

**FEDERAL**  
**HR**

Federal Human  
Resources Management



Real-World  
Training  
For Real-World  
Challenges

  
**Graduate School** USA

[graduateschool.edu/hr](http://graduateschool.edu/hr) 888.744.GRAD

# Federal Human Resources

Follow the Leader in Federal  
Human Resources Management Training.

Graduate School USA has been government's training partner since 1921. Today, federal agencies still rely on us to deliver practical training for real-life HR issues, taught by instructors who have been where you are, so they know what you need. Our curriculum provides federal HR practitioners, managers, and supervisors the opportunity to develop essential competencies in both general and specialized subject matter areas.

## Closing the Skills Gap

Human resources has been identified as one of five mission-critical federal occupations with skills gaps. Graduate School USA's regulatory-based human resources curriculum will help you close that gap by providing valuable in-depth learning opportunities for federal HR practitioners, supervisors, managers, and other employees. These courses are designed to provide participants with the expertise and up-to-date information required to ensure the highest quality HR services.

Discover more than 75 basic, intermediate, and specialty courses to develop the full complement of HR skills needed to acquire, maintain, and retain a competent, dynamic, results-oriented federal workforce.



# Certificates

## Federal Human Resources Management

**This three-level program consists of courses that are practical, job-related, and federal-specific, with a focus on the real issues that confront contemporary HR practitioners and managers.**

Courses required for the Level I Certificate cover the conceptual, technical, and procedures foundation needed by the successful HR practitioner. The Level II Certificate courses build on these basics and significantly broaden and expand the student's competencies. Level III courses further develop the analytical and consulting skills that equip the HR practitioner to serve as a valuable advisor to management.

Human Resources Management Certificate programs include both classroom and online courses. Level I may be completed entirely online.

Graduate School USA's classroom courses are enhanced by instructors who know firsthand the issues faced by today's human resources practitioners. Our online courses provide students with another way to satisfy the requirements of the certificate programs. Classroom and online courses can be used interchangeably to meet certificate requirements.



# Curriculum

## Federal Human Resources Management

### General Human Resources Management

Family and Medical Leave for Supervisors and HR Practitioners	PMGT7510
Federal Human Resources Management	PMGT7011D
Federal Human Resources Management (Online)	PERS1731A
Federal Human Resources Management for Administrative Personnel	PMGT8007D
Federal Workforce Analysis and Planning	PMGT7013D
Strategic Human Capital Management	PMGT7015D
Internal Consulting Skills for Federal HR Professionals	CDEV8005D
Freedom of Information and Privacy Acts	PMGT7000D
Using HR Analytics	STAF8016D

### Recruitment and Placement

Federal Staffing and Placement	STAF7009D
Basic Staffing and Placement (Online)	STAF7100A
Federal Staffing (Online)	STAF7102A
Qualifications Analysis	STAF7023D
Job Analysis and Competency Assessment	STAF8001D
Examining for Federal Wage Systems Jobs	STAF7200D
Adjudicating and Applying Veterans' Preference	STAF8007D
Adjudicating and Applying Veterans' Preference (Online)	STAF8607A
Suitability Adjudication	STAF8101D
Advanced Suitability Adjudication	STAF9101D
Using Federal HR Flexibilities	STAF8013D
Interviewing Techniques	STAF8012D
Processing Federal Personnel Actions	STAF7010D
Recruitment Strategies Using Social Media	STAF7516D
Basic Processing Personnel Actions (Online)	PROC7003A
Calculating Service Computation Dates	STAF7602D
Staffing for Support Staff	STAF7001D
Planning and Conducting a RIF	STAF7015D

### Employee Benefits Administration

Federal Employee Benefits	BENE7104D
CSRS and FERS Retirement and Benefits	BENE8201D
Workers Compensation and Disability Retirement	BENE8104D

### Classification and Compensation

Position Classification	CLAS7003D
Position Classification: An Introduction (Online)	CLAS7051A
Federal Classification (Online)	CLAS7052A
Principles of Classification	CLAS7900D
Advanced Position Classification	CLAS9001D
Classification Refresher	CLAS7004D
Federal Position Management	CLAS7012D
Fair Labor Standards Act	CLAS7101D
Fair Labor Standards Act (Online)	CLAS7102A
Pay Setting: Federal Wage System	STAF9003D
Pay Setting : General Schedule (formerly Federal Pay Setting)	STAF9002D
Pay Setting for FWS Positions (Online)	PADM7001A
Pay Setting for GS Positions (Online)	PADM7002A

