediate course prepares federal supervisors and managers to execute staffing, performance, and conduct actions confidently while minimizing legal, procedural, and workforce risk.

> 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-hr-execution-and-decision-making-for-supervisors-and-managers-course-self-paced



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Course Outline

Module 1: Organizing, Describing, and Classifying Positions

- Explain core position management principles and their impact on workforce structure.
- Develop and update accurate position descriptions.
- Distinguish supervisor responsibilities from HR responsibilities in classification.
- Identify common classification risks and challenges.

Module 2.1: Filling Vacancies (Part 1)

- Explain merit promotion principles.
- Identify appropriate recruitment strategies and hiring authorities.
- Understand area of consideration and eligibility requirements.
- Recognize the basics of veterans' preference.

Module 2.2: Filling Vacancies (Part 2)

- Apply sound selection processes and documentation practices.
- Use interviews and assessment tools appropriately.
- Avoid prohibited hiring practices.

Module 3: Performance Management

- Develop performance plans and critical elements.
- Establish clear performance expectations.
- Monitor and document employee performance.
- Provide effective feedback and recognition.

Module 4: Managing Performance Problems

- Differentiate between performance and conduct issues.
- Apply counseling and assistance strategies.
- Understand the purpose and structure of Performance Improvement Plans (PIPs).

Module 5: Handling Conduct Problems

- Distinguish misconduct from unacceptable performance.
- Apply principles of progressive discipline.
- Understand and apply the Douglas Factors.
- Recognize due process requirements.

Module 6: Other HR Issues

- Manage leave, schedules, and workplace flexibility.
- Address workplace conflict and employee relations issues.
- Identify emerging HR challenges.