



Federal HR Curriculum Overview

The most comprehensive training program for
Federal HR practitioners.



Competency Areas

GSUSA's unmatched library of Federal HR courses exceeds that of our industry competitors and goes above and beyond OPM offerings. Our courses provide interconnected learning paths that help empower your employees to become proficient leaders of a first-class HR workforce.



Recruitment and Placement*



Labor Relations*



EEO



Classification*



Processing



All Federal Employees



Compensation*



Human Resource Development*



Supervisors and Managers



Employee Benefits*



Human Capital/HRBP



Information Systems*



Employee Relations*



Suitability and Security



Performance Management*

Competitive Analysis

Federal HR Training Comparison*

Topic Coverage	GSUSA	OPM's FHRI	Competitor 1	Competitor 2
Classification and Position Management	15	1	4	3
Employee Relations and Conduct	6	0	1	1
Federal Labor Relations	4	0	0	0
Human Resources Processing and Analysis	7	1	4	2
Federal Human Resources Management	5	1	1	2
Equal Employment Opportunity	7	0	1	0
Strategic Human Capital Consulting	4	1	0	2
Human Resources for Supervisors and Managers	9	0	0	2
Compensation	4	0	1	1
Employee Benefits Administration	3	0	0	1
Employee Retirement	5	0	0	1
Employee Development	4	0	0	1
Recruitment, Staffing, and Placement	12	13	4	1
Personnel Suitability and Security	7	0	0	1
Performance Management	2	0	1	0
Total	93	17	17	18

Overcoming The Knowledge Gap

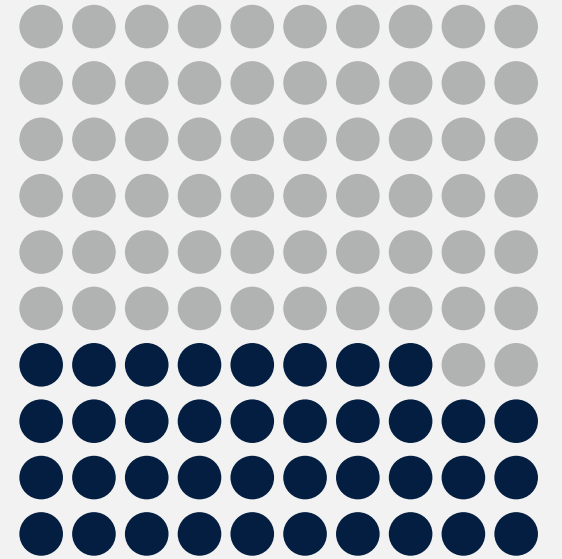
In recent survey, alignment with Role was the top factor influencing training decisions.

Insight: The primary challenge cited is improving **job performance (38%)**, with a significant portion of respondents indicating that **new employees lack role knowledge (60%)**.

This is why we focus on foundational and onboarding training programs

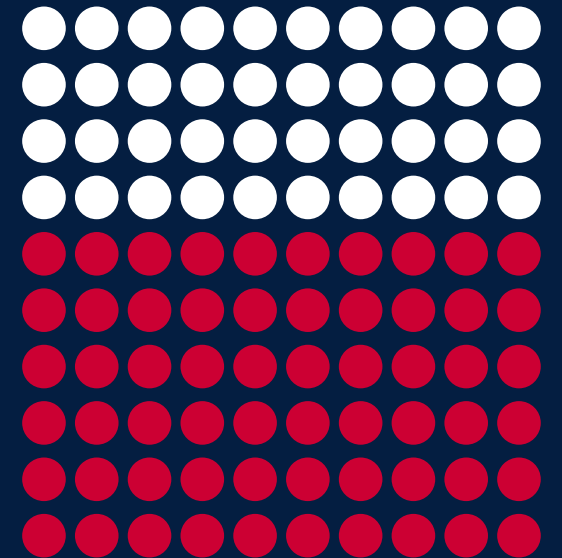
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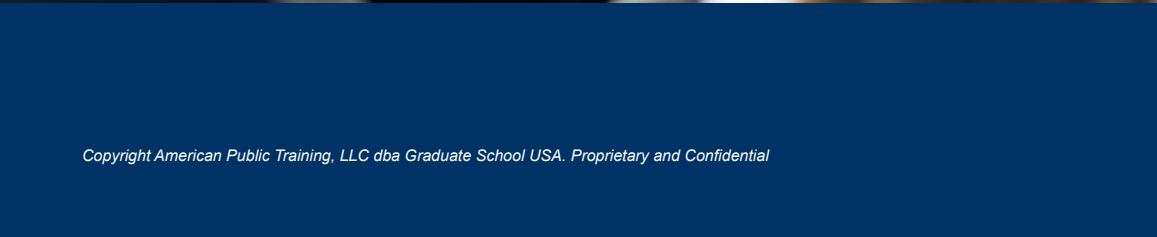
of new employees
lack role
knowledge





What Makes GSUSA Federal HR Training Stand Out?