### Employee and Labor Relations

Basic Employee Relations	LABR7110D
Employee Relations for Practitioners	LABR8110D
Basic Labor Relations (Online)	LABR7051A
Federal Employee Relations	LABR7009D
Basic Labor Relations	LABR7020D
Labor Relations for Practitioners	LABR7021D
Managing Employee Conduct and Performance	LABR7011D
Adverse and Performance-Based Actions	LABR7100D
Federal Performance Management	LABR7013D
Employee Performance Discussions	LABR7015D
Mediating Employee Disputes	PMGT7003D
Writing Conduct and Performance Letters	LABR7120D

### Equal Employment Opportunity

EEO in the Federal Sector	EEOP7012D
EEO – Its Place in the Federal Government (Online)	EEOP7051A
EEO for Supervisors and Managers	EEOP8101D
Federal EEO Counseling	EEOP7101D
Special Emphasis Program Management	EEOP8115D
Roles and Responsibilities of EEO/Diversity Committees	EEOP8110D

## Human Resources for Supervisors and Managers

Federal Human Resources for Supervisors and Managers	PMGT7102D
Position Classification for Supervisors and Administrative Staff	CLAS8102D
Managing Employee Conduct and Performance	LABR7011D
Basic Employee Relations	LABR7110D
Basic Labor Relations	LABR 7020D
EEO for Supervisors and Managers	EEO8101D
Employee Performance Discussions	LABR7015D
Federal Performance Management	LABR7013D
Family and Medical Leave for Supervisors and HR Practitioners	PMGT7510

## Employee Benefits Administration

Federal Employee Benefits	BENE7104D
CSRS and FERS Retirement and Benefits	BENE8201D
Workers Compensation and Disability Retirement	BENE8104D

## Human Resources Development

Federal Employee Development	CDEV7007
Instructional Design Essentials	ADMB9006D
Briefing Techniques	COMM7002D

## Personnel Security

Understanding the Personnel Security Program	STAF8226D
Personnel Security Adjudication	STAF8215D
Advanced Personnel Security Adjudication	STAF9201D
Personnel Security and Suitability Adjudication	STAF8220D
Advanced Personnel Security and Suitability Adjudication	STAF9203D
Fundamentals of Conducting a Personnel Security Interview	STAF8203D

Earn a respected credential in federal human resources management anytime, anywhere with our new online program.

Human Resources Management Certificate Level 1: Courses required for the online Level I certificate cover the conceptual, technical, and procedural knowledge and skills needed by the successful HR practitioner.

Course Title	Course Code	Credits
Federal Human Resources Management	PERS1731A	1.8 CEU
Basic Staffing and Placement	STAF7100A	4.0 CEU
OR		
Federal Staffing	STAF7102A	4.0 CEU
Position Classification: An Introduction	CLAS7051A	4.0 CEU
OR		
Federal Classification	CLAS7052A	4.0 CEU
Basic Labor Relations	LABR7051A	4.0 CEU
EEO – Its Place in the Federal Government	EEO7051A	1.6 CEU
Practical Statistics	STAT7001A	3.2 CEU

# Certificates

## Federal Human Resources Management

### CLASSROOM

### ONLINE

#### Level 1 Certificate

Federal Human Resources Management (PMGT7011D) 1.8 CEU	OR	Federal Human Resources Management (PERS1731A) 1.8 CEU
Federal Staffing and Placement (STAF7009D) 3.0 CEU	OR	Basic Staffing and Placement (STAF7100A) 4.0 CEU OR Federal Staffing (STAF7102A) 4.0 CEU
Position Classification (CLAS7003D) 6.0 CEU OR Principles of Classification (CLAS7900D) 3.0 CEU	OR	Position Classification: An Introduction (CLAS7051A) 4.0 CEU OR Federal Classification (CLAS7052A) 4.0 CEU
Basic Employee Relations (LABR7110D) 2.4 CEU OR Basic Labor Relations (LABR7020D) 2.4 CEU	OR	Basic Labor Relations (LABR7051A) 4.0 CEU
EEO in the Federal Sector (EEO7012D) 1.8 CEU	OR	EEO – Its Place in the Federal Government (EEO7051A) 1.6 CEU
Introduction to Statistics (STAT7100D) 2.4 CEU OR Using HR Analytics (STAF8016) 1.2 CEU	OR	Practical Statistics (STAT7001A) 3.2 CEU

