COURSE SYLLABUS

Federal Supervisor Training for DoD Employees Course

Effective supervision is an integral component of a successful workplace. In this course, you will learn strategies for supervising others, including hiring appropriate talent, employing individuals with disabilities, and your role in coaching and mentoring employees.

> 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-supervisor-training-for-dod-employees



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Course Outline

Module 1: Transition Into Supervision

- Describe the change in role and responsibilities as one becomes a supervisor.
- Analyze relationships with former peers and how those change.
- Develop new success behaviors.
- Identify new supervisor challenges and how to address them.

Module 2: Hiring Talent

- Investigate Navy policy on hiring.
- Describe the supervisor's role and responsibility for hiring new talent.
- Discuss the skills that supervisors need in the hiring process.
- Apply the requirements of OPM's Merit Hiring Plan, including skills-based assessments and structured interviews.
- Explain the supervisor's responsibility to evaluate and certify new employees before the end of the probationary or trial period (Executive Order 14284).
- Analyze best practices in hiring new talent.

Module 3: Employment of Individuals with Disabilities

- Investigate Navy policy on hiring individuals with disabilities.
- Describe the supervisor's role and responsibility in applying federal laws and policies for hiring individuals with disabilities.
- Describe exceptions to competitive hiring processes for individuals with disabilities through the Schedule A non-competitive process.
- Describe reasonable accommodation for individuals with disabilities during the application, interview, and hiring phases as well as in the workplace.

Module 4: Coaching and Mentoring

- Investigate Navy policies and guidelines on coaching and mentoring.
- Describe the supervisor's role and responsibility in coaching and mentoring others to capitalize on their strengths.

- Identify skills that supervisors need to successfully coach and mentor others.
- Provide constructive feedback to others using a variety of feedback models.

Module 5: Performance Management Phases

- Investigate Navy policies and guidelines on performance management.
- Describe the supervisor's role and responsibility in managing the performance of others.
- Identify skills that supervisors need to successfully manage the job performance of others.
- Analyze the phases of performance management systems.
- Explain current OPM performance appraisal requirements (5 CFR part 430), including limits on the distribution of top rating levels.
- Use a systematic approach for conducting performance reviews.

Module 6: Addressing Poor Performance

- Investigate Navy policy and guidelines on addressing poor job performance.
- Describe the supervisor's role and responsibilities for addressing the poor job performance of others.
- Identify skills that supervisors need to successfully address poor performance.
- Identify the steps in a performance-based action under 5 U.S.C. chapter 43 and distinguish it from an adverse action under chapter 75.
- Create a performance improvement plan (opportunity period) that meets current chapter 43 requirements.

Module 7: Merit System Principles: Basics for Hiring Managers

- Explain the nine merit system principles and the prohibited personnel practices (5 U.S.C. 2301–2302).
- Describe the supervisor's role and responsibilities for implementing the merit system.
- Analyze best practices in using the merit system.
- Describe how OPM's Merit Hiring Plan applies merit system principles to hiring decisions.

Module 8: Recognition Incentives and Awards

- Investigate Navy policy and guidelines on recognition, incentives, and awards.
- Describe the supervisor's role and responsibilities for administering recognition, incentives, and awards.
- Determine how meaningful performance distinctions are measured and linked to awards under current OPM guidance.
- Analyze best practices in giving recognition, incentives, and awards to others.

Module 9: Labor Relations

- Investigate Navy policy and guidelines on labor relations.
- Describe the current scope of collective bargaining for Navy civilian employees, including the effect of Executive Order 14251 and related orders.
- Describe the supervisor's role and responsibilities in labor relations.
- Describe skills in labor relations that supervisors need to be successful.
- Analyze best practices in labor relations.

Module 10: Telework for Supervisors

- Investigate Navy policy and guidelines on telework.
- Describe the supervisor's role and responsibilities in approving, documenting, and monitoring telework.
- Employ strategies to supervise remote workers successfully without sacrificing performance.
- Explain current federal telework policy, including the Telework Enhancement Act of 2010 (P.L. 111-292), the 2025 presidential direction to return to full-time in-person work, and the limited circumstances in which telework may be approved.
- Describe how telework may be considered as a reasonable accommodation under current EEOC and OPM guidance.