1 in 4 Federal HR Practitioners
have taken a course at Graduate
School USA.*



Figure 1. The proposed research model.

The Only Federally-Focused HR Certificate

At GSUSA, our HR certificates set the standard for federal workers. Our clients have shared that employee certification is a differentiator in identifying the best candidates for increased responsibility and promotion – because employees with GSUSA certification are ready with critical competencies to accomplish their agency's mission.



Certificates in Federal Human Resources Management

Enhance key HR skills focusing on compliance, workforce planning, and leadership in the federal workplace.



Certificate in Human Resources Processing

Acquire essential knowledge of HR systems and processes vital for federal operations.

GSUSA Case Studies: Replicable Strategies For Impact



Practical Solutions:

GSUSA case studies reveal proven approaches to tackling workforce challenges.



Curated For Federal HR:

Each case study uncovers methods that meet the unique needs of federal HR.



Unmatched Expertise:

Trusted by over 10,000 federal professionals **each year.**

GSUSA courses include case studies that provide learners **with proven strategies and immediately actionable skills** and processes they can replicate right away at your agency.



Real-World HR Solutions In Action

The following case study illustrates how GSUSA equips federal HR professionals with the tools to manage complex workforce challenges effectively. With a robust library of courses, learners gain actionable knowledge in areas like merit systems and prohibited practices.



Tackling Federal HR Challenges Head-On



GSUSA equips federal HR professionals with the skills to close mission-critical gaps, tackle workforce challenges, and efficiently drive new levels of agency impact.



GAO

Target key skill gaps identified by the GAO.



Trainings For Every Need

Designed to develop HR expertise for every challenge and career stage.

From Our Learners



“HR certification is one of the best investments I made for my career. As a certified HR professional, many doors opened for me, and I am valued as an HR Strategic Partner.

— **Adrianna Greene**



“There are 3 levels of certification designed for the busy HR professional to gain an excellent understanding of the role of a Federal HR Manager, Practitioner and HR Business Partner. Each level will provide critical competencies as a technical advisor, consultant, and strategic partner to Federal managers in accomplishing the Agency's mission.

— **Deirdre Pearson**



Comprehensive Federal HR Training to Empower Your HR Practitioners

Federal HR is complex, with over 400 agencies facing ever-evolving regulations. GSUSA delivers the most comprehensive training – with courses that are timely, actionable, and relevant – so your HR workforce can achieve operational excellence and accomplish your mission-critical goals.



FHRM Specialty Areas by Competency and Level

Strategic Pathways for Federal HR Excellence

Competency Matrix

FHRM Specialty Areas by Competency and Level

Competency Area	Foundation	Intermediate	Advanced	Specialty
Recruitment and Placement	STAF7009 Federal Staffing and Placement (C, V) STAF7102 Federal Staffing (OD) STAF7100 Basic Staffing and Placement (OD) STAF7001 Staffing for Support Staff (C, V)	STAF7023 Qualifications Analysis (C, V) STAF7024 Qualifications Analysis (OD) STAF8005 Job Analysis for Federal Hiring (C, V) STAF8007 Adjudicating and Applying Veterans' Preference (C, V) STAF8607 Adjudicating and Applying Veterans' Preference (OD)	STAF8012 Behavioral Job Interviewing (C, V)	STAF7200 Examining for FWS Jobs (C, V) STAF7015 Planning and Conducting a RIF (contract only) STAF7005 Preparing for a RIF (contract only)
Classification	CLAS7003 Position Classification* (C) CLAS7005 Basic Position Classification* (V) CLAS7915 Federal Classification Principles (C, V) CLAS7051 Position Classification: An Introduction (OD) CLAS7052 Federal Classification (OD) CLAS7910 Writing Position Descriptions (L, V) CLAS7911 Writing Position Descriptions (OD) CLAS7004 Classification Refresher (C, V)	CLAS8300 Intermediate Classification* (C, V) CLAS7104 Making Exempt/NonExempt Determinations* (C, V) CLAS7012 Federal Position Management* (C, V) CLAS8200 Federal Wage System Classification* (V)	CLAS9200 Advanced Classification Workshop* (C, V)	CLAS7101 Fair Labor Standards Act (C, V) CLAS7102 Fair Labor Standards Act (OD)

