COURSE SYLLABUS

Federal Position Management Course

Learn to use position management tools and techniques to optimize organizational performance and address common workforce challenges.

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-position-management



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Course Outline

Module 1: Defining Position Management

- Define position management.
- Understand the legal basis for position management.

Module 2: Position Management Basics

- Discuss the impact of the organization's mission on position design.
- Identify the various types of organizational structures and their effect on position design.
- Describe the numerous factors that must be balanced in the position design process.
- Apply the common patterns of assigning duties to positions.

Module 3: Effective Position Management Planning

- Define identified position management problems.
- Recognize the symptoms of problems with work organization and management.
- Describe the concepts used when defining the purpose of a position.
- Identify key position management considerations in the planning process.

Module 4: Position Management Tools

- Describe the staffing and classification tools available for better position design.
- Select the appropriate tool to solve a position management problem.

Module 5: General Principles and Best Practices

- Define key position management principles.
- Discuss how position management affects organizational design.
- Identify key position management practices relative to designing an organization.

Module 6: Final Exercise

Apply lessons learned to reorganize a federal division by identifying position management problems, selecting appropriate tools, and developing a reorganization plan.