COURSE SYLLABUS

Human Resource Management for Supervisors and Managers Course

This course prepares federal supervisors and managers to navigate HR responsibilities confidently, from compliance and risk awareness to executing staffing, performance, and conduct actions in accordance with federal law and policy. Participants gain practical guidance to make defensible decisions and reduce organizational 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/human-resource-management-for-supervisor-and-managers-course



support@graduateschool.edu •
(888) 744-4723

Course Outline

This package includes these courses

- Federal HR Compliance and Risk Awareness for Supervisors and Managers Course (16 Hours)
- Federal HR Execution and Decision-Making for Supervisors and Managers Course (24 Hours)

Federal HR Compliance and Risk Awareness for Supervisors and Managers Course

This course equips federal supervisors and managers with a practical understanding of HR compliance responsibilities and risk areas, helping them make informed, defensible decisions and recognize when to engage HR, EEO, or Labor Relations before issues escalate.

- Explain the federal HR legal framework that governs supervisory decisions, including Merit System Principles and Prohibited Personnel Practices.
- Identify supervisory roles and shared responsibilities with Human Resources, Equal Employment Opportunity, and Labor Relations offices.
- Recognize high-risk HR situations that can lead to grievances, appeals, EEO complaints, or unfair labor practice charges.
- Distinguish between disparate treatment and disparate impact and apply EEO principles to supervisory decision-making.
- Understand supervisory responsibilities related to harassment prevention and reasonable accommodation.
- Explain key labor-management relations concepts, including bargaining unit rights, impact and implementation bargaining, and Weingarten meetings.
- Determine when to pause action and seek expert guidance to prevent compliance violations and reduce agency risk.

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

This certificate recognizes completion of Federal HR Execution & Decision-Making for Supervisors and Managers, an applied

course for federal supervisors and managers involved in staffing, performance, and conduct decisions. The course builds practical skills for executing HR actions while minimizing legal, procedural, and organizational risk.

- Apply position management and classification principles to federal positions
- Distinguish supervisor and HR responsibilities in HR decision-making
- Execute merit-based hiring actions and avoid prohibited practices
- Develop, monitor, and document employee performance effectively
- Address performance problems using appropriate assistance and PIPs
- Apply progressive discipline and Douglas Factors to conduct issues
- Support defensible HR actions through documentation and due process awareness