Federal Human Resources Management
As the leader in federal Human Resources Management training, we regularly update our courses to reflect changing regulations and requirements.

Graduate School USA’s Human Resources Management courses provide federal HR practitioners, managers, and supervisors with the opportunity to develop essential competencies in both general and specialized HR subject matter areas.

Visit www.graduateschool.edu/hr for more information.

Program Includes:
- Federal Human Resources Management
- Recruitment, Staffing, and Placement
- Human Resources Processing and Analysis
- Employee Benefits Administration
- Classification and Position Management
- Compensation
- Employee Relations and Conduct
- Performance Management
- Labor Relations
- Strategic Human Capital Consulting
- Equal Employment Opportunity
- Personnel Suitability and Security
- Employee Retirement

Graduate School USA is a private, not-for-profit educational institution, not affiliated with the federal government or any federal agency or department.
Your Success is Our Mission.

Graduate School USA has been government’s trusted training partner since 1921. Today, federal agencies continue to rely on us to deliver practical training for real-life HR issues, taught by instructors who have been where you are, so they know what you need. Our curriculum is designed to help federal HR practitioners, managers, and supervisors develop the essential competencies for success.

Closing the Skills Gap

Human resources has been identified as one of five mission-critical federal occupations with skills gaps. Graduate School USA’s regulatory-based human resources curriculum will help you close that gap by providing valuable in-depth learning opportunities.

Practical Training for Real-World Competency

Graduate School USA courses not only provide knowledge, they encourage application with exercises, workshops, and case studies that have direct relevance to federal HR situations and issues. Giving participants the opportunity to practice new skills in a nonthreatening environment helps agencies protect their investments and accomplish their missions.

Discover more than 80 basic, intermediate, and specialty courses, in both classroom and online formats, to develop the full complement of HR skills needed to acquire, maintain, and retain a competent, dynamic, results-oriented federal workforce.
Federal Human Resources Management

Proficiency Ranking
At the beginning of each curriculum section, we have provided rankings of our courses against the Office of Personnel Management (OPM) proficiency levels. This will help you select the appropriate courses for your needs.

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Schedules, course content, pricing, instructors, and other terms and conditions of products and services offered by Graduate School USA are subject to change without prior notice. Graduate School USA is a private, not-for-profit educational institution, not a filiated with the federal government or any federal agency or department

www.graduateschool.edu • 888.744.GRAD
Certificate in Federal Human Resources Management

This three-level program consists of courses that are practical, job related, and federal specific with a focus on the real issues that confront contemporary HR practitioners and managers.

Courses required for the Level I Certificate cover the conceptual, technical, and procedural knowledge and skills needed by the successful HR practitioner. The Level II Certificate courses build on these concepts and significantly broaden and expand the student’s competencies. Level III courses further develop the analytical and consulting skills that equip the HR practitioner to serve as a valuable advisor to management.

HRM Certificate programs include both classroom and online courses. Level I may be completed entirely online.

Graduate School USA classroom courses are enhanced by instructors who know firsthand the issues faced by today’s human resources practitioners. Our online courses provide students with another way to satisfy the requirements of the certificate programs. Classroom and online courses can be used interchangeably to meet certificate requirements.

For more information, or to register, visit www.graduateschool.edu/certificates or call (888) 744-GRAD.

Human Resources Management Certificate Level I – Online

Earn this respected credential in federal human resources management anytime, anywhere with our online program.

Courses required for the Level I Certificate cover the conceptual, technical, and procedural knowledge and skills needed by the successful HR practitioner.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Federal Human Resources Management</td>
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<td>Position Classification An Introduction OR Federal Classification</td>
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<tr>
<td>Basic Labor Relations</td>
<td>LABR7051A</td>
<td>4.0 CEU</td>
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<tr>
<td>Federal Human Resources Management (PMGT7011D) 1.8 CEU</td>
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<td>Federal Staffing and Placement (STAF7009D) 3.0 CEU</td>
<td>Basic Staffing and Placement (STAF700A) 4.0 CEU OR Federal Staffing (STAF7102A) 4.0 CEU</td>
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<td>Position Classification (CLAS7003D) 6.0 CEU OR Principles of Classification (CLAS7900D) 3.0 CEU</td>
<td>Position Classification: An Introduction (CLAS7051A) 4.0 CEU OR Federal Classification (CLAS7052A) 4.0 CEU</td>
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<td>Federal Employee Relations (Basic) (LABR7110D) 1.2 CEU OR Federal Employee Relations (Basic) (LABR7020D) 1.2 CEU</td>
<td>Basic Labor Relations (LABR7051A) 4.0 CEU</td>
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<td>EEO in the Federal Sector (EEOP7012D) 1.8 CEU</td>
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<td>Descriptive Statistics for Data Analysis (PGMT8200D) 1.2 CEU OR Using and Presenting HR Data for Organizational Decisions (STAF8016) 1.2 CEU</td>
<td>Practical Statistics (STAT7001A) 3.2 CEU</td>
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<td><strong>LEVEL II CERTIFICATE</strong> (UPON COMPLETION OF LEVEL I)</td>
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<tr>
<td>Federal Employee Benefits (BENE7104D) 3.0 CEU</td>
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<tr>
<td>Strategic Human Capital Management (PMGT7015D) 1.2 CEU OR Federal Workforce Analysis and Planning (PMGT7013D) 1.2 CEU</td>
<td>Fair Labor Standards Act (CLAS7102A) 1.2 CEU</td>
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<td>Fair Labor Standards Act (CLAS7101D) 1.2 CEU</td>
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<td>Federal Position Management (CLAS7012D) 1.2 CEU</td>
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<td>Job Analysis and Competency Assessment (STAF8001D) 1.8 CEU OR Qualifications Analysis (STAF7023D) 1.8 CEU</td>
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<td>Federal Employee Development (CDEV7007D) 1.8 CEU</td>
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<td><strong>LEVEL III CERTIFICATE</strong> (UPON COMPLETION OF LEVEL II)</td>
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<tr>
<td>Clear Writing through Critical Thinking (WRIT7100D) 1.8 CEU</td>
<td>Thinking Critically, Writing Clearly (WRIT7301A) 3 Credits</td>
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<td>Internal Consulting Skills for Federal HR Professionals (CDEV8005D) 1.8 CEU</td>
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<tr>
<td>Leading Teams and Groups (TDEV8200D) 1.8 CEU</td>
<td>Leading Teams and Groups (TDEV8500A) 1.8 CEU</td>
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<tr>
<td>Federal Performance Management (LABR7013D) 1.8 CEU</td>
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<tr>
<td>Management Analysis: Overview (PGMT7000D) 2.4 CEU</td>
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<tr>
<td>Project Management Essentials (PGMT7007D) 18.0 CPE</td>
<td>Project Management Essentials (PGMT7007A) 18.0 CPE</td>
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</tbody>
</table>

For more information, or to register, visit www.graduateschool.edu/hr or call 888.744.GRAD.
Graduate School USA’s Certificate in Human Resources Processing focuses on real issues and consists of courses that are practical, job-related, and federal specific.

Courses required for this certificate cover the legal, technical, and procedural knowledge needed by those who work in the HR processing arena. Since errors in personnel action processing have significant impact on employee careers, finances rights, retirement, and benefits, it is essential that HR practitioners doing processing work learn what to do and how to do it right. Because the work done by these practitioners impacts government-wide HR data, a misunderstanding of these specialized requirements can result in inaccurate information being used to make management and mission decisions.

The first three courses in this certificate should be taken in the order indicated. The other courses can be taken any time after the first three courses have been completed.

For more information, or to register, visit www.graduateschool.edu/certificates or call (888) 744-GRAD.

<table>
<thead>
<tr>
<th>Certificate in Human Resources Processing</th>
<th>OR</th>
<th>Certificate in Human Resources Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Human Resources Management (PMGT7011D) (Classroom) 1.8 CEU</td>
<td>OR</td>
<td>Federal Human Resources Management (PERS1731A) (Online: Self-paced¹, Instructor-led²) 1.8 CEU</td>
</tr>
<tr>
<td>Using the Guide to Processing Personnel Actions (PROC7004A) (Online: Self-paced¹, Instructor-assisted³) .6 CEU</td>
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<tr>
<td>Processing Federal Personnel Actions (STAF7010D) (Classroom) 3.2 CEU</td>
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<tr>
<td>Adjudicating and Applying Veterans’ Preference (STAF8007A) (Classroom) .6 CEU</td>
<td>OR</td>
<td>Adjudicating and Applying Veterans’ Preference (STAF8607A) (Online: Self-paced¹, instructor-led²) .6 CEU</td>
</tr>
<tr>
<td>Calculating Service Computation Dates (STAF7602D) (Classroom) .6 CEU</td>
<td>OR</td>
<td>Calculating Service Computation Dates (STAF7602A) (Online: Virtual, Live Online⁴) .6 CEU</td>
</tr>
<tr>
<td>Federal Employee Benefits (BENE7104D) (Classroom) 3.2 CEU</td>
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</tr>
</tbody>
</table>

¹ Take six months to complete on your own schedule
² Instructor provides extensive feedback on exercise submissions, moderates discussions and blog assignments, and answers student questions via email or LMS
³ Instructor moderates discussions and answers student questions via email or LMS
⁴ Course conducted remotely by instructor on scheduled days/times via AdobeConnect
Federal Human Resources Management

www.graduateschool.edu/hr
# Federal Human Resources Management Courses by OPM Proficiency Level

1 These rankings reveal how the learning outcomes of each course will be applied by the employee categories above.

2 Courses not designed for HR practitioners are not included in the rankings.

3 Definitions: OPM Proficiency Levels for technical competency

### 1 = Awareness
- Applies the competency in the simplest situations
- Requires frequent guidance
- Demonstrates awareness of concepts and processes

### 2 = Basic
- Applies the competency in somewhat difficult situation
- Requires frequent guidance
- Demonstrates familiarity with concepts and processes

### 3 = Intermediate
- Applies the competency in difficult situations
- Requires occasional guidance
- Demonstrates familiarity with concepts and processes

### 4 = Advanced
- Applies the competency in considerable difficult situation
- Generally requires little or no guidance
- Demonstrates broad understanding on concepts and processes

### 5 = Expert
- Applies the competency in exceptionally difficult situation
- Serves as a key resource and advises others
- Demonstrates comprehensive, expert understanding of concepts and processes

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
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<tbody>
<tr>
<td>Federal Human Resources Management Online</td>
<td>1</td>
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<td>Federal Human Resources Management</td>
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<td>2</td>
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<tr>
<td>Freedom of Information and Privacy Acts</td>
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<td>2/3</td>
<td>4/5</td>
</tr>
</tbody>
</table>

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2 Courses not designed for HR practitioners are not included in the rankings.

3 Definitions: OPM Proficiency Levels for technical competency

### 1 = Awareness
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### 5 = Expert
- Applies the competency in exceptionally difficult situation
- Serves as a key resource and advises others
- Demonstrates comprehensive, expert understanding of concepts and processes
Federal Human Resources Management — Online
PERS1731A 6 Months  1.8 CEU  $995

Learn about the principles and concepts that frame federal HRM, the rules that govern HRM actions in the federal government, and the relationships between the following HRM functions: compensation, hiring, employee retention, performance management, and human resources relations.
- Instructor assistance and feedback on assignments
- Facilitated blogging and discussions

Enroll anytime in this online course. All materials are supplied. Instructor-based study; Self-paced. Take up to six months to complete.

