



OPM Federal HR Institute

For Government by Government

Before today's session, were you aware that FHRI provided professional Staffing development training?

Staffing Curriculum Map

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This Curriculum Map represents core courses. Elective courses may be fulfilled by existing courses that remain in circulation.

Leadership/Management Ability

		Leadership/Management Ability								
Strategic Ability	Leader**	OPM Supervisor Training		OPM Emerging Leaders Training		OPM Senior Leaders Training		OPM Senior Executives Training		
	Strategic	SS310 (B) Strategic Workforce Planning			SS320 (B) Advanced Strategic Staff Acquisition and Recruiting			SS330 (I) Evaluating Staffing Programs		
	Advisor	SS210 (B) Introduction to Guiding Recruitment and Selection Activities			SS220 (B) Guiding Recruitment and Selection Activities – Workshop			SS230 (W) Workforce Planning Basics		SS232 Staffing Specialist Practicum
	Technical	SS212 (B) Engaging Others for Effective Staffing					SS231 (B) Strategic Recruiting			
		SS110 (W) Staffing for Org. Impact		Delegated Examining Certification		SS120 (W) Introduction to Staff Acquisition Activities in the Merit Promotion Process		SS130 (B) Staff Acquisition in the Merit Promotion Process - Workshop		
		SS112 (W) Processing Personnel Actions		(For those Specialists seeking Certification in DE only.)		SS122 (W) Introduction to Selection Activities in the Merit Promotion Process		SS132 (B) Selection in the Merit Promotion Process - Workshop		
		Apprentice (*PL 1 and 2)			Practitioner (PL 3 and 4)			Expert (PL5)		
Foundations		HR002 (W) Introduction to HR Management		HR004 (I) Foundations of Service Excellence for HR Professionals - Staffing		HR006 (I) Effective Writing for HR Professionals - Staffing		SS002 (W) Introduction to Staffing Laws and Regulations		
								SS004 (W) The Federal Hiring Process for Staffing Specialists		
								SS006 (W) Staffing Programs for Special Populations		
		Technical Ability								

*PL = Proficiency Level
(I) = Instructor-Led, (W) = Web-based, (B) = Blended

**This track is beyond the Staffing Specialist Core Curriculum.

SS210 Introduction to Guiding Recruitment and Selection

Activities

Overview: This course introduces Staffing Specialists to skills they will need to oversee others in completing staffing activities, and influencing the direction of those activities. (Target Audience GS 9-12)

Course Length/Course Delivery Method/Cost:

5 hours web-based; 8 hours webinar; \$650

How you will benefit:

You will learn interpersonal skills to establish effective collaborative working relationships, establishing and maintaining high-performing teams, influencing team members, planning team activities, monitoring progress and evaluating outcomes, solving problems.

SS212: Engaging Others for Effective Staffing

Overview: This course shows Staffing Specialists how to apply client engagement techniques when consulting with Hiring Managers and applicants. **(Target Audience GS 9-12)**

Course Length/Course Delivery Method/Cost: 4 Hours, web based & 4.5 Hours, Instructor-led webinar & On-the-Job-Training; \$400

How you will benefit:

You will learn the value of client engagement, Staffing Specialists' roles in implementing client engagement, principles for effective client engagement, and ensuring effective client engagement

SS220 Guiding Recruitment and Selection Activities Workshop

Overview: This course shows how Staffing Specialists can support Hiring Managers in planning and implementing a recruiting strategy (**Target Audience GS 9-12**)

Course Length/Course Delivery Method/Cost: 3.5 day virtual instructor-led with on the job training; \$1,330

How you will benefit:

You will learn interpersonal skills to establish effective collaborative working relationships, establishing and maintaining high-performing teams, influencing team members, planning team activities, monitoring progress and evaluating outcomes, and solving problems.

