

# Federal Human Resources Management Course

This course provides an overview of federal human resources management, covering compensation, hiring, employee engagement, and performance management.

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-human-resources-management>



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## Course Outline

### Module 1: Introduction to Federal Human Resources Principles

- Understand the structure and functions of federal human resources management.
- Review key laws, regulations, and policies governing federal employment.
- Identify the roles and responsibilities of HR professionals in the federal sector.

### Module 2: Compensation

- Examine federal pay systems, including General Schedule and alternative pay plans.
- Understand locality pay, special pay rates, and other compensation tools.
- Review overtime, premium pay, and allowances in the federal system.

### Module 3: Hiring

- Learn federal hiring authorities, processes, and requirements.
- Understand recruitment strategies for attracting qualified candidates.
- Review merit system principles and prohibited personnel practices.

### Module 4: Employee Engagement

- Explore strategies to increase employee motivation and satisfaction.
- Understand the role of communication, recognition, and development opportunities.
- Identify tools for measuring and improving engagement in federal workplaces.

### Module 5: Performance Management

- Understand the federal performance appraisal process and rating systems.
- Learn how to set performance standards and provide constructive feedback.
- Address performance deficiencies and implement improvement plans.

### Module 6: Human Resources Relations

- Review labor relations, grievance procedures, and collective bargaining in the federal sector.

- Understand disciplinary and adverse action processes.
- Apply conflict resolution strategies to maintain effective workplace relationships.