LEARNING OUTCOMES
- Identify the principles upon which the federal human resources management (HRM) system is based and describe how they affect federal HRM decisions
- Describe the differences between Title 5 and Title 5-exempt organizations and how these differences impact federal HRM practices
- Discuss the compensation process, including classification pay and benefits, and describe how equal pay for equal work is accomplished
- Describe the hiring process and how it is implemented in the federal government
- Discuss performance management in the federal government, including employee development and performance appraisal processes
- Describe equal employment opportunity (EEO), employee relations, and labor relations programs, including EEO complaint processing, agency administrative grievance systems, and union/management relations

WHO SHOULD ATTEND?
Current federal employees needing an overview of federal HR management, including HR practitioners (assistants and specialists), embedded HR liaisons (program/management analysts), HR interns, EEO professionals (counselors, specialists, program managers), and administrative staff new to the federal service (budget analysts, administrative officer, etc.). Supervisors/managers should take Federal Human Resources for Supervisors and Managers (PMGT7102D).

SESSION SCHEDULE
You have six months from the date of enrollment to complete the course.

This course is part of the Level I Certificate Program in Federal Human Resources Management and the Human Resources Processing.
Federal Human Resources Management

PMGT7011D  3 Days  1.8 CEU  $1,149

Learn about the federal human resources management (HRM) process, the unique merit system environment within which it takes place, its special terminology, and the relationships between the following HRM functions: compensation, hiring, employee engagement, performance management, and human resources relations.

LEARNING OUTCOMES

• Identify the principles upon which the federal human resources management (HRM) system is based and outline how they affect federal HRM decisions
• Explore the compensation process, including classification pay and benefit, and describe how equal pay for equal work is accomplished
• Explain the hiring process and how it is implemented in the federal government
• Explain how agencies can improve employee engagement to ensure a satisfied productive workforce
• Discuss performance management in the federal government, including employee development and performance appraisal processes
• Describe Equal Employment Opportunity (EEO), employee relations, and labor relations programs, including EEO complaint processing, agency administrative grievance systems, and union/management relations
• Describe the differences between Title 5 and Title 5-exempt organizations and how these differences affect federal HRM practice

WHO SHOULD ATTEND?

Current federal employees needing an overview of federal HR management, including HR practitioners (assistants and specialists), embedded HR liaisons (program/management analysts), HR interns, EEO professionals (counselors, specialists, program managers), and administrative staff new to the federal service (budget analysts, administrative officer, etc.)

Supervisors/managers should take Federal Human Resources for Supervisors and Managers (PMGT7102D).

SESSION SCHEDULE  LOCATION

1/28/20 – 1/30/20 .........................Washington, DC
2/25/20 – 2/27/20 .........................Washington, DC
3/24/20 – 3/26/20 .........................Washington, DC
4/7/20 – 4/9/20  .........................Washington, DC
4/21/20 – 4/23/20 .........................Washington, DC
5/5/20 – 5/7/20  .......................San Diego, CA
5/19/20 – 5/21/20 .........................Washington, DC
6/2/20 – 6/4/20  .........................Virginia Beach, VA
6/16/20 – 6/18/20 .........................Washington, DC
6/29/20 – 7/1/20  .........................Washington, DC
7/14/20 – 7/16/20 .........................Washington, DC
7/28/20 – 7/30/20  .......................Denver, CO
8/4/20 – 8/6/20  .........................Washington, DC
8/18/20 – 8/20/20 .........................Washington, DC
8/25/20 – 8/27/20 .......................Kansas City, MO
9/1/20 – 9/3/20  .........................Washington, DC
9/15/20 – 9/17/20 ......................Atlanta, GA
9/22/20 – 9/24/20 .......................Washington, DC
9/28/20 – 9/30/20 ......................Las Vegas, NV
10/6/20 – 10/8/20 .......................Washington, DC
11/3/20 – 11/5/20 .......................Washington, DC
12/1/20 – 12/3/20 .......................Washington, DC

This course is part of the Certificate Program in Federal Human Resources Management and the Human Resources Processing.
Federal Human Resources Management for Supervisors and Managers
PMGT7102D 5 Days 3 CEU $1,499

Successfully meet organizational objectives and abide by human resources laws, and handle the HR aspects of supervision. Learn about the guiding principles of human resources management, including merit system principles, prohibited personnel practices, and EEO. In addition, gain knowledge and skills in these areas: labor relations; organizing, describing, and classifying positions; filling vacancies; performance management; managing performance and conduct problems; and quality-of-work-life issues.

LEARNING OUTCOMES
• Discuss the role of the supervisor and manager in federal human resources management (HRM)
• Identify the guiding principles and framework for federal HR
• Describe the legal basis for equal employment opportunity (EEO) and identify the types of discrimination
• Describe the supervisor’s obligations when working with employees who are members of a bargaining unit
• Describe the supervisor’s role in position management and classification
• Identify strategies, considerations, and limitations for filling position vacancies
• Describe the components of an effective performance management system and the supervisor’s role in managing these components
• Identify the steps for understanding performance problems and describe the options for dealing with them
• Describe misconduct and the steps for taking appropriate disciplinary actions
• Discuss some of the other HR issues that affect the federal government’s ability to meet its employees’ diverse needs

WHO SHOULD ATTEND?
Federal supervisors and managers who will benefit by learning about their specific responsibilities in human resources management, as well as high-performing, non-supervisory employees who are preparing themselves for supervisory opportunities.

SESSION SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
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<td>1/27/20 – 1/31/20</td>
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<tr>
<td>4/6/20 – 4/10/20</td>
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<td>7/6/20 – 7/10/20</td>
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This course applies towards completion of the DoD Financial Management Certification Program.

DoD Leadership Competency MyLearn Course Identification

| Lead People | L1709 |
Freedom of Information and Privacy Acts

PMGT7000D  3 Days  1.8 CEU  $1,099

Learn how to respond to Freedom of Information Act (FOIA) and Privacy Act (PA) requests. Become skilled at proper release of records to the public while safeguarding necessary information.

LEARNING OUTCOMES

• Advise managers on which records can remain undisclosed
• Respond fairly to the public’s right to know
• Keep personal information private
• Keep proprietary corporate information private
• Sanitize information to make records releasable
• Know where to get advice on cases too close to call
• Observe procedural requirements (tracking, denial letters, etc.)
• Determine when and how to charge fees for FOIA and PA records

WHO SHOULD ATTEND?

Federal employees who are involved with requests associated with the Freedom of Information Act or Privacy Act

SESSION SCHEDULE  LOCATION
2/4/20 – 2/6/20 .................Washington, DC
4/1/20 – 4/3/20 ..................Washington, DC
5/19/20 – 5/21/20 ..................Atlanta, GA
6/1/20 – 6/3/20 ..................Washington, DC
7/8/20 – 7/10/20 ..................Washington, DC
8/4/20 – 8/6/20 ..................Washington, DC
9/15/20 – 9/17/20 ..............Washington, DC
9/22/20 – 9/24/20 ..............San Diego, CA
10/20/20 – 10/22/20 .............Washington, DC
11/3/20 – 11/5/20 ..............Washington, DC

Cost Savings

As your organization’s training needs increase, so does the need to minimize the costs associated with them. By bringing Graduate School USA’s courses to your location, you can eliminate the cost of sending your staff to another site. Choosing on-site training means your organization will:

• Eliminate travel costs, such as employee airfare, transportation, per diem, parking, and rental cars.
• Maximize employee training time with no need for travel, overtime, or compensatory pay.

Convenience

• Choose the best time to learn, based on employee workloads and schedules.
• Select courses to fit your needs.

Relevance

• Tailor off-the-shelf training, and incorporate examples and content specific to your agency.

For more information, visit www.graduateschool.edu/onsite or call 800.787.9074.
Recruitment, Staffing and Placement

www.graduateschool.edu/hr
## Recruitment, Staffing, and Placement Courses by OPM Proficiency Level ¹, ², ³

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<tr>
<th>Course Name</th>
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<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
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<td>Federal Staffing Online</td>
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<tr>
<td>Basic Staffing and Placement Online</td>
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<tr>
<td>Federal Staffing and Placement</td>
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<td>Qualifications Analysis</td>
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¹ These rankings reveal how the learning outcomes of each course will be applied by the employee categories above.

² Courses not designed for HR practitioners are not included in the rankings.

³ Definitions: OPM Proficiency Levels for technical competencies

1 = Awareness
- Applies the competency in the simplest situations
- Requires frequent guidance
- Demonstrates awareness of concepts and processes

2 = Basic
- Applies the competency in somewhat difficult situation
- Requires frequent guidance
- Demonstrates familiarity with concepts and processes

3 = Intermediate
- Applies the competency in difficult situations
- Requires occasional guidance
- Demonstrates familiarity with concepts and processes

4 = Advanced
- Applies the competency in considerable difficult situation
- Generally requires little or no guidance
- Demonstrates broad understanding on concepts and processes

5 = Expert
- Applies the competency in exceptionally difficult situation
- Serves as a key resource and advises others
- Demonstrates comprehensive, expert understanding of concepts and processes
Federal Staffing — Online

STAF7102A  6 Months  4 CEU  $895

Learn how to select and retain the best-qualified candidates for your agency’s jobs. Learn about the federal staffing process and procedures that must be followed when hiring employees. This course provides federal HR practitioners with the background and knowledge necessary to operate in the complex environment of the federal staffing process.

- Instructor assistance and feedback on assignments
- Facilitated blogging and discussions

Enroll anytime in this online course. All materials are supplied. Instructor-based study; Self-paced. Take up to six months to complete the course.

LEARNING OUTCOMES

- Understand the basis for federal merit staffing
- Describe federal staffing processes
- Assess minimum qualifications using OPM’s Qualifications Standards for GS Positions
- Apply requirements for certifying best-qualified candidates for competitive and noncompetitive selection
- Learn how HR practitioners assist managers and supervisors in recruiting and retaining top talent
- Ensure that interviews are a positive extension of the staffing process
- Apply the procedures that must be followed if a selection is to be legal
- Identify pay-setting options for hiring successful employees

WHO SHOULD ATTEND?

Federal HR practitioners; administrative, EEO, or employee relations staff; and anyone who needs knowledge of federal hiring requirements

SESSION SCHEDULE

You have six months from the date of enrollment to complete the course.

This course is part of the Level 1 Certificate Program in Federal Human Resources Management.

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Basic Staffing and Placement — Online

STAF7100A  6 Months  4 CEU  $895

Learn about the federal hiring process; current staffing laws, regulations, rules, and procedures that must be used to ensure that federal hiring is fair and based on merit; and how to select and retain the best-qualified candidates for your agency’s jobs.

