Using the Guide to Processing Personnel Actions (Self-Paced)

This course is an overview of the structure and use of the Guide to Processing Personnel Actions by walking through the Guide and related manuals. In this course, you will see what is covered, how information is organized, and how DLTs and other GPPA content are used. Content is enriched with video and other multimedia. Blogs and discussions are designed specifically for students. There is limited instructor assistance.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/using-the-guide-to-processing-personnel-actions

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Course Outline

- **Module 1** Processing Personnel Actions
- **Module 2** Organization of the Guide
- **Module 3** Chapters 1 through 7 of the Guide
- **Module 4** Using the Guide to Process Personnel Actions