



COURSE DETAILS

Course Tuition

\$650.00

Course Length & Delivery Method

5 hours web-based and
8 hours webinar

Course Offering

- 2nd and 4th Quarter
- Single Agency Request

COURSE OVERVIEW

SS210: Introduction to Guiding Recruitment and Selection Activities

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

Advisor Track - Target Audience HR 201s and HR 203s (5 years or more experience)

How You Will Benefit

Key topics covered include: 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.

Competencies

Staffing: Agency Staffing Policies and Procedures, Application Processing, Assessment Methods and Tools, Category Rating, Certification and Selection, Hiring Authorities, Hiring Process Management, Job Analysis, Labor Law, Merit System Accountability, Public Notice/Job Opportunity Announcements, Qualifications Determinations, Recruitment/Placement, Strategic Recruitment, Technical Documentation, Veterans' Preference

HR General: Attention to Detail, Client Engagement/Change Management, Creative Thinking, Customer Service, Decision Making, Flexibility, Information Management, Influencing/Negotiating, Interpersonal Skills, Legal, Government, and Jurisprudence, Organizational Awareness, Oral Communication, Planning and Evaluating, Problem Solving, Project Management, Reading, Reasoning, Self-Management, Stress Tolerance, Teamwork, Technical Competence, Writing.

[Register Now](#)



COURSE DETAILS

Course Tuition

\$400.00

Course Length

4 Hours, web based &

4.5 Hours, Instructor-

led webinar &

On-the-Job-Training

Course Offering

1st and 3rd Quarter

Single Agency

Offering

COURSE OVERVIEW

SS212: Engaging Others for Effective Staffing

This course shows Staffing Specialists how to apply client engagement techniques when consulting with Hiring Managers and applicants.

Target Audience

Advisor Track - Target Audience HR 201s and HR 203s (5 years or more experience)

How You Will Benefit

Key topics covered include the value of client engagement, Staffing Specialists' roles in implementing client engagement, principles for effective client engagement, and ensuring effective client engagement.

Competencies

HR General: Attention to Detail, Creative Thinking, Customer Service, Decision Making, Flexibility, Information Management, Integrity/Honesty, Interpersonal Skills, Legal, Government, and Jurisprudence, Oral Communication, Reading, Reasoning, Teamwork, Technical Competence, Writing

[Register Now](#)



COURSE DETAILS

Course Tuition

\$1,330.00

Course Length

3.5 Days Instructor-Led
and On-the-Job-Training

Course Offering

- 2nd and 4th
Quarter
- Single Agency
Request

COURSE OVERVIEW

SS220: Guiding Recruitment and Selection Activities-Workshop

This course shows how Staffing Specialists can support Hiring Managers in planning and implementing a recruiting strategy.

Target Audience

Advisor Track - Target Audience HR 201s and HR 203s (5 years or more experience)

How You Will Benefit

Key topics covered include 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.

Competencies

General: Customer Service, Influencing/Negotiating, Interpersonal Skills, Oral Communication, Organizational Awareness, Planning and Evaluating, Problem Solving, Project Management, and Teamwork.

Staffing: Agency Staffing Policies and Procedures, Application Processing, Certification and Selection, Hiring Process Management. Merit System Accountability. Public Notice/Job Opportunity Announcements. Recruitment/Placement, Strategic Recruitment, and Staffing

[Register Now](#)



COURSE DETAILS

Course Tuition

\$240.00

Course Length

3.5 Hours

Course Delivery Method

Web-based (Independent)

Course Offering

- Quarterly
- Single Agency Request

COURSE OVERVIEW

SS230: Workforce Planning Basics

This course focuses on how Staffing Specialists do the basics of workforce planning and how it affects staffing and recruiting activities.

*** In order to receive credit for this course, the student will need to complete the course one month after the Fiscal Quarter the student registered. ***

Target Audience

Advisor Track - Target Audience HR 201s and HR 203s (5 years or more experience)

How You Will Benefit

Key topics covered include: 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.

Competencies

Staffing: Classification, Recruitment/Placement, Strategic Recruitment, Technical Documentation, Workforce Reshaping

HR General: Attention to Detail, Creative Thinking, Customer Service, Decision Making, Flexibility, Information Management, Integrity/Honesty, Interpersonal Skills, Legal, Government, and Jurisprudence, Oral Communication, Reading, Reasoning, Teamwork, Technical Competence, Writing

[Register Now](#)



COURSE DETAILS

Course Tuition

\$1,040.00

Course Length

2 hours web-based &

8 hours webinar
instructor-led

Course Offering Dates

- Quarterly
- Single Agency Request

COURSE OVERVIEW

SS231: Strategic Recruiting

This course focuses on how Staffing Specialists can support Hiring Managers in conducting strategic recruiting activities.

Target Audience

Advisor Track - Target Audience HR 201s and HR 203s (5 years or more experience)

How You Will Benefit

Key topics covered include data-driven recruiting strategies, employment branding, candidate engagement, recruitment sourcing, and campus recruitment strategies.

Competencies

HR General: Attention to Detail, Creative Thinking, Customer Service, Decision Making, Flexibility, Information Management, Integrity/Honesty, Interpersonal Skills, Legal, Government, and Jurisprudence, Oral Communication, Reading, Reasoning, Teamwork, Technical Competence, and Writing.

Staffing: Agency Staffing Policies and Procedures, Compensation, Employee Benefits, Recruitment/Placement, and Strategic Recruitment.

[Register Now](#)



COURSE DETAILS

Course Tuition
\$1,795.00

Course Length
90 day On-the-Job

Course Method Instructor led with Senior Level HR Manager at the Participant's Agency

Course Offering Dates:
2nd and 4th Quarter

Single Agency request

COURSE OVERVIEW

SS232: Staffing Specialist Practicum

This course is designed as a structured 90 to 120-day detail for Staffing Specialists meeting certain prerequisites achieved through the Federal HR Institute (FHRI) Staffing Specialist Curriculum 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

Advisor Track-Target Audience:HR Staffing Specialists GS-11 or GS-12

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.

Competencies

Staffing Technical Competencies: Agency Staffing Policies and Procedures, Application Processing, Assessment Methods and Tools, Category Rating, Certification and Selection, Classification and Selection, Compensation, Employee Benefits, Hiring Authorities, Hiring Process Management, Job Analysis, Labor Law, Merit Systems Accountability, Public Notice/Job Opportunity Announcements, Qualifications Determinations, Recruitment/Placement, Strategic Recruitment, Technical Documentation, Veterans' Preference, Workforce Reshaping

Register Now

Register on-line at the secure Leadership website: <https://leadership.opm.gov>.