- Content is enriched with video and other multimedia
- Blogs and discussion designed specifically for student
- Limited instructor assistance

Enroll anytime in this online course. All materials are supplied. Instructor-based study; Self-paced. Take up to six months to complete the course.

LEARNING OUTCOMES

- Understand the basis for the federal merit system
- Describe staffing processes in the federal government
- Assess minimum qualifications using OPM’s Qualifications Standards
- Apply requirements for certifying best-qualified candidates in competitive and noncompetitive processes
- Learn how to assist managers and supervisors in recruiting and retaining top talent
- Ensure that interviews are a positive extension of the staffing process
- Apply the procedures that must be followed for a legal selection
- Identify pay-setting options for recruitment and salary negotiation

WHO SHOULD ATTEND?

Federal HR practitioners; administrative, EEO, or employee relations staff; and anyone who needs knowledge of federal hiring requirements

SESSION SCHEDULE

You have six months from the date of enrollment to complete the course.
Federal Staffing and Placement

STAF7009D  5 Days  3 CEU  $1,549

Recruit and hire the right people with the right skills for your agency’s needs. Gain the background and knowledge necessary to operate in the complex federal staffing environment. Become knowledgeable about staffing rules, regulations, and principles; appointment authorities; recruitment methods and hiring procedures; qualifications merit promotion; and in-service placement actions.

LEARNING OUTCOMES

- Describe the role of the HR practitioner in assisting agency managers today and in the future
- Devise alternative solutions to recruiting challenges
- Research and use all available resource and reference material, including legal and regulatory issuances
- Assess minimum qualifications using the General Schedule Qualification Standard
- Evaluate a candidate’s knowledge, skills, abilities, and competencies
- Apply concepts of time-in-grade and time-after-competitive appointment restrictions
- Apply merit promotion and other in-service procedures
- Describe concepts used in downsizing
- Inform applicants/employees about the civil service employment system
- Discuss the latest developments in federal HR management

WHO SHOULD ATTEND?

HR practitioners and others, such as supervisors, managers and EEO staff members, who need to use and apply current federal staffing procedures and regulations.

SESSION SCHEDULE  LOCATION

1/27/20 – 1/31/20 ...................................... Washington, DC
2/24/20 – 2/28/20 ...................................... Washington, DC
3/9/20 – 3/13/20 ...................................... Denver, CO
3/16/20 – 3/20/20 ...................................... Washington, DC
4/6/20 – 4/10/20 ...................................... Washington, DC
4/20/20 – 4/24/20 ...................................... Washington, DC
5/4/20 – 5/8/20 ...................................... Washington, DC
05/18/20 – 5/22/20 ...................................... Kansas City, MO
6/1/20 – 6/5/20 ...................................... Washington, DC
6/15/20 – 6/19/20 ...................................... Atlanta, GA
06/22/20 – 6/26/20 ...................................... Washington, DC
7/6/20 – 7/10/20 ...................................... Washington, DC
7/13/20 – 7/17/20 ...................................... Virginia Beach, VA
7/27/20 – 7/31/20 ...................................... San Diego, CA
8/3/20 – 8/7/20 ...................................... Washington, DC
8/24/20 – 8/28/20 ...................................... Washington, DC
9/14/20 – 9/18/20 ...................................... Washington, DC
9/28/20 – 10/2/20 ...................................... Washington, DC
10/5/20 – 10/9/20 ...................................... Washington, DC
11/2/20 – 11/6/20 ...................................... Washington, DC
12/7/20 – 12/11/20 ...................................... Washington, DC

This course is part of the Certificate Program in Federal Human Resources Management.

The Certificate of Accomplishment in Human Resources Management

Level I
Can Be Completed Entirely Online.

www.graduateschool.edu  •  888.744.GRAD
Qualifications Analysis

STAF7023D  3 Days  1.8 CEU  $1,099

Evaluate applicants for federal jobs by applying eligibility and qualifications requirements found in OPM’s Qualifications Standard, including basic eligibility, minimum qualification requirement, specialized experience requirements, positive education requirements, and the substitution of education for experience.

LEARNING OUTCOMES

• Describe the staffing process and the role of qualifications analysis within it
• Understand the purpose of the qualifications process and its historical evolution
• Describe the structure and content of OPM’s GS Qualification policies and Qualification Standards website
• Evaluate experience and education using the General Policies;
• Combine experience and education through proper analytic procedures to determine minimum qualification
• Understand the purpose and requirements for selective placement factors and quality ranking factors
• Explain in-service placement provisions as they are similar to and differ from outplacement provisions
• Apply legal and regulatory requirements in making eligibility determinations
• Assess the minimum qualifications and the eligibility of a job applicant

WHO SHOULD ATTEND?

HR practitioners and others who are involved in the federal recruitment, staffing and/or placement processes.
Job Analysis and Assessment Development

STAF8001D 3 Days 1.8 CEU $999

Learn how to analyze federal jobs so you can identify appropriate job requirements (specialized experience, competencies, knowledge, skills, abilities, and/or traits), write better vacancy announcements, and prepare effective assessment plans that measure applicants’ abilities. This course covers both OPM’s requirements and the Uniform Guidelines on Employee Selection Procedures.

LEARNING OUTCOMES

• Conduct an effective job analysis, consistent with legal and regulatory requirements, that identifies the major duties of a position
• Use the results of the job analysis to identify and refine the competencies, knowledge, skills, and abilities needed to perform the work of the position
• Prepare operational definitions of competencies
• Develop appropriate applicant assessment and selection criteria
• Develop plans based on training, education and experience to effectively measure applicants’ abilities to do the work
• Consider other assessment methods

WHO SHOULD ATTEND?

HR practitioners as well as supervisors and managers involved in the recruitment and placement process or otherwise assess job candidates

SESSION SCHEDULE LOCATION
1/28/20 – 1/30/20...............................Washington, DC
3/17/20 – 3/19/20...............................Washington, DC
4/14/20 – 4/16/20...............................Washington, DC
5/19/20 – 5/21/20...............................Washington, DC
6/23/20 – 6/25/20...............................Washington, DC
7/7/20 – 7/9/20.................................Dallas, TX
7/21/20 – 7/23/20...............................Washington, DC
8/4/20 – 8/6/20.................................Seattle, WA
8/18/20 – 8/20/20...............................Washington, DC
9/22/20 – 9/24/20...............................Washington, DC
10/20/20 – 10/22/20...........................Washington, DC
11/17/20 – 11/19/20...........................Washington, DC

Examining for Federal Wage System Jobs

STAF7200D 2 Days 1.2 CEU $699

Learn to use the job element method to examine applicants for trades and labor occupations. Identify the job elements necessary for success on the job and develop a plan to measure the qualifications of applicants, and rate the applicants.

LEARNING OUTCOMES

• Understand the principles of job-element (JE) examining for Federal Wage System jobs
• Use appropriate sets of elements
• Use screen-out elements
• Identify and use applicable JE examining references and tools
• Apply JE examining practices in open-competitive and merit-staffing action
• Use practical methods for rating applicants

WHO SHOULD ATTEND?

HR practitioners, hiring officials and others who need to understand and/or use the JE examining method for Federal Wage System jobs

SESSION SCHEDULE LOCATION
1/23/20 – 1/24/20...............................Washington, DC
7/9/20 – 7/10/20...............................Washington, DC
9/20/20 – 9/21/20...............................Washington, DC

This course is part of the Certificate Program in Federal Human Resources Management.

Graduate School USA is an approved contract holder to provide training and consulting services under Professional Services Schedule, SIN C874.

We can provide customized support to your agency to help you meet your annual training requirements. Visit www.graduateschool.edu/gsa.

www.graduateschool.edu • 888.744.GRAD
Adjudicating and Applying Veterans’ Preference — Online

STAF8607A 6 Months .8 CEU $545

Ensure that your personnel actions fully comply with all current and applicable veterans’ preference laws, rules, and regulations. Understand who meets the definition of veteran who is entitled to veterans’ preference in employment in the competitive civil service and in the excepted service; and the circumstances under which veterans’ preference applies, including competitive appointments, noncompetitive appointments, and merit promotion under the Veterans Employment Opportunities Act.

- Instructor assistance and feedback on assignments
- Facilitated discussions

Enroll anytime in this online course. All materials are supplied. Instructor-based study; Self-paced. Take up to six months to complete the course.

LEARNING OUTCOMES
- Identify the circumstances in which veterans’ preference applies
- Know the types of veterans’ preference, including veterans, spouses, widows/widowers, and mothers
- Properly adjudicate veterans’ preference claims
- Apply veterans’ preference in both competitive and excepted appointments
- Employ these special appointing authorities for veterans: Veterans’ Recruitment Appointments (VRA); disabled veterans enrolled in a VA training program; Veterans Employment Opportunities Act of 1998

WHO SHOULD ATTEND?
Anyone who adjudicates, applies, or advises on veterans’ preference

SESSION SCHEDULE
You have six months from the date of enrollment to complete the course.
Behavioral Job Interviewing to Hire the Best

STAF8012D  2 Days  1.2 CEU  $699

Gain the knowledge you need to design and administer structured interviews. Focus your interviews on the job competencies that are most critical to the position. Gain skill in developing behavior-based questions that tap the applicant’s experience and indicate how the applicant is likely to handle similar assignments. Develop structured interview questions and rating scales.

This course was previously titled Interviewing Techniques

LEARNING OUTCOMES

• Identify the major purposes of the employment interview
• Identify the key aspects of preparing for an employment interview
• Develop behavior-based interview questions
• Develop an interview scoring mechanism
• Assess candidates against a rating scale
• Conduct effective, behavior-based interviews

WHO SHOULD ATTEND?

HR practitioners, supervisors, managers, recruiters, and others who interview job applicants

SESSION SCHEDULE

4/2/20 – 4/3/20 ......................... Washington, DC
9/10/20 – 9/11/20 ......................... Washington, DC
11/23/20 – 11/24/20 ..................... Washington, DC

Recruitment Strategies Using Social Media

STAF7516D  2 Days  1.2 CEU  $789

Learn about the practice of using social media as a recruitment strategy. Develop your ability to both evaluate what your organization is currently doing in this area and identify how you can help improve the process by which your organization recruits successful high-quality candidates to accomplish its mission and goals. Gain a better understanding of why and how social media is used as a recruitment strategy; the best practices to ensure successful implementation of such strategies; and the ways in which these practices can be monitored, evaluated, and improved.

LEARNING OUTCOMES

• Discuss the need for changes in the recruitment process to accommodate technological innovation and cultural change
• Discuss strategies that incorporate the use of social media to recruit high-quality candidates for public-sector jobs
• Identify best practices for establishing social media as a recruitment strategy
• Describe how metrics can be used to evaluate the successful use of social media as a recruitment strategy
• Assess your organization’s capability for using social media networks for successful staff recruitment

WHO SHOULD ATTEND?

