



How OPM's Federal HR Institute is Improving & Growing Human Resource Capabilities: Foundation Level

Staffing Curriculum Map

OPM's Federal HR Development Journey Map

A comprehensive curriculum for federal HR practitioners through OPM's Federal HR Institute



Core Curriculum		Foundational	Technical	Advisor	Strategic
Proficiency Level	Apprentice	<ul style="list-style-type: none"> > Introduction to HR Management > Foundations of Service Excellence for HR Professionals 	<ul style="list-style-type: none"> > Staffing for Organizational Impact > Processing Personnel Actions > Delegated Examining Certification* 	<ul style="list-style-type: none"> > Introduction to Guiding Recruitment and Selection Activities > Engaging Others for Effective Staffing 	<ul style="list-style-type: none"> > Strategic Workforce Planning
	Practioner	<ul style="list-style-type: none"> > Introduction to Staffing Laws and Regulations > Effective Writing for HR Professionals - Staffing 	<ul style="list-style-type: none"> > Introduction to Staff Acquisition Activities in the Merit Promotion Process > Introduction to Selection Activities in the Merit Promotion Process 	<ul style="list-style-type: none"> > Guiding Recruitment and Selection Activities - Workshop 	<ul style="list-style-type: none"> > Advanced Strategic Staff Acquisition and Recruiting
	Expert	<ul style="list-style-type: none"> > The Federal Hiring Process for Staffing Specialists > Staffing Programs for Special Populations 	<ul style="list-style-type: none"> > Staff Acquisition Activities in the Merit Promotion Process > Selection Activities in the Merit Promotion Process 	<ul style="list-style-type: none"> > Workforce Planning Basics > Strategic Recruiting > Staffing Specialist Practicum 	<ul style="list-style-type: none"> > Evaluating Staffing Programs

*For specialists seeking DE certification



Federal HR Institute
Developing Visionary HR Professionals to Transform Government.
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Intro to HR Management

Learning Outcomes:

- Learn the roles of the Office of Personnel Management, Merit System Protection Board, Equal Employment Opportunity Commission, Chief Human Capital Officers Council, and Human Capital Professionals
- Interrelationships of HR disciplines
- U.S.C. Title 5 & CFR Title 5
- The statutory regulations process
- Veteran's Preference

**This is a 3.5 hour web-based course offered at \$225.00 per student*

Foundations of Service Excellence

Learning outcomes:

- Adopt a service excellence mindset.
- Determine the unique needs of various customers through the hiring process.
- Apply trust-building behaviors to achieve service excellence.
- Apply communication skills to achieve service excellence.
- Apply problem-solving skills to achieve service excellence.
- Integrate trust-building behaviors, communications skills, and problem-solving to achieve service excellence

**This is a virtual instructor-led course offered at \$600.00 per student*

Effective Writing for the HR Professional

Learning Outcomes:

- Explain principles of effective written communication.
- Apply methods of organizing thoughts to plan effective messages.
- Develop a message that is tailored for a particular target audience.
- Develop clear, concise, coherent, and easy-to-read written communication.
- Write a persuasive message.
- Revise written communication to improve clarity, conciseness, completeness, and correctness.

**This is a virtual instructor-led training at \$750.00 per person*

Staffing Laws and Regulations

Learning outcomes:

- Overview of critical hiring laws and regulations
- Learn how the laws and regulations affect Staffing Specialists
- Provide opportunities to apply these laws and regulations to various hiring scenarios.

**This is a 3.5 hour web-based course offered at \$225.00 per student*

The Federal Hiring Process

Learn about the Seven Basic Steps to the Hiring Process:

1. Identify Job and Assessment Tools
2. Recruit and Announce Job
3. Accept and Review Applications
4. Assess Applicants
5. Certify Eligibles
6. Make Job Offer
7. Conduct Onboarding

**This is a 3 hour web-based course offered at \$215.00 per student*

Staffing Programs for Special Populations

Learning Outcomes:

- Describe strategies for targeted Pathways recruitment to reach the best applicants
- Explain the importance of building networks and maintaining long-term relationships to improve talent pools
- Describe how to build a recruitment team and how to overcome potential barriers

**This is a 3.5 hour web-based course offered at \$225.00 per student*

FY21 Course Offering

Course	Course Pricing per learner	Q1	Q2	Q3	Q4
HR004 (I): Foundations of Service Excellence for HR Professionals -Staffing	\$600.00	Nov 3-4	Jan 1-21	Mar 2-3	Jul 7-8
HR006 (I): Effective Writing for HR Professionals-Staffing	\$750.00	Nov 4-6	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	Oct 27-29		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	Nov 1 - Jan 18		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	Dec 1-22		May 18-Jun 8	
SS232 (B): Staffing Specialist Practicum	\$1,795.00		Jan 1 - Apr 30		Jul 1-Oct 31
SS310 (B): Strategic Workforce Planning	\$875.00	Dec 8-9		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	Oct 1-Dec 31	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS002: Introduction to Staffing Laws and Regulations	\$225.00	Oct 1-Dec 31	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS004: The Federal Hiring Process	\$215.00	Oct 1-Dec 31	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS006: Staffing for Special Populations	\$225.00	Oct 1-Dec 31	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS110: Staffing for Organizational Impact	\$215.00	Oct 1-Dec 31	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS112: Processing Personnel Actions	\$325.00	Oct 1-Dec 31	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	Oct 1-Dec 31	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS122: Introduction to Selection Activities in the Merit Promotion Process	\$325.00	Oct 1-Dec 31	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
SS230: Workforce Planning Basics	\$240.00	Oct 1-Dec 31	Jan 1- Apr 30	Apr 1-Jul 31	Jul 1-Oct 31
CL002: Basic Classification	\$865.00	Oct 1-Dec 31	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

- Easy to acquire with federal funding-no contracting needed
- Self-paced and easy to access-any time any where
- Includes a pre-assessment, course materials, and a post assessment
- Certificate of Accomplishment or Completion
- Agency teams appreciate learning together as a group. Create a team huddle today. Select a course, learn the material together and create a weekly check-in session. Discuss the materials and how it might impact your agency.

~~~Developing visionary HR Professionals to Transform Government~~~



Question & Answer

The Federal HR Institute Team



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