SS230: Workforce Planning Basics

Overview: This course focuses on how Staffing Specialists do the basics of workforce planning and how it affects staffing and recruiting activities.
(Target Audience GS levels 9-12)

Course Length/Course Delivery Method/Cost: 3.5 hour web-based; \$240

How you will benefit:

You will learn the importance of aligning workforce planning to strategic goals, how workforce planning is used in the Federal workplace, and how it affects staffing activities, workforce reshaping, developing Staffing plans, developing recruiting strategies based on workforce planning

SS231: Strategic Recruiting

Overview: This course focuses on how Staffing Specialists can support Hiring Managers in conducting strategic recruiting activities (**Target Audience is GS 9-12**)

Course Length/Course Delivery Method/Cost: 2 hours web-based & 8 hours webinar instructor-led; \$1040.

How you will Benefit:

You will learn data-driven recruiting strategies, employment branding, candidate engagement, recruitment sourcing, and campus recruitment strategies.

SS232:Staffing Specialist Practicum

Overview: This course is designed for Staffing Specialists meeting certain prerequisites achieved through the Federal HR Institute (FHRI) and/or through work experience. The Practicum serves as a capstone for the development program to this point. The goals of the Practicum are to be accomplished through actual on-the-job work performance that is targeted toward specific knowledge and skill application. **(Target Audience GS 9-12)**

Course Length/Course Delivery Method/Cost: 90-120 day detail with on-the-job work performance; \$ 1,795

How You will Benefit: A participant enrolled in the Practicum will complete the required work at his or her home agency. Both the agency and the participant gain immediate return on investment for the time spent in duties beyond or in addition to the participant's normal daily routine and assignments.

FY21 FHRI Course Schedule

Course	Course Pricing per learner	Q2	Q3	Q4
HR004 (I): Foundations of Service Excellence for HR Professionals -Staffing	\$600.00	Jan 20-21	Mar 2-3	Jul 7-8
HR006 (I): Effective Writing for HR Professionals-Staffing	\$750.00	Jan 12-14	Mar 9-11	Jul 13-15
SS130 (B): Staff Acquisition in the Merit Promotion Process - Workshop	\$1,040.00	Jan 26-29		Jul 20-23
SS132 (B): Selection in the Merit Promotion Process - Workshop	\$1,040.00		Mar 23-25	
SS210 (B): Introduction to Guiding Recruitment and Selection Activities	\$400.00	Feb 9-Mar 23		Aug 3-Sep 13
SS212 (B): Engaging Others for Effective Staffing	\$400.00		Apr 20-Jun 15	
SS220 (B): Guiding Recruitment and Selections Activities Workshop	\$1,040.00	Feb 23-26		Aug 3-6
SS231 (B): Strategic Recruiting	\$1,040.00		May 18-Jun 8	
SS232 (B): Staffing Specialist Practicum	\$1,795.00	TBD		Jul 1-Oct 31
SS310 (B): Strategic Workforce Planning	\$875.00		Jun 8-9	
SS320 (B): Advanced Strategic Staff Acquisition & Recruiting	\$875.00	Mar 16-17		Sep 8-10
SS330 (B): Evaluating Staffing Programs	\$875.00	TBD		TBD
Web-based offerings: Students have up to one month after FYQ to complete				
HR002: Introduction to HR Management	\$225.00	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS002: Introduction to Staffing Laws and Regulations	\$225.00	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS004: The Federal Hiring Process	\$215.00	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS006: Staffing for Special Populations	\$225.00	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS110: Staffing for Organizational Impact	\$215.00	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS112: Processing Personnel Actions	\$325.00	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS120: Introduction to staff Acquisition Activities in the Merit Promotion Process	\$480.00	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS122: Introduction to Selection Activities in the Merit Promotion Process	\$325.00	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS230: Workforce Planning Basics	\$240.00	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
CL002: Basic Classification	\$865.00	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
CL004: Writing Position Descriptions	\$500.00	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31

FHRI Course Attributes

- **Self-paced and accessible**
- ***Create an Agency Cohort Today.*** Teams appreciate learning together as a group. Select a course, learn the material together and create a weekly check-in session. Discuss the materials and how it might impact your agency.
- **SME** federal HR Staffing Specialist instructors

~Developing Visionary HR Professionals to Transform Government~



Question & Answer

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