HR practitioners and other staff who need an introduction to the practice of using social media as a recruitment strategy in federal agencies

SESSION SCHEDULE  LOCATION

1/20/20 – 1/21/20 ......................... Washington, DC
7/16/20 – 7/17/20 ......................... Washington, DC
9/29/20 – 9/30/20 ......................... Washington, DC

The Certificate of Accomplishment in Human Resources Management

Level I

Can Be Completed Entirely Online.

www.graduateschool.edu  •  888.744.GRAD
Preparing for a Reduction in Force
STAF7005D 1 Day .6 CEU $499
Learn about alternative flexibilities and tools that help agencies meet their organizational requirements, and, to reduce the scope and impact of any necessary RIFs. Enhance your knowledge of the actions agencies must take to prepare in advance to ensure that a RIF is successful. This course describes the considerations and actions required for agencies anticipating a reduction in force.

As a one-day overview of a very complex process, this course does not include skills development exercises. Rather, it:
• Describes tools, processes, and records requirements;
• Describes considerations necessary to prepare for a RIF; and
• Poses discussion questions for participants.

For a complete description of the RIF process, along with hands-on, practical exercises to develop skill, enroll in Planning and Conducting a Reduction in Force (STAF7015D).

LEARNING OUTCOMES
• Summarize the major flexibilities and tools available to help agencies avoid a RIF or reduce the impact of a RIF
• Discuss the RIF process, including the major factors for determining retention standing
• Describe resources available to agencies preparing for a RIF
• Describe tools, processes, records requirements, and considerations necessary to prepare for a RIF

WHO SHOULD ATTEND?
Supervisors, managers, and HR leaders and officials who anticipate a need to restructure their workforce and wish to understand the impact of a potential reduction in force

SESSION SCHEDULE
Available By Contract Only
Planning and Conducting a RIF

STAF7015D  4 Days  2.4 CEU  $1,199

Learn the mechanics of properly executing a reduction in force (RIF). Know what to do when an agency abolishes positions, or separates or downgrades employees due to a reorganization, lack of work, shortage of funds, or insufficient personnel ceiling. Run a mock RIF to determine the impact of various decisions on employee entitlements and agency structure. Learn about appeal procedures, priority placement programs, and employee reemployment and restoration rights.

The content of this course focuses on the RIF procedures described in 5 CFR 351. It does not cover the specific procedures established by the National Defense Authorization Act of 2016.

LEARNING OUTCOMES
• Define basic terms such as competitive area, competitive level, retention register, bumping, and retreating
• Describe the basic procedures used in a reduction in force (RIF)
• Establish a retention register
• Apply the RIF actions of displacement, retreating, bumping, and separation in a RIF
• Explain pay implications in a RIF
• Explain special employment programs for displaced employees
• Identify when a proposed reorganization will result in a transfer of function, and determine management and employee rights in a transfer of function
• Recognize RIF actions by agencies that are subject to RIF appeal, explain the appeals procedure, and cite current relevant case law

WHO SHOULD ATTEND?
HR practitioners, as well as union officials and other employee representatives, who need to understand or execute a RIF

SESSION SCHEDULE  LOCATION
5/5/20 – 5/8/20 ...............................Washington, DC
8/11/20 – 8/14/20 ...............................Washington, DC
11/3/20 – 11/6/20 ...............................Washington, DC

Calculating Service Computation Dates

STAF7602D  1 Day  0.6 CEU  $499

Determine creditable service and correctly compute all four types of service computation dates (SCDs): leave, retirement, reduction-in-force (RIF), and Thrift Savings Plan (TSP). Recognize when and how to change an employee’s SCD.

LEARNING OUTCOMES
• Learn what Service Computation Dates (SCD) are
• Determine appropriate service is creditable and how it is credited for civil service employment.
• Determine if uniformed service is creditable
• Learn how to verify service
• Learn when to compute the SCD or make changes to SCD
• Learn differences between SCD for Leave, RIF, TSP, and Retirement

WHO SHOULD ATTEND?
HR practitioners who compute and make changes to SCDs

SESSION SCHEDULE  LOCATION
4/16/20 – 4/16/20 ...............................Washington, DC
5/14/20 – 5/14/20 ...............................Washington, DC
7/30/20 – 7/30/20 ...............................Washington, DC
8/20/20 – 8/20/20 ...............................Washington, DC
9/14/20 – 9/14/20 ...............................Washington, DC

This course is part of the Certificate Program in Human Resources Processing.
Calculating Service Computation Dates — Live Online
STAF7602A 1 Day 0.6 CEU $499

Determine creditable service and correctly compute all four types of service computation dates (SCDs): leave, retirement, reduction-in-force (RIF), and Thrift Savings Plan (TSP). Recognize when and how to change an employee’s SCD.

Sessions will run through Adobe Connect with live instructor-led interaction, individual and group exercises, and emphasis on peer learning.

- Two half-day online course sessions; three hours of live instructor-led interaction per day
- Sessions will include practical individual and group exercises, poll questions, and text and audio discussions.

Note: Students should take one of the following courses or have equivalent experience before enrolling in this course: Federal Staffing and Placement (STAF7009), Basic Staffing and Placement (STAF7100A), Federal Staffing (STAF7102A), OR Processing Federal Personnel Actions (STAF7010).

LEARNING OUTCOMES
- Learn what Service Computation Dates (SCD) are
- Determine appropriate service is creditable and how it is credited for civil service employment
- Determine if Uniformed service is creditable
- Learn how to verify service
- Learn when to compute the SCD or make changes to SCD
- Learn differences between SCD for Leave, RIF, TSP, and Retirement

WHO SHOULD ATTEND?
HR practitioners who compute and make changes to SCDs

SESSION SCHEDULE LOCATION
3/24/20 – 3/26/20 ......................... Online
6/16/20 – 6/18/20 ......................... Online

For more information, visit www.graduateschool.edu/gsa or call 800.787.9074.
Human Resources
Processing and Analysis

www.graduateschool.edu/hr
HR Processing and Analysis Courses by OPM Proficiency Level ¹, ², ³

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- Demonstrates familiarity with concepts and processes

3 = Intermediate
- Applies the competency in difficult situations
- Requires occasional guidance
- Demonstrates familiarity with concepts and processes

4 = Advanced
- Applies the competency in considerable difficult situation
- Generally requires little or no guidance
- Demonstrates broad understanding on concepts and processes

5 = Expert
- Applies the competency in exceptionally difficult situation
- Serves as a key resource and advises others
- Demonstrates comprehensive, expert understanding of concepts and processes
Using the Guide to Processing Personnel Actions — Online

PROC7004A  6 Months  .6 CEU  $499

Learn to use the Guide to Processing Personnel Actions (GPPA). Overview the structure and use of the Guide to Processing Personnel Actions by walking through the Guide and related manuals. In this course, you will see what is covered, how information is organized, and how DLTs and other GPPA content are used

- Content is enriched with video and other multimedia
- Blogs and discussion designed specifically for student
- Limited instructor assistance

Enroll anytime. All materials supplied. Independent study; take up to six months to complete.

This course is not appropriate for those who completed Basic Processing Personnel Actions (PROC7003A).

LEARNING OUTCOMES

- Understand how to find and use the information in OPM’s Guide to Processing Personnel Actions
- Use Decision Logic Tables (DLTs), Job Aids, Figures, Tables, and other required GPPA content
- Describe how the Guide to Personnel Recordkeeping, Guide to Data Standards, Guide to Human Resources Reporting, and other related publications are used in the processing of federal personnel actions

WHO SHOULD ATTEND?

Federal HR practitioners or others who simply want to broaden their understanding of HR actions processing

SESSION SCHEDULE

You have six months to complete the course

Processing Federal Personnel Actions

STAF7010D  5 Days  3 CEU  $1,699

Learn about the Guide to Processing Personnel Actions and how to use the Guide to document personnel actions. Learn how to prepare, process, and approve Requests for Personnel Actions (SF-52) and Notifications of Personnel Actions (SF-50), the essential personnel records for federal employees. Use the correct and appropriate forms, terminology, codes, remarks, processes, and procedures that affect personnel actions.

LEARNING OUTCOMES

- Use The Guide to Processing Personnel Actions and related references to complete the required entries on the Request for Personnel Action (SF 52) and the Notification of Personnel Action (SF 50), including selection of the correct nature of action, legal authority, and remarks
- Determine computing service computation dates, determining retirement coverage veterans’ preference, and waiting periods for within-grade increases, probationary periods, and career tenure

WHO SHOULD ATTEND?

HR practitioners and others who need to understand and apply federal HR actions processing procedures

SESSION SCHEDULE  LOCATION

1/13/20 – 1/17/20 ..............................................Washington, DC
2/3/20 – 2/7/20 ..................................................Washington, DC
3/2/20 – 3/6/20 ....................................................Washington, DC
3/30/20 – 4/3/20 ....................................................Washington, DC
4/13/20 – 4/17/20 ..................................................Washington, DC
4/27/20 – 5/1/20 ...................................................Washington, DC
5/18/20 – 5/22/20 .................................................Denver, CO
6/1/20 – 6/5/20 .....................................................Washington, DC
6/22/20 – 6/26/20 .................................................Atlanta, GA
7/6/20 – 7/10/20 ..................................................Washington, DC
7/13/20 – 7/17/20 .................................................San Diego, CA
7/27/20 – 7/31/20 ..................................................Washington, DC
8/3/20 – 8/7/20 ...............................................San Francisco, CA
8/17/20 – 8/21/20 ...............................................Washington, DC
9/14/20 – 9/18/20 ................................................Kansas City, MO
9/14/20 – 9/18/20 ................................................Washington, DC
9/28/20 – 10/2/20 ................................................Washington, DC
10/5/20 – 10/9/20 .................................................Washington, DC
11/2/20 – 11/6/20 .................................................Washington, DC
12/7/20 – 12/11/20 ..............................................Washington, DC

This course is part of the Certificate Program in Human Resources Processing.

This course is part of the Certificate Program in Human Resources Processing.

ACCET  Accredited by the Accrediting Council for Continuing Education & Training
Adjudicating and Applying Veterans’ Preference — Online

STAF8607A  6 Months .8 CEU $545

Ensure that your personnel actions fully comply with all current and applicable veterans’ preference laws, rules, and regulations. Understand who meets the definition of veteran who is entitled to veterans’ preference in employment in the competitive civil service and in the excepted service; and the circumstances under which veterans’ preference applies, including competitive appointments, noncompetitive appointments, and merit promotion under the Veterans Employment Opportunities Act.

- Instructor assistance and feedback on assignments
- Facilitated discussions

Enroll anytime in this online course. All materials are supplied. Instructor-based study; Self-paced. Take up to six months to complete the course.

Note: Students should take one of the following courses or have equivalent experience before enrolling in this course: Federal Staffing and Placement (STAF7009), Basic Staffing and Placement (S AF7100A), Federal Staffing (S AF7102A), Processing Federal Personnel Actions (STAF7010), OR Basic Processing Personnel Actions (PROC7003A)

LEARNING OUTCOMES

- Identify the circumstances in which veterans’ preference applies
- Know the types of veterans’ preference, including veteran, spouse, widow/widower, and mother
- Properly adjudicate veterans’ preference claims
- Apply veterans’ preference in both competitive and excepted appointments
- Employ these special appointing authorities for veterans: Veterans’ Recruitment Appointments (VRA); disabled veterans enrolled in a VA training program; and Veterans Employment Opportunity Act of 1998

WHO SHOULD ATTEND?

