



COURSE DETAILS

Course Tuition

\$225.00

Course Length

3.5 Hours

Course Delivery Method

Self-paced (Web-based)

Course Offering Dates

- Ongoing-Quarterly
- Single Agency Request

COURSE OVERVIEW

HR002: Introduction to HR Management

This course provides the context in which HR work is conducted within the Federal Government.

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

Target Audience

Foundations Track - Target Audience HR 201s and HR 203s (3 years or less experience)

How You Will Benefit

Upon completion of this course, you will have a basic understanding of the roles of OPM, MSPB, EEOC, CHCOs, and HC (Human Capital) professionals; the career paths open to Federal HR specialists; the interrelationships of HR disciplines in the Federal Government. In addition, you will gain knowledge surrounding preliminary information related to U.S.C. Title 5 (Government Organizations and Employees), CFR Title 5 (Administrative Personnel) the statutory/regulatory process, and Veterans' Preference.

Competencies

General: Customer Service; Legal, Government, and Jurisprudence; Organizational Awareness and Technical Competence.

Staffing: Agency Staffing Policies and Procedures, Hiring Authorities, Hiring Process Management and Labor Law.

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OPM HR SOLUTIONS *by government, for government*
Federal HR Institute



COURSE DETAILS

Course Tuition

\$600.00

Course Length

2 Days

Course Delivery

Method Virtual

Instructor-Led

Course Offering:

- Quarterly
- Single Agency Request

COURSE OVERVIEW

HR004: Foundations of Service Excellence for HR Professionals

This course provides fundamental customer service and consulting knowledge and skills needed when working with applicants, other HR Professionals, Hiring Managers, and other stakeholders.

Target Audience

Foundations Track - Target Audience HR 201s and HR 203s (3 years or less experience)

How You Will Benefit

Upon successful completion of this course, you will learn how to adopt a customer service mindset; communicate effectively to establish relationships, manage expectations, proactively keep others informed, and respond appropriately to inquiries and needs; apply service excellence tools and techniques to hiring scenarios.

Competencies

General: Customer Service, Interpersonal Skills and Problem Solving.

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U.S. Office of Personnel Management

1900 E Street, NW, Washington, DC 20415 • www.opm.gov/FHRI • FHRI@opm.gov • 202-418-4252

FHRI

Federal HR Institute



COURSE DETAILS

Course Tuition

\$750.00

Course Length

2.5 Days

Course Delivery Method

Virtual Instructor Led

Course Offering:

- Quarterly
- Single Agency Request

COURSE OVERVIEW

HR006: Effective Writing for HR Professionals-Staffing

This course provides all HR Professionals with a solid foundation in effective written communication.

Target Audience

Foundations Track - Target Audience HR 201s and HR 203s (3 years or less experience) or current federal, HR Specialists seeking a refresher course

How You Will Benefit

HR006 is grounded in critical thinking principles, you will discover how to craft targeted messages that engage the intended audience; discern what makes writing effective and ineffective; and review and critique each other's work to provide suggestions for improving written products that you can use on your job.

Competencies

General: Customer Service, Oral Communications, Reasoning, Decision Making, Interpersonal Skills; Legal, Government, and Jurisprudence; and Organizational Awareness.

Staffing: Agency Staffing Policies and Procedures, Hiring Authorities, Recruitment/Placement, Strategic Recruitment, Veterans' Preference and Public Notice/JOAs.

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COURSE DETAILS

Course Tuition
\$225.00

Course Length
3.5 hours

Course Delivery Method
Self-paced (Web-based)

Course Offering Dates

- Quarterly
- Single Agency Request

COURSE OVERVIEW

SS002: Introduction to Staffing Laws and Regulations

This course provides an overview of the Federal Hiring process for all HR personnel.

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

Target Audience

Foundations Track - Target Audience HR 201s and HR 203s (3 years or less experience)

How You Will Benefit

You are taught to be conversant in the context of the Federal hiring process. SS002 covers roles and responsibilities of Staffing Specialists, laws and regulations, systems, documentation and customer touchpoints.

Competencies

General: Customer Service, Oral Communications, Reasoning, Decision Making, Interpersonal Skills; Legal, Government and Jurisprudence; and Organizational Awareness

Staffing: Agency Staffing Policies, Hiring Authorities, Labor Law Merit System Accountability and Veterans' Preference

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COURSE DETAILS

Course Tuition

\$215.00

Course Length

3 Hours

Course Delivery Method

Self-paced (Web-based)

Course Offering Dates

- Quarterly
- Single Agency Request

COURSE OVERVIEW

SS004: The Federal Hiring Process for Staffing Specialists

SS004 will provide foundational information on the laws and regulations that govern staffing activities.

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

Target Audience

Foundations Track - Target Audience HR 201s and HR 203s (3 years or less experience)

How You Will Benefit

You will learn what HR professionals can and cannot do when hiring for Federal agency employment. Key topics covered include Merit System Principles and Prohibited Personnel Practices including hiring flexibilities, and Veterans' preference.

Competencies

General: Customer Service, Attention to Detail, Reasoning, Flexibility, Integrity/Honesty, Reading and Technical Competence

Staffing: Agency Staffing Policies, Application Processing, Assessment Methods and Tools, Category Rating, Certification and Selection, Hiring Authorities, Classification, Compensation, Employee Benefits, Hiring Process Management, Job Analysis, Public Notice/JOA, Recruitment and Placement, Strategic Recruitments, Labor Law, Merit System Accountability, and Veterans' Preference and Technical Documentation.

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COURSE DETAILS

Course Tuition

\$225.00

Course Length

3.5 Hours

Course Delivery Method

Self-paced (Web-based)

Course Offering Dates

- Quarterly
- Single Agency Request

COURSE OVERVIEW

SS006: Staffing Programs for Special Populations

This course will help you to learn how to recruit, accommodate, hire and retain individuals with disabilities.

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

Target Audience

Foundations Track - Target Audience HR 201s (3 years or less experience)

How You Will Benefit

You will identify Federal laws, regulations, policies and initiatives that promote an inclusive workplace for people with disabilities; and locate internal and external resources to recruit, develop and retain employees with disabilities.

Competencies

General: Technical Competence, Customer Competence, Reasoning, Oral Communication, Decision Making, Interpersonal Skills; Legal, Government, and Jurisprudence; and Organizational Awareness.

Staffing: Agency Staffing Policies and Procedures, Hiring Authorities, Recruitment/ Placement, Strategic Recruitment, Veterans' Preference and Public Notice/Job Opportunity Announcements

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