

# Federal HR Execution and Decision-Making for Supervisors and Managers Course

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 in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://www.graduateschool.edu/courses/federal-hr-execution-and-decision-making-for-supervisors-and-managers-course>



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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.