Anyone who adjudicates, applies, or advises on veterans’ preference

SESSION SCHEDULE

You have six months from date of enrollment to complete the course

This course is part of the Certificate Program in Human Resources Processing.

Adjudicating and Applying Veterans’ Preference

STAF8007D  1 Day .6 CEU $549

Ensure your agency fully complies with all current and applicable veterans’ preference laws, rules, and regulations. Understand who meets the definition of veteran who is entitled to preference in employment in the competitive and excepted services; and the circumstances under which veterans’ preference applies, including competitive appointments, noncompetitive appointments, and merit promotion.

Note: Students should take one of the following courses or have equivalent experience before enrolling in this course: Federal Staffing and Placement (STAF7009), Basic Staffing and Placement (S AF7100A), Federal Staffing (S AF7102A), Processing Federal Personnel Actions (STAF7010), OR Basic Processing Personnel Actions (PROC7003A)

LEARNING OUTCOMES

- Know the circumstances when veterans’ preference applies
- Identify the types of veterans’ preference, including veteran, spouse, widow/widower, and mother
- Correctly adjudicate veterans’ preference claims
- Apply veterans’ preference to competitive and excepted service appointments
- Apply special appointing authorities for veterans in the following: Veterans’ Recruitment Appointments (VRA); 30 Percent or More Disabled Veterans; Disabled veterans enrolled in a VA training program; and Veterans Employment Opportunity Act of 1998

WHO SHOULD ATTEND?

HR practitioners who adjudicate veterans’ preference claims or perform delegated examining work

SESSION SCHEDULE  LOCATION

4/16/20 – 4/16/20 ..................................................Washington, DC
5/18/20 – 5/18/20 ..................................................Washington, DC
6/12/20 – 6/12/20 ..................................................Denver, CO
6/26/20 – 6/26/20 ..................................................Washington, DC
7/24/20 – 7/24/20 ..................................................Washington, DC
8/14/20 – 8/14/20 ..................................................San Francisco, CA
8/21/20 – 8/21/20 ..................................................Washington, DC
9/25/20 – 09/25/20 .................................................Washington, DC

This course is part of the Certificate Program in Human Resources Processing.

www.graduateschool.edu  888.744.GRAD
Calculating Service Computation Dates

STAF7602A  1 Day  0.6 CEU  $499

Determine creditable service and correctly compute all four types of service computation dates (SCDs): leave, retirement, reduction-in-force (RIF), and Thrift Savings Plan (TSP). Recognize when and how to change an employee’s SCD.

Note: Students should take one of the following courses or have equivalent experience before enrolling in this course: Federal Staffing and Placement (STAF7009), Basic Staffing and Placement (STAF7100A), Federal Staffing (STAF7102A), OR Processing Federal Personnel Actions (STAF7010).

LEARNING OUTCOMES
• Determine what service is creditable for leave, retirement, RIF, and TSP
• Correctly change SCDs based on events such as excess nonpay status or changes from intermittent to full-time or part-time work schedule
• Compute SCDs accurately

WHO SHOULD ATTEND?
HR practitioners who compute and make changes to SCDs

SESSION SCHEDULE  LOCATION
4/16/20 – 4/16/20 ......................... Washington, DC
5/14/20 – 5/14/20 ......................... Washington, DC
6/11/20 – 6/11/20 ............................ Denver, CO
7/30/20 – 7/30/20 ......................... Washington, DC
8/13/20 – 8/13/20 ............................ San Francisco, CA
8/20/20 – 8/20/20 ............................. Washington, DC
9/14/20 – 9/14/20 ............................. Washington, DC

This course is part of the Certificate Program in Human Resources Processing.
Federal Employee Benefit

BEN7104D  5 Days  3 CEU  $1,499

Gain the information needed to advise new, current, and separating employees about their benefit. Learn about the Federal Employees Health Benefit (FEHB) program; Federal Employees Group Life Insurance (FEGLI) program; Thrift Savings Plan (TSP); Civil Service Retirement System (CSRS); CSRS Offset; Federal Employees Retirement System (FERS); and Social Security. Make sure you can accurately and thoroughly analyze and respond to questions from employees about their federal employee benefit.

LEARNING OUTCOMES

• Determine retirement system coverage for new hires, rehires, transfers, and converted employees
• Explain the basics of the Social Security eligibility and survivor benefit
• Explain the basics of the Thrift Savings Program and withdrawal options
• Determine retirement eligibility dates, identify creditable service, and calculate basic annuity amounts under CSRS and FERS
• Determine and explain eligibility requirements, options, and coverage for FEHB and FEGLI

WHO SHOULD ATTEND?

HR practitioners who administer and apply federal employee benefit

SESSION SCHEDULE  LOCATION
1/13/20 – 1/17/20 .............................. Washington, DC
2/3/20 – 2/7/20 .............................. Washington, DC
3/2/20 – 3/6/20 ............................... Washington, DC
3/9/20 – 3/13/20 .............................. San Diego, CA
4/20/20 – 4/24/20 ............................... Washington, DC
5/11/20 – 5/15/20 ............................... Washington, DC
5/18/20 – 5/22/20 .............................. Virginia Beach, VA
6/1/20 – 6/5/20 ............................... Washington, DC
6/22/20 – 6/26/20 ............................... Washington, DC
7/13/20 – 7/17/20 ............................... Washington, DC
7/27/20 – 7/31/20 ............................... Denver, CO
8/3/20 – 8/7/20 ............................... Washington, DC
8/24/20 – 8/28/20 ............................... Washington, DC
9/14/20 – 9/18/20 ............................... Washington, DC
9/21/20 – 9/25/20 ............................... Atlanta, GA
10/5/20 – 10/9/20 .............................. Washington, DC
11/2/20 – 11/6/20 .............................. Washington, DC
12/7/20 – 12/11/20 .............................. Washington, DC

This course is part of the Certificate Program in Human Resources Processing.

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GSUSA’s courses cover critical DoD developmental areas, and prepare you and your organization to succeed.

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For more information, visit www.graduateschool.edu/defense or call 888.744.GRAD.
Employee Benefit Administration

www.graduateschool.edu/hr
### Employee Benefits Administration Courses by OPM Proficiency Level 1, 2, 3

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
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<tbody>
<tr>
<td>Federal Employee Benefit</td>
<td>1/2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>CSRS and FERS Retirement and Benefit</td>
<td>1/2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Workers Compensation and Disability Retirement</td>
<td>1/2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Family and Medical Leave Act for Supervisors and HR Practitioners</td>
<td>2</td>
<td>3/4</td>
<td>5</td>
</tr>
</tbody>
</table>

1 These rankings reveal how the learning outcomes of each course will be applied by the employee categories above.

2 Courses not designed for HR practitioners are not included in the rankings.

3 Definitions: OPM Proficiency Levels for technical competencies

1 = Awareness
- Applies the competency in the simplest situations
- Requires frequent guidance
- Demonstrates awareness of concepts and processes

2 = Basic
- Applies the competency in somewhat difficult situation
- Requires frequent guidance
- Demonstrates familiarity with concepts and processes

3 = Intermediate
- Applies the competency in difficult situations
- Requires occasional guidance
- Demonstrates familiarity with concepts and processes

4 = Advanced
- Applies the competency in considerable difficult situation
- Generally requires little or no guidance
- Demonstrates broad understanding on concepts and processes

5 = Expert
- Applies the competency in exceptionally difficult situation
- Serves as a key resource and advises others
- Demonstrates comprehensive, expert understanding of concepts and processes
Federal Employee Benefit

BENE7104D 5 Days 3 CEU $1,499

Learn to advise new, current, and separating employees about their benefit. Learn about the Federal Employees Health Benefit (FEHB) program; Federal Employees Group Life Insurance (FEGLI) program; Thrift Savings Plan (TSP); Civil Service Retirement System (CSRS); CSRS Offset; Federal Employees Retirement System (FERS); and Social Security. Make sure you can accurately analyze and respond to questions from employees about their federal employee benefit.

LEARNING OUTCOMES

- Determine retirement system coverage for new hires, rehires, transfers, and converted employees
- Explain the basics of the Social Security eligibility and survivor benefit
- Explain the basics of the Thrift Savings Program and withdrawal options
- Determine retirement eligibility dates, identify creditable service, and calculate basic annuity amounts under CSRS and FERS
- Determine and explain eligibility requirements, options, and coverage for FEHB and FEGLI

WHO SHOULD ATTEND?

HR practitioners who administer and apply federal employee benefit

SESSION SCHEDULE  LOCATION
1/13/20 – 1/17/20 ......................... Washington, DC
2/3/20 – 2/7/20 ............................ Washington, DC
3/2/20 – 3/6/20 ............................. Washington, DC
3/9/20 – 3/13/20 ......................... San Diego, CA
4/20/20 – 4/24/20 ......................... Washington, DC
5/11/20 – 5/15/20 ......................... Washington, DC
5/18/20 – 5/22/20 ........................ Virginia Beach, VA
6/1/20 – 6/5/20 ............................ Washington, DC
6/22/20 – 6/26/20 ......................... Washington, DC
7/13/20 – 7/17/20 ......................... Washington, DC
7/27/20 – 7/31/20 ......................... Denver, CO
8/3/20 – 8/7/20 ............................ Washington, DC
8/24/20 – 8/28/20 ......................... Washington, DC
9/14/20 – 9/18/20 ......................... Washington, DC
9/21/20 – 9/25/20 ......................... Atlanta, GA
10/5/20 – 10/9/20 ........................ Washington, DC
11/2/20 – 11/6/20 ......................... Washington, DC
12/7/20 – 12/11/20 ....................... Washington, DC

This course is part of the Certificate Program in Federal Human Resources Management and Human Resources Processing.

CSRS and FERS Retirement and Benefit

BENE8201D 4 Days 2.4 CEU $1,299

Learn all you need to know to correctly inform and counsel Civil Service Retirement System (CSRS), CSRS Offset, and FERS employees about their federal retirement benefits and options. This comprehensive workshop provides valuable information about the rules, regulations, retirement application procedures, and benefits of the retirement systems.

LEARNING OUTCOMES

- Identify CSRS, CSRS Offset, and FERS coverage and retirement eligibility requirements
- Calculate creditable annuity and service estimates
- Describe deposit service, redeposit service, and post-56 military deposit service
- Explain retirement spousal elections, survivor benefit, and death benefit
- Use the appropriate retirement forms and accurately process retirement applications
- Explain retiree aspects of FEHB and FEGLI, including eligibility and options
- Explain the special rules that impact Social Security benefits for CSRS retirees and surviving spouses (GPO and WEP)
- Prepare complete and accurate retirement applications

WHO SHOULD ATTEND?