*Aligned to the competencies for select HR specialty areas from the U.S. Office of Personnel Management (OPM), **Bold** indicates part of an HR certificate path, (Classroom = C, Virtual = V, On-Demand = OD)

Competency Matrix

FHRM Specialty Areas by Competency and Level

Competency Area	Foundation	Intermediate	Advanced	Specialty
Compensation		PADM7002 Pay Setting for GS Positions (OD) STAF9002 Pay Setting: General Schedule (C, V) PADM7001 Pay Setting for FWS Positions (OD) STAF9004 Pay Setting: Federal Wage Schedule (C, V)		
Employee Benefits	BENE7104 Federal Employee Benefits (C, V)	BENE8201 CSRS and FERS Retirement and Benefits (C, V) BENE8104 Workers Compensation and Disability Retirement (C, V)		
Employee Relations	LABR7110 Employee Relations (Basic) (C, V) LABR7013 Federal Performance Management (C, V)	LABR8110 Employee Relations (Intermediate) (C, V) LABR7100 Adverse Conduct and Performance-Based Actions (C, V) LABR7120 Writing Conduct and Performance Letters (contract only) PMGT7510 Family and Medical Leave Act for Supervisors and HR Practitioners (C, V)		
Labor Relations	LABR7020 Labor Relations (Basic) (C, V) LABR7051 Basic Labor Relations (OD)	LABR7021 Labor Relations (Intermediate) (C, V)	LABR9001 Negotiating Labor Agreements (C, V)	
Processing	STAF7010 Processing Federal Personnel Actions (C, V) STAF7011 Processing Federal Personnel Actions (Blended Instruction) PROC7004 Using the Guide to Processing Personnel Actions (OD)	STAF8007 Adjudicating and Applying Veterans' Preference (C, V) STAF8607 Adjudicating and Applying Veterans' Preference (OD) BENE7104 Federal Employee Benefits (C, V) STAF7602 Calculating Service Computation Dates (C, V)		
Human Resource Development	CDEV7007 Federal Employee Development (C, V)	ADMB9006 Instructional Design Essentials (C, V) COMM7002 Briefing Techniques	CDEV9001 Instructor Training	

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Human Capital/HRBP	STAF8016 Using and Presenting HR Data for Organizational Decision-making (C, V)	PMGT7015 Strategic Human Capital Management (C, V) CDEV8005 Internal Consulting for Federal HR Professionals (C, V) PMGT7013 Federal Workforce Analysis and Planning (C, V)		
Suitability and Security	STAF8220 Personnel Security and Suitability Adjudication (C, V) STAF8226 Understanding the Personnel Security Program (C, V)	STAF8101 Suitability Adjudication (C, V) STAF8215 Personnel Security Adjudication (C, V) SRTY7224 Security Specialist (C, V) STAF8203 Fundamentals of Conducting a Personnel Security Interview (C, V)	STAF9101 Advanced Suitability Adjudication (C, V) STAF9201 Advanced Personnel Security Adjudication (C, V)	
EEO	EEOP7012 EEO in the Federal Sector (C, V) EEOP7051 EEO: Its Place in the Federal Government (OD) EEOP7030 Sexual Harassment Prevention for Employees (OD) EEOP8101 EEO for Supervisors and Managers (C, V)	EEOP7101 Federal EEO Counseling (contract only) EEOP7002 EEO Counseling (OD)		EEOP8115 Special Emphasis Program Management (C, V) EEOP8110 Roles and Responsibilities of the EEO/Diversity Committee (C, V)