#### Level 2 Certificate (Upon Completion of Level 1)

Federal Employee Benefits (BENE7104D) 3.0 CEU		
Strategic Human Capital Management (PMGT7015D) 1.2 CEU		
OR Federal Workforce Analysis and Planning (PMGT7013D) 1.2 CEU		
Fair Labor Standards Act (CLAS7101D) 1.2 CEU	OR	Fair Labor Standards Act (CLAS7102A) 4.0 CEU
Federal Position Management (CLAS7012D) 1.2 CEU		
Job Analysis and Competency Assessment (STAF8001D) 1.8 CEU		
OR Qualifications Analysis (STAF7023D) 1.8 CEU		
Fed. Employee Development (CDEV7007D) 1.8 CEU		

#### Level 3 Certificate (Upon Completion of Level 2)

Clear Writing through Critical Thinking (WRIT7100D) 1.8 CEU	OR	Thinking Critically, Writing Clearly (WRIT7301A) 3 Credits
Internal Consulting Skills for Federal HR Professionals (CDEV8005D) 1.8 CEU		
Leading Teams and Groups (TDEV8200D) 1.8 CEU	OR	Leading Teams and Groups (TDEV8500A) 1.8 CEU
Federal Performance Management (LABR7013D) 1.8 CEU		
Management Analysis: Overview (PGMT7000D) 2.4 CEU	OR	Project Management (PGMT7015A) 2.4 CEU
Project Management (PGMT7005D) 2.4 CEU		

# HR Practitioners as Business Advisors

The next level of your HR career demands a new level of training. Graduate School USA can help your staff gain the new skills needed to consult with management, make data-driven recommendations, and look at HR through the strategic lens of helping your agency meet its mission goals.

Ensure your staff have these critical competencies by enrolling them in our practical, hands-on courses:

- *Strategic Human Capital Management*
- *Federal Workforce Analysis and Planning*
- *Consulting Skills for Federal HR Professionals*
- *Using HR Analytics*

## On-Site Training: What's in it for Your Organization?

**Understanding your organization's goals and training your staff to achieve them is our number one mission. That's why we can bring our HR courses right to your doorstep.**

### Cost Savings

As your organization's training needs increase, so does the need to minimize the costs associated with it. By bringing Graduate School USA courses to your location, you can eliminate the cost of sending your staff to another site. Choosing on-site training means your organization will:

- Eliminate travel costs such as employee airfare, transportation, per diem, parking, and rental cars.
- Maximize employee training time with no need for travel, overtime, or compensatory pay.
- Save with pricing levels based on number of participants.

### Convenience

- Choose the best time to learn based on your employees' workloads and schedules.
- Benefit from courses scheduled to fit your needs.
- Experience turn-key delivery. You pick the training, time, and place, and we handle the rest.

### Relevance

- Tailor off-the-shelf training and incorporate examples and content specific to your agency.

### Specialized Client Services

- Get assistance with site selection, scheduling, marketing, and more.

### Delivery Format

- Select from a variety of formats, including instructor-led classroom sessions or a variety of distance education options

**Employees are an organization's greatest asset. Having a well-trained workforce helps you advance your mission. With on-site training from Graduate School USA, your success is *our* mission!**



**Graduate School USA**

Real-World Training For Real-World Challenges



Real-World Training For Real-World Challenges

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## Federal Human Resources Management

Solutions from the Leader in Federal HR Training

Human Resources has been identified as one of five mission-critical federal occupations with skills gaps. Graduate School USA's human resources curriculum will help you close that gap by providing valuable in-depth learning opportunities for federal HR practitioners, supervisors, managers, and other employees.

# Visit

# [graduateschool.edu/hr](https://graduateschool.edu/hr) for more information.



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