HR practitioners and others who administer federal benefits will benefit by attending this course

SESSION SCHEDULE  LOCATION
2/11/20 – 2/14/20 ........................ Washington, DC
3/17/20 – 3/20/20 ........................ San Diego, CA
4/7/20 – 4/10/20 ........................... Washington, DC
5/19/20 – 5/22/20 ........................ Virginia Beach, VA
6/9/20 – 6/12/20 ............................ Washington, DC
7/21/20 – 7/24/20 ......................... Washington, DC
7/28/20 – 7/31/20 ......................... Atlanta, GA
8/11/20 – 8/14/20 ......................... Washington, DC
9/22/20 – 9/25/20 ......................... Washington, DC
9/29/20 – 10/2/20 ......................... Denver, CO
11/17/20 – 11/20/20 ...................... Washington, DC
Workers Compensation and Disability Retirement

BENE8104D  2 Days  1.2 CEU  $749

Develop the knowledge and skills you need to handle claims for the Office of Workers Compensation Program (OWCP) and federal disability retirement. Understand the features of each program and help your agency process claims quickly and accurately, reduce worker compensation costs, and bring injured employees back to work.

LEARNING OUTCOMES

• Understand benefits available under the Office of Workers Compensation Program (OWCP) and federal disability retirement
• Answer questions regarding the OWCP
• Explain and process the various claims forms for OWCP and disability retirement
• Explain injury compensation rules and return-to-work plans to federal employees

WHO SHOULD ATTEND?

HR practitioners as well as other support staff members who are involved in administering benefits for federal employees

SESSION SCHEDULE  LOCATION
3/5/20 – 3/6/20 ...................................Washington, DC
5/7/20 – 5/8/20 ...................................Washington, DC
6/24/20 – 6/25/20 ...................................Washington, DC
7/9/20 – 7/10/20 ...................................Washington, DC
8/11/20 – 8/12/20 ...................................Washington, DC
9/17/20 – 9/18/20 ...................................Washington, DC
10/29/20 – 10/30/20 ...................................Washington, DC

Family and Medical Leave Act for Supervisors and HR Practitioners

PMGT7510D  2 Days  1.2 CEU  $749

Learn the requirements you must follow under the Family and Medical Leave Act and how to handle specific situations you may face. Ensure that you and your agency do not end up dealing with a grievance or court case because you do not understand or know how to apply the entitlements provided in the Act.

This course was previously titled Family and Medical Leave Act for Supervisors and Managers

LEARNING OUTCOMES

• Recognize the complexities of the FMLA entitlements
• Locate law, regulation, and agency guidance on FMLA administration
• Identify the FMLA requirements affecting leave approval or denial
• Discuss workplace FMLA issues that both supervisors and HR practitioners must know how to deal with
• Describe situations in which FMLA leave must, can, and might not be granted

WHO SHOULD ATTEND?

Federal supervisors and HR practitioners needing an introduction to employee and management issues related to the Family and Medical Leave Act

SESSION SCHEDULE  LOCATION
1/23/20 – 1/24/20 ...................................Washington, DC
4/7/20 – 4/8/20 ...................................Washington, DC
7/7/20 – 7/8/20 ...................................Washington, DC
10/6/20 – 10/7/20 ...................................Washington, DC
Classificatio and Position Management

www.graduateschool.edu/hr
## Classification and Position Management Courses by OPM Proficiency Level

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Classification Online</td>
<td></td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Position Classification: An Introduction Online</td>
<td>1</td>
<td>2/3</td>
<td></td>
</tr>
<tr>
<td>Principles of Classification</td>
<td>2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Position Classification</td>
<td>2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Classification Refresher</td>
<td></td>
<td>3/4</td>
<td>4</td>
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<tr>
<td>Advanced Position Classification</td>
<td></td>
<td></td>
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<tr>
<td>Writing Federal Position Descriptions</td>
<td>1/2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Federal Position Management</td>
<td>1</td>
<td>3</td>
<td>4/5</td>
</tr>
<tr>
<td>Fair Labor Standards Act (FLSA) Online</td>
<td>1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Fair Labor Standards Act (FLSA)</td>
<td>1</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

1. These rankings reveal how the learning outcomes of each course will be applied by the employee categories above.

2. Courses not designed for HR practitioners are not included in the rankings for technical competencies.

3. Definitions: OPM Proficiency Levels for technical competencies

**1 = Awareness**
- Applies the competency in the simplest situations
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- Demonstrates familiarity with concepts and processes

**3 = Intermediate**
- Applies the competency in difficult situations
- Requires occasional guidance
- Demonstrates familiarity with concepts and processes

**4 = Advanced**
- Applies the competency in considerable difficult situation
- Generally requires little or no guidance
- Demonstrates broad understanding on concepts and processes

**5 = Expert**
- Applies the competency in exceptionally difficult situation
- Serves as a key resource and advises others
- Demonstrates comprehensive, expert understanding of concepts and processes
Federal Classification — Online

CLAS7052A 6 Months 4 CEU $895

Learn the basic, crosscutting principles you need to classify and analyze federal positions for compensation purposes, and apply these concepts by classifying GS, FWS, and alternative system positions. Improve your analytical skills in order to ask good questions about position duties and organizational design, write Factor Evaluation System (FES) position descriptions, and analyze position management alternatives.

- Instructor assistance and feedback on assignments
- Facilitated blogging and discussions

Enroll anytime in this online course. All materials supplied. Instructor-based study. Self-paced; take up to six months to complete the course.

LEARNING OUTCOMES

- Learn the principles and the references that guide classification in the federal sector
- Understand and apply procedures used to classify federal positions using the FES
- Understand and apply procedures used to classify federal positions using the narrative system
- Understand alternative HR systems and procedures commonly used to evaluate positions in such systems
- Understand and apply procedures used to classify federal blue-collar positions using the job-grading system
- Apply the rules applicable to classifying mixed grade/series and interdisciplinary positions
- Apply the procedures used to classify federal leader, supervisory, and managerial positions
- Recognize and apply the principles used to organize work (position management) and describe positions using the FES format
- Describe positions using the FES format

WHO SHOULD ATTEND?

HR practitioners, administrative staff, managers, supervisors, and all others who need to know how to evaluate the level and pay of federal positions

SESSION SCHEDULE

You have six months from date of enrollment to complete the course.

Position Classification: An Introduction — Online

CLAS7051A 6 Months 4 CEU $899

Learn to use OPM references and standards to correctly classify General Schedule and Federal Wage System positions. Overview position management principles so that you can advise supervisors and managers on making good decisions on economical and efficient position and organizational structures. Become familiar with the basics of alternative classification systems to ensure a well-rounded knowledge of how positions are evaluated in the federal government.

- Content is enriched with video and other multimedia
- Blogs and discussion designed specifically for student
- Limited instructor assistance

Enroll anytime. All materials supplied. Independent study; take up to six months to complete the course.

WHO SHOULD ATTEND?

HR practitioners, administrative staff, and others who need a basic knowledge of the federal classification system

SESSION SCHEDULE

You have six months from date of enrollment to complete the course.

This course is part of the Level 1 Certificate Program in Federal Human Resources Management.
Principles of Classification

CLAS7900D  5 Days  3 CEU  $1,499

Learn how to apply the basic, cross-cutting principles needed to classify and analyze General Schedule (GS) and Federal Wage System (FWS) positions. Become adept with the principles and procedures associated with the systems used in federal classification. Improve the analytical skills you need to ask good questions about position duties and design.

LEARNING OUTCOMES

• Discuss the two primary systems used to evaluate positions in the federal system
• Describe the legal basis, structure, and primary tools of the General Schedule system
• Explain and apply procedures used to classify federal positions using the Factor Evaluation System
• Explain and apply procedures used to classify federal positions in the Federal Wage System including leader and supervisory positions.
• Describe and apply the procedures used to classify General Schedule leader, supervisory, and managerial positions.
• Explain and apply the rules applicable to classifying mixed grade/series and interdisciplinary positions.

WHO SHOULD ATTEND?

HR practitioners and others who need to know how to evaluate, federal GS and FWS positions, including HR practitioners, managers, supervisors, administrative staff, and others

This five-day course is not a substitute for the 10-day Position Classification course (CLAS703D). This course provides fewer opportunities to practice and demonstrate correct application of classification and does not cover other classification-related topics in the depth seen in the 10-day course.

SESSION SCHEDULE  LOCATION

2/10/20 – 2/14/20 ...............................Washington, DC
3/9/20 – 3/13/20 .................................Virginia Beach, VA
4/13/20 – 4/17/20 ...............................Washington, DC
4/27/20 – 5/1/20 ...............................Kansas City, MO
5/4/20 – 5/8/20 .................................Denver, CO
5/11/20 – 5/15/20 ...............................Washington, DC
6/8/20 – 6/12/20 ...............................Washington, DC
6/22/20 – 6/26/20 ...............................Washington, DC
7/6/20 – 7/10/20 ...............................Washington, DC
7/20/20 – 7/24/20 ...............................Washington, DC
8/3/20 – 8/7/20 ...............................Washington, DC
9/14/20 – 9/18/20 ...............................Washington, DC
10/19/20 – 10/23/20 ...........................Washington, DC

This course is part of the Certificate Program in Federal Human Resources Management.

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We can provide customized support to your agency to help you meet your annual training requirements. Visit www.graduateschool.edu/gsa.
Position Classification
CLAS7003D 10 Days 6 CEU $2,579

Develop and improve your skills in selecting and applying position classification standards, writing position evaluation statements, and operating within classification-related areas such as FLSA and position management. This intensive ten-day course provides you with a foundation in General Schedule (GS) and Federal Wage System (FWS) classification. Focus on the legal bases, structure, and operation of the GS, FWS, and alternative classification systems.

LEARNING OUTCOMES
• Understand the legal basis, structure, and primary tools of the General Schedule system
• Apply the procedures used to classify federal positions using the Factor Evaluation System
• Prepare an evaluation statement using the Factor Evaluation System
• Understand job family standards, guides, and the automated classification programs used by some federal agencies
• Select and apply procedures used to classify federal positions in the Federal Wage System
• Select and apply procedures used to classify federal positions using the narrative system
• Illustrate the rules applicable to classifying mixed grade/series and the interdisciplinary positions
• Identify the preparation and interview procedures required for a position audit
• Know how to apply the procedures used to classify federal leader, supervisory, and managerial positions

WHO SHOULD ATTEND?
HR practitioners and others who classify positions or need an in-depth knowledge of how positions are classified.

The five-day Principles of Classification (CLAS7900D) is not a substitute for this in-depth, exercise-intensive course.
Classification Refresher

**CLASS7004D**  3 Days  1.8 CEU  $899

Refresh your knowledge of classification essentials and more advanced classification issues and go home with a quick and easy-to-use reference guide. Enhance your skills by completing two classification projects with instructor input and feedback.

**LEARNING OUTCOMES**

- Apply the Factor Evaluation Standard (FES) format and Narrative Standard format
- Write defensible, well-documented evaluation statements
- Classify developmental positions and consider the implications of Statements of Difference (SoD)
- Apply the General Schedule Leader Grade Evaluation Guide (GSLGEG)
- Apply the General Schedule Supervisory Guide (GSSG)

**WHO SHOULD ATTEND?**

HR practitioners and other agency staff who have prior experience in evaluating/classifying positions under Title 5. This includes the significant number of HR practitioners who classify only intermittently and have a critical need to network and refresh their classification knowledge.