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Competency Area	Foundation	Intermediate	Advanced	Specialty
All Federal Employees	PMGT7011 Federal Human Resource Management (C, V) PERS1731 Federal Human Resource Management (OD) PMGT8007 Federal HRM for Administrative Staff (contract only) BENE8120 Mid-Career Retirement Planning (FERS) (C, V) BENE7102 Pre-Retirement Planning (C, V) BENE7120 Pre-Retirement Planning (CSRS) (C, V) BENE7110 Pre-Retirement Planning (FERS) (C, V) BENE7201 Pre-Retirement Planning for LEO/FF (C, V)	STAF8013 Using Federal HR Flexibilities (contract only)		PMGT7000 Freedom of Information and Privacy Acts (C, V)
Supervisors and Managers	PMGT7102 Federal HRM for Supervisors and Managers (C, V) EEOP7031 Sexual Harassment Prevention for Supervisors (OD) LABR7015 Employee Performance Discussions (contract only) CLAS7910 Writing Position Descriptions (L, V) CLAS7911 Writing Position Descriptions (OD) LABR7020 Labor Relations (Basic) (C, V)	CLAS8102 Classification for Supervisors and Administrative Staff (C, V) LABR7011 Managing Employee Conduct and Performance (C, V) EEOP8101 EEO for Supervisors and Managers (C, V) PMGT7510 Family and Medical Leave Act for Supervisors and HR Practitioners (C, V)		
Information Systems	CYSE7000 CyberSAFE Certification Training (OD)	PMGT8322 Eliciting and Communicating Business Requirements (C, V) PMGT8323 Requirements Analysis, Solution Assessment and Validation (C, V) CYSE8000 CyberSec First Responder® (CFR) Certification Training (OD)		
Performance Management	LABR7110 Employee Relations (Basic) (C, V) LABR7013 Federal Performance Management (C, V)	COMM7000 Constructive Conflict Resolution (OD, V) LABR7100 Adverse Conduct and Performance-Based Actions (C, V) LABR7120 Writing Conduct and Performance Letters (contract only)		

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GSUSA Overview



Career-Building Courses For Federal Professionals

Expert federal training partner

GSUSA offers unmatched solutions for the federal government.

Practical, real-world programs

Our trainings meet ever evolving government workforce needs.



For over

100 YEARS

GSUSA has been
shaping the future of
federal workers.



Specialized for government & DOD

Our team includes accomplished federal experts who “get it”.

Fostering public sector careers

We help your staff master skills to achieve agency goals.

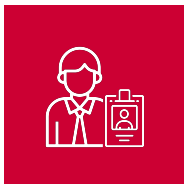
Your trusted training partner, equipping public service professionals with the skills and knowledge to excel in their roles and drive meaningful impact. Our mission is rooted in empowering those who serve to lead, learn, and succeed.



A Heritage of Training the Government



**350+ Courses,
200 Aligned with DOD
Competencies**



**250+ Instructors with
Real-World Experience**



**125+ Departments &
Agencies Served**



GSUSA: Expertise That Moves Government Forward



REAL-WORLD SOLUTIONS:

Directly addressing the day-to-day challenges of federal employees.



LEADERSHIP DEVELOPMENT:

Building the skills needed to excel in today's dynamic public sector.

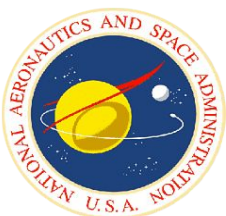


RESULTS YOU CAN MEASURE:

Delivering outcomes that drive efficiency and career growth.

Who we work with

Some of the Federal Departments and Agencies we have served





Curriculum Areas



Federal Human Resources



**Communication and
Professional Skills**



Leadership and Management



Audit / GATI



Financial Management



Emerging Technology



Grants Management



**Acquisition and
Contracting**



**Personal Property
Management**



Data & Analysis



Project Management



Security

Our Instructors

Many are federal professionals who reflect our students' diversity and understand your daily challenges.

Agencies Served

Some of the federal departments and agencies our instructors have served:



Key Highlights:

Deep Experience in Federal Training

Expertise in federal regulations and procedures.

Previous Roles in Federal Agencies

Deep insights from direct experience.

Specialized Federal Knowledge

Background in leadership, compliance, and project management.

Proven Impact

Successful track record in federal training programs.

Flexible Training Solutions Tailored to Your Specific Needs



Multiple modalities to fit student schedules and learning preferences



In-person, virtual, and self-paced sessions allow learners to pick what suits them best



“The instructor did a great job teaching the class and keeping our interest. Bringing in her own experience gave more color to the material as well. She also did a wonderful job of answering questions and creating discussion.”



On The Ground

GSUSA has a state-of-the-art training facility in Washington, DC located next to the L'Enfant Plaza metro stop. Our 60,000 sq. ft. training center with 24 classrooms offers unparalleled access and convenience for in-person training.

Global Reach

Whether in-person, virtual, or on-demand, our flexible training modalities ensure you receive world-class education wherever you are. Expand your skills with our nationwide and online offerings.





Accreditation and Approvals

ACCET accreditation

Graduate School USA's ACCET accreditation ensures continuous quality improvement and educational excellence. Recognized by government agencies and the armed forces, this accreditation opens doors for training contracts, offers Continuing Education Units (CEUs), and demonstrates credibility, rigor, and peer-reviewed standards.

GSA Contract

Being listed under the General Services Administration (GSA) Schedule C874, Graduate School USA is authorized to provide professional training services to federal agencies, emphasizing our commitment to delivering specialized, high-impact training(s).