



# **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

## Federal HR Development Journey Map

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



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



\*For specialists seeking DE certification  
 \*\*Mastery Certificate awarded after successful completion

## SS310 Strategic Workforce Planning

**Overview:** Learners will be introduced to key concepts related to analyzing trends, forecasting work requirements, developing workforce plans, and implementing workforce reshaping initiatives from the perspective of being a key contributor in an agency-wide effort. . (Target Audience GS12-14)

**Course Length/Course Delivery Method/Cost:** 5 weeks on the job training with interspersed webinars; \$875.00

**How you will benefit:**

Learners will discover the art and science of strategic workforce planning through a series of activities .

# SS320:Advanced Strategic Acquisition and Recruiting

## ***Overview:***

Learners participate in a series of classroom activities to develop their knowledge and skills in influencing, managing, and improving organization-wide strategic recruiting efforts. Additionally, learners will apply employment branding and recruiting analytics concepts to attract and hire top talent. **(Target Audience GS 12-14)**

***Course Length/Course Delivery Method/Cost: Virtual Instructor-led & On-the-Job-Training; \$875.00***

***How you will benefit: Students will experience*** on the job training in this course and learn to be more aware of agency-related issues and an increase in productivity and accountability. Other benefits include improved quality of work products, and an increase in knowledge and proficiency, confidence and self-reliance, motivation and commitment, and performance and sense of achievement.

## SS330- Evaluating Staffing Programs

- **Overview: (Target Audience GS 12-14)**
- This course is designed to provide knowledge and tools to HR Evaluation and HR policy managers, supervisors and senior specialists on how to evaluate the effectiveness of their staffing hiring programs.

**Course Length/Course Delivery Method/Cost: 2 day** virtual instructor-led; \$875.00

**How you will benefit:** This on-the-job training experience coupled with the instructor-led component will create an increase in awareness of agency-related issues, productivity and accountability. Students will learn how to apply data analytics to evaluate the effectiveness of staffing initiatives and implement changes to improve their effectiveness. This course provides knowledge and tools to HR Evaluation and HR policy managers, supervisors and senior specialists on how to evaluate the effectiveness of their staffing hiring programs.

# FY21 FHRI Course Schedule

Virtual Instructor-Led Course	Q3	Q4
<b>HR004 (I): Foundations of Service Excellence for HR Professionals -Staffing (\$600.00)</b>	April 13-14	Jul 7-8
<b>HR006 (I): Effective Writing for HR Professionals-Staffing (\$750.00)</b>	April 20-22	Jul 13-15
<b>SS130 (B): Staff Acquisition in the Merit Promotion Process Workshop (\$1,330.00)</b>		Jul 20-23
<b>SS132 (B): Selection in the Merit Promotion Process – Workshop (\$1,040.00)</b>	Mar 23-25	
<b>SS210 (B): Introduction to Guiding Recruitment and Selection Activities (\$650.00)</b>		Aug 3-Sep 13
<b>SS212 (B): Engaging Others for Effective Staffing (\$400.00)</b>	Apr 20-Jun 15	
<b>SS220 (B): Guiding Recruitment and Selections Activities Workshop (\$1,330.00)</b>		Aug 3-6
<b>SS231 (B): Strategic Recruiting (\$1040.00)</b>	May 18-Jun 8	
<b>SS232 (B): Staffing Specialist Practicum/HR Staffing Certificate (\$1,795.00)</b>		Jul 1-Oct 31
<b>SS310 (B): Strategic Workforce Planning (\$875.00)</b>	Jun 8-9	
<b>SS320 (B): Advanced Strategic Staff Acquisition &amp; Recruiting (\$875.00)</b>		Sep 8-10
<b>SS330 (B): Evaluating Staffing Programs (\$875.00)</b>		Sept 29-30

# FY21 FHRI Course Schedule

<b>Web-based Course Quarterly Offerings</b>	<b>Cost per Learner</b>
HR002: Introduction to HR Management	\$225.00
SS002: Introduction to Staffing Laws and Regulations	\$225.00
SS004: The Federal Hiring Process	\$215.00
SS006: Staffing for Special Populations	\$225.00
SS110: Staffing for Organizational Impact	\$215.00
SS112: Processing Personnel Actions	\$325.00
SS120: Intro. to Staff Acquisition Activities in the Merit Promotion Process	\$480.00
SS122: Intro. to Selection Activities in the Merit Promotion Process	\$325.00
SS230: Workforce Planning Basics	\$240.00
CL002: Basic Classification	\$865.00
CL004: Writing Position Descriptions	\$500.00



# 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

# The Federal HR Institute Team



## **Inquiries**

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