**SESSION SCHEDULE  LOCATION**

<table>
<thead>
<tr>
<th>Session Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>3/11/20 – 3/13/20</td>
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<td>6/17/20 – 6/19/20</td>
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<tr>
<td>11/18/20 – 11/20/20</td>
<td>Washington, DC</td>
</tr>
</tbody>
</table>

Advanced Position Classification

**CLASS9001D**  4 Days  3 CEU  $1,199

Refresh your classification knowledge on the major issues involving FES and narrative systems and discuss the more difficult and technical classification issues through exercises based on classification appeal decided by the Office of Personnel Management.

**LEARNING OUTCOMES**

- Learn the procedures used to evaluate positions under the Factor Evaluation System and the narrative system
- Use the references that guide the federal classification system
- Understand the concepts and apply the procedures to such technical issues as mixed grade/mixed series, interdisciplinary positions, and one-grade vs. two-grade interval work
- Understand the General Schedule and Federal Wage System classification appeals process
- Interpret and apply the General Schedule Leader Grade Evaluation Guide and the General Schedule Supervisory Guide
- Apply the Fair Labor Standards Act (FLSA) categories to properly determine exempt/non-exempt status

**WHO SHOULD ATTEND?**

HR practitioners with significant prior experience in evaluating/classifying positions under Title 5.

**SESSION SCHEDULE  LOCATION**

<table>
<thead>
<tr>
<th>Session Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>4/7/20 – 4/9/20</td>
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<td>6/10/20 – 6/12/20</td>
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<td>7/28/20 – 7/30/20</td>
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<td>11/16/20 – 11/18/20</td>
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Writing Federal Position Descriptions

CLAS7910D  2 Days  1.2 CEU  $789

Learn how to make effective use of your organization’s human resources by planning and describing positions completely and accurately. Include important duties, organizational relationships, and essential knowledge in employee position descriptions (PDs) since PDs form the basis for many HR actions, including compensation, hiring, and RIF. Facilitate the accomplishment of an agency’s mission, goals, and objectives at both the macro and micro levels with effective PDs.

LEARNING OUTCOMES
• Describe the importance of current and accurate position descriptions and their effect on classification, recruitment, performance measurement, compensation, and employee relations
• Explain the do’s and don’ts of writing position descriptions
• Identify supervisory responsibilities in writing PDs
• Discuss the components of General Schedule non-supervisory and supervisory position descriptions
• Define the factors necessary for writing General Schedule nonsupervisory and supervisory position descriptions
• Write complete and accurate General Schedule non-supervisory and supervisory position descriptions
• Discuss the components of FWS non-supervisory and supervisory position descriptions
• Define the factors necessary for writing FWS nonsupervisory and supervisory position descriptions
• Write complete and accurate Federal Wage System non-supervisory and supervisory position descriptions

WHO SHOULD ATTEND?
Federal supervisors, HR practitioners, and administrative staff who need to be able to apply the basic principles of position planning to the description of positions and write complete position descriptions

SESSION SCHEDULE  LOCATION
4/16/20 – 4/17/20 ............................... Washington, DC
6/4/20 – 6/5/20 ................................... Washington, DC
7/18/20 – 7/19/20 ............................... Washington, DC
8/20/20 – 8/21/20 ............................... Washington, DC
10/8/20 – 10/9/20 ............................... Washington, DC

Writing Federal Position Descriptions — Online

CLAS7911A  6 Months  1.2 CEU  $789

Learn how to make effective use of your organization’s human resources by planning and describing positions completely and accurately. Include important duties, organizational relationships, and essential knowledge in employee position descriptions (PDs) since PDs form the basis for many HR actions, including compensation, hiring, and RIF. Facilitate the accomplishment of an agency’s mission, goals, and objectives at both the macro and micro levels with effective PDs.

• Instructor assistance and feedback on assignments
• Facilitated blogging and discussions

Enroll anytime in this online course. All materials supplied. Instructor-based study. Self-paced; take up to six months to complete.

LEARNING OUTCOMES
• Overview the basic principles of position planning
• Explain the do’s and don’ts in writing position descriptions
• Identify supervisory responsibilities in writing PDs
• Discuss the components of General Schedule non-supervisory and supervisory position descriptions
• Define the factors necessary for writing General Schedule nonsupervisory and supervisory position descriptions
• Write complete and accurate General Schedule nonsupervisory and supervisory position descriptions
• Discuss the components of FWS non-supervisory and supervisory position descriptions
• Define the factors necessary for writing FWS nonsupervisory and supervisory position descriptions
• Write complete and accurate Federal Wage System non-supervisory and supervisory position descriptions

WHO SHOULD ATTEND?
Federal supervisors, HR practitioners, and administrative staff who need to be able to apply the basic principles of position planning to the description of positions.

SESSION SCHEDULE
You have six months from the date of enrollment to complete the course.
Federal Position Management  
CLAS7012D  2 Days  1.2 CEU $849

Discover how to use position management tools, techniques, and methods to support a high-performing organization. Obtain a solid understanding of the role of position management in succession planning, workforce reductions, and organizational restructuring.

Learn to identify and correct problems such as: fragmentation; layering; unnecessary positions; narrow supervisor-to-employee ratio; job dilution; missing career ladders; workforce/PD inconsistencies; and inaccurate position descriptions.

LEARNING OUTCOMES
• Understand position management and its historical impact on federal agency programs
• Recognize the impact of organizational mission on position design
• Understand how organizational structures and common patterns of assigning duties affect position design
• Recognize the symptoms associated with common position management problems and how to resolve them
• Identify and apply the appropriate staffing and classification tool necessary to deal with position management issues
• Learn the various agency roles and responsibilities in the position management process

WHO SHOULD ATTEND?
HR practitioners, management and program analysts, supervisors, managers, and team leaders who are responsible for position management and increasing work unit efficiency

SESSION SCHEDULE  LOCATION
3/19/20 – 3/20/20 .........................Washington, DC
4/6/20 – 4/7/20 ..............................Washington, DC
5/21/20 – 5/22/20 ..........................Washington, DC
6/18/20 – 6/19/20 .........................Washington, DC
7/9/20 – 7/10/20 ............................Washington, DC
8/6/20 – 8/7/20 ..............................Washington, DC
9/10/20 – 9/11/20 ..........................Washington, DC
9/29/20 – 9/30/20 .........................Washington, DC
10/1/20 – 10/2/20 ...........................Washington, DC
11/30/20 – 12/1/20 .......................Washington, DC

Fair Labor Standards Act — Online  
CLAS7102A  6 Months  1.2 CEU $745

Equip yourself with the information, understanding, and ability to correctly apply the provisions of the FLSA. Learn the general principles of the FLSA; how to determine exempt/nonexempt status, the administrative procedures by which covered work time must be compensated; how hours of work and scheduling of work are considered when determining overtime pay entitlements; how to treat time spent traveling away from the official duty station including compensatory time off for travel; the responsibilities of those who ensure that FLSA provisions are not violated; and how the FLSA claims process works.

• Instructor assistance and feedback on assignments
• Facilitated blogging and discussions

Enroll anytime in this online course. All materials are supplied. Instructor-based study; Self-paced. Take up to six months to complete the course.

LEARNING OUTCOMES
• Discuss the history, coverage, and regulations governing the FLSA
• Describe agency, manager/supervisor, and employee responsibilities under the FLSA
• Make FLSA exempt/non-exempt determinations by applying exemption criteria to employees/positions
• Determine hours of work that can be credited as overtime by applying FLSA guidelines to a variety of situations
• Identify situations in which travel is credited as hours of work, and apply appropriate guidelines, including compensatory time off for travel
• Describe the guidelines for filing an FLSA claim

WHO SHOULD ATTEND?
HR practitioners, administrative staff, and payroll technicians who need an understanding of the FLSA provisions to make informed decisions or advise employees or managers on FLSA matters

SESSION SCHEDULE
You have six months from the date of enrollment to complete the course.
Fair Labor Standards Act

CLAS7101D  2 Days  1.2 CEU  $789

Equip yourself with the information, understanding, and ability to correctly apply the provisions of the FLSA. Learn the general principles of FLSA and the administrative procedures by which covered work time must be compensated; how hours of work and scheduling of work become important factors when considering overtime pay entitlements; how to treat time outside regular work hours spent traveling away from the official duty station and the responsibilities of those who have to ensure that FLSA provisions are not violated.

LEARNING OUTCOMES

• Learn the history, coverage, and regulations governing the FLSA
• Describe agency, manager/supervisor, and employee responsibilities under the FLSA
• Make FLSA exempt/non-exempt determinations by applying exemption criteria to employees/positions
• Determine hours of work that can be credited as overtime by applying FLSA guidelines to a variety of situations
• Identify situations in which travel is credited as hours of work and apply the appropriate guidelines, including compensatory time for travel
• Learn the guidelines for filing an FLSA claim

WHO SHOULD ATTEND?

HR practitioners, administrative staff, and payroll technicians who need an understanding of FLSA provisions to make informed decisions or advise employees or managers on FLSA matters

SESSION SCHEDULE  LOCATION
4/1/20 – 4/2/20 ................................... Washington, DC
5/7/20 – 5/8/20 ................................... Washington, DC
6/4/20 – 6/5/20 ................................... Washington, DC
7/9/20 – 7/10/20 ................................... Washington, DC
9/14/20 – 9/15/20 ................................ Washington, DC
10/26/20 – 10/27/20 ............................. Washington, DC
12/7/20 – 12/8/20 ............................... Washington, DC

Position Classification for Supervisors and Administrative Staff

CLAS8102D  2 Days  1.2 CEU  $749

Learn the basic principles, structure, and operation of the federal position classification process. Discover how to proficiently interpret and apply classification standards, select appropriate occupational groups and series, prepare well-written descriptions and evaluation statements, and identify work characteristics that impact position classification. Learn about other related topics such as the application of GS Leader and Supervisory Guides, FLSA, position management, and classification appeals.

This course was previously titled Position Classification for Non Classified.

LEARNING OUTCOMES

• Describe the legal basis, structure, and primary tools of the General Schedule system
• Explain and apply procedures used to classify federal positions using the Factor Evaluation System
• Apply the FES factors to position descriptions
• Explain and apply procedures used to classify narrative system positions
• Understand and apply procedures used to classify leader and supervisory positions
• Describe the FLSA and its requirements
• Discuss the requirements for position management and classification appeals

WHO SHOULD ATTEND?

Federal supervisors, managers, and administrative staff who prepare and evaluate job descriptions or have delegated position classification authority

SESSION SCHEDULE  LOCATION
6/2/20 – 6/3/20 ................................... Washington, DC
7/13/20 – 7/14/20 .................................Washington, DC
9/10/20 – 9/11/20 ............................... Washington, DC
11/15/20 – 11/16/20 ............................ Washington, DC

This course is part of the Certificate Program in Federal Human Resources Management.
Human Resources Management Certificate Level
Courses required for the Level I Certificate cover the conceptual, technical, and procedural knowledge and skills needed by the successful HR practitioner.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Federal Human Resources Management</td>
<td>PERS1731A</td>
<td>1.8 CEU</td>
</tr>
<tr>
<td>Basic Staffing and Placement</td>
<td>STAF7100A</td>
<td>4.0 CEU</td>
</tr>
<tr>
<td>OR</td>
<td>STAF7102A</td>
<td>4.0 CEU</td>
</tr>
<tr>
<td>Federal Staffing and Placement</td>
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<td></td>
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<tr>
<td>Position Classification An Introduction</td>
<td>CLAS7051A</td>
<td>4.0 CEU</td>
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<td>OR</td>
<td>CLAS7052A</td>
<td>4.0 CEU</td>
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<tr>
<td>Federal Classification</td>
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<tr>
<td>Basic Labor Relations</td>
<td>LABR7051A</td>
<td>4.0 CEU</td>
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<tr>
<td>EEO – Its Place in the Federal Government</td>
<td>EEOP7051A</td>
<td>1.6 CEU</td>
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<tr>
<td>Practical Statistics</td>
<td>STAT7001A</td>
<td>3.2 CEU</td>
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</tbody>
</table>

Earn this credential in federal human resources management anytime, anywhere with our ONLINE PROGRAM.
Compensation

www.graduateschool.edu/hr
## Compensation Courses by OPM Proficiency Level ¹, ², ³

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
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<tbody>
<tr>
<td>Pay Setting for FWS Positions Online</td>
<td>1/2</td>
<td>3/4</td>
<td>5</td>
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<tr>
<td>Pay Setting for GS Positions Online</td>
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<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Pay Setting: Federal Wage System</td>
<td>1/2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Pay Setting: General Schedule</td>
<td>1/2</td>
<td>3/4</td>
<td>5</td>
</tr>
</tbody>
</table>

¹ These rankings reveal how the learning outcomes of each course will be applied by the employee categories above.

² Courses not designed for HR practitioners are not included in the rankings.

³ Definitions: OPM Proficiency Levels for technical competencies

1 = Awareness
- Applies the competency in the simplest situations
- Requires frequent guidance
- Demonstrates awareness of concepts and processes

2 = Basic
- Applies the competency in somewhat difficult situation
- Requires frequent guidance
- Demonstrates familiarity with concepts and processes

3 = Intermediate
- Applies the competency in difficult situations
- Requires occasional guidance
- Demonstrates familiarity with concepts and processes

4 = Advanced
- Applies the competency in considerable difficult situation
- Generally requires little or no guidance
- Demonstrates broad understanding on concepts and processes

5 = Expert
- Applies the competency in exceptionally difficult situation
- Serves as a key resource and advises others
- Demonstrates comprehensive, expert understanding of concepts and processes
Pay Setting for FWS Positions — Online
PADM7001A 6 Months 4 CEU $899

Learn how to set pay for employees under the Federal Wage System (FWS) in this extensive technical course. Implement and apply the rules and requirements related to new appointments; reinstatements and reassignments; transfers and conversions; promotions and changes to lower grade; pay changes; recruitment, relocation, and retention incentives; special qualifications grade and pay retention and severance pay; and movement between pay systems.

• Blogs and discussion designed specifically for students
• Limited instructor assistance

Enroll anytime in this online course. All materials are supplied. Instructor-based study; Self-paced. Take up to six months to complete the course.

LEARNING OUTCOMES
• Set pay for employees under the Federal Wage System
• Set pay for non-FWS pay system employees who move to FWS positions
• Use recruitment and relocation incentives

WHO SHOULD ATTEND?
Federal personnel who set pay or give advice on setting pay

SESSION SCHEDULE
You have six months from date of enrollment to complete the course.

---

Pay Setting for GS Positions — Online
PADM7002A 6 Months 4 CEU $899

Learn how to set and administer pay for employees under the General Schedule (GS) in this extensive technical course. Implement and apply the complex array of rules and requirements, including those related to new appointments; reinstatement and reassignments; transfers and conversions; promotions and changes to lower grade; pay changes; recruitment, relocation, and retention incentives; grade and pay retention and severance pay; and movement between pay systems.

• Blogs and discussion designed specifically for students
• Limited instructor assistance

Enroll anytime in this online course. All materials are supplied. Instructor-based study; Self-paced. Take up to six months to complete the course.

LEARNING OUTCOMES
• Set pay for employees under the General Schedule (GS)
• Set pay for non-GS pay system employees who move to GS positions
• Set pay using allowances, differentials, incentives, and back pay

WHO SHOULD ATTEND?
Federal personnel who set pay or give advice on setting pay

SESSION SCHEDULE
You have six months from date of enrollment to complete the course.

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<table>
<thead>
<tr>
<th>DoD FM Competency</th>
<th>MyLearn Course Identify</th>
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</thead>
<tbody>
<tr>
<td>Concepts, Policies, and Principles of Payroll</td>
<td>F73064</td>
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</tbody>
</table>

This course applies towards completion of the DoD Financial Management Certification Program.
Pay Setting: Federal Wage System
STAF9004D  1 Day  .6 CEU  $549
Understand the basics of FWS pay-setting policies and requirements. Learn to apply pay-setting rules and requirements to a variety of real-life situations seen during the FWS pay-setting cycle, including the application of new and revised wage schedules, new appointments, promotions, within-grade increases, and night differential.

LEARNING OUTCOMES
- Understand basic FWS pay-setting policies and requirements
- Apply pay-setting rules and requirements to a variety of real-life situations seen during the FWS pay-setting cycle
- Set pay for new and revised wage schedules, new appointments, promotions, within-grade increases, and night differential

WHO SHOULD ATTEND?
Federal personnel who set pay or give advice on setting pay

SESSION SCHEDULE  LOCATION
2/25/20 – 2/25/20 ............................Washington, DC
5/1/20 – 5/1/20 .............................Washington, DC
7/28/20 – 7/28/20 .............................Washington, DC
10/1/20 – 10/1/20 ..............................Washington, DC

Pay Setting: General Schedule
STAF9002D  3 Days  1.8 CEU  $1,199
Acquire the knowledge necessary to set and administer pay for General Schedule (GS) employees. Learn how to implement and apply the complex array of pay administration rules, including those related to new appointments; reinstatement and reassignments; transfers and conversions; promotions and changes to lower grade; pay changes; recruitment, relocation, and retention incentives; superior qualifications grade and pay retention and severance pay; and movement between pay systems.

This course was previously titled Federal Pay Setting.

LEARNING OUTCOMES
- Explain GS pay-setting policies and requirements
- Apply pay-setting rules and requirements that illustrate the federal pay-setting cycle
- Set pay for a wide variety of personnel actions

WHO SHOULD ATTEND?
Federal personnel who set pay, or give advice on setting pay

SESSION SCHEDULE  LOCATION
1/29/20 – 1/31/20 .........................Washington, DC
2/26/20 – 2/28/20 .........................Washington, DC
4/28/20 – 4/30/20 .........................Washington, DC
5/27/20 – 5/29/20 .........................Washington, DC
6/24/20 – 6/26/20 .........................Washington, DC
7/29/20 – 7/31/20 .........................Washington, DC
8/26/20 – 8/28/20 .........................Washington, DC
9/15/20 – 9/17/20 .........................Atlanta, GA
09/28/20 – 9/30/20 .........................Washington, DC
10/28/20 – 10/30/20 ......................Washington, DC
12/2/20 – 12/4/20 .........................Washington, DC

This course applies towards completion of the DoD Financial Management Certification Program.

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<tr>
<th>DoD FM Competency</th>
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</table>
Employee Relations and Conduct

www.graduateschool.edu/hr
Employee Relations and Conduct by OPM Proficiency Level\textsuperscript{1, 2, 3}

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
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<tbody>
<tr>
<td>Federal Employee Relations (Basic)</td>
<td>1</td>
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<tr>
<td>Adverse Conduct and Performance-Based Actions</td>
<td>1/2</td>
<td>3</td>
<td>4/5</td>
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<tr>
<td>Federal Employee Relations (Intermediate)</td>
<td>2</td>
<td>3</td>
<td>4/5</td>
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<tr>
<td>Writing Conduct and Performance Letters</td>
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<td>3/4</td>
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<tr>
<td>Managing Employee Conduct and Performance</td>
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\textsuperscript{1} These rankings reveal how the learning outcomes of each course will be applied by the employee categories above.

\textsuperscript{2} Courses not designed for HR practitioners are not included in the rankings.

\textsuperscript{3} Definitions: OPM Proficiency Levels for technical competencies

\begin{itemize}
  \item \textbf{1 = Awareness}
    \begin{itemize}
      \item Applies the competency in the simplest situations
      \item Requires frequent guidance
      \item Demonstrates awareness of concepts and processes
    \end{itemize}
  
  \item \textbf{2 = Basic}
    \begin{itemize}
      \item Applies the competency in somewhat difficult situation
      \item Requires frequent guidance
      \item Demonstrates familiarity with concepts and processes
    \end{itemize}
  
  \item \textbf{3 = Intermediate}
    \begin{itemize}
      \item Applies the competency in difficult situations
      \item Requires occasional guidance
      \item Demonstrates familiarity with concepts and processes
    \end{itemize}
  
  \item \textbf{4 = Advanced}
    \begin{itemize}
      \item Applies the competency in considerable difficult situation
      \item Generally requires little or no guidance
      \item Demonstrates broad understanding on concepts and processes
    \end{itemize}
  
  \item \textbf{5 = Expert}
    \begin{itemize}
      \item Applies the competency in exceptionally difficult situation
      \item Serves as a key resource and advises others
      \item Demonstrates comprehensive, expert understanding of concepts and processes
    \end{itemize}
\end{itemize}
**Federal Employee Relations (Basic)**

LABR7110D 2 Days 1.2 CEU $789

Learn about the fundamental principles and policies that govern the basic rights and responsibilities of agency employees in areas such as probationary periods, performance management and awards, discipline, conduct problems, leaves of absence, etc.

*This course was previously titled Basic Employee Relations.*

**LEARNING OUTCOMES**

- Describe the laws and principles that encompass employee relations
- Outline the rights and responsibilities of the parties in employee relations matters
- Identify the differences between performance and conduct
- Discuss employee and supervisory probationary periods
- Outline the investigation process
- Describe the procedures for taking disciplinary actions
- Outline the performance process and taking performance-based actions
- Identify procedures and case law for dealing with leave issues, including dealing with excessive leave use
- Define the need and procedures for requesting medical documentation for accommodation issues and disability determinations

**WHO SHOULD ATTEND?**

HR practitioners, managers and supervisors, and other employees who need an overview of employee relations in the federal government

**SESSION SCHEDULE**

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**Adverse Conduct and Performance-Based Actions**

LABR7100D 4 Days 2.4 CEU $1,199

Learn how to prepare or decide adverse actions or performance-based actions. Before taking adverse and performance-based actions against employees, meet rigid penalty and proof standards of cause set by third parties that review removals, suspensions, demotions, and furloughs. Explore disciplinary and non-disciplinary causes; unusual cause situations, such as medical problems or off-duty conduct; penalty factors; issues of proof; and pre-action investigations.

*This course was previously titled Adverse and Performance-Based Actions.*

**LEARNING OUTCOMES**

- Determine whether an action requires adverse action or unacceptable performance action procedures
- Decide when an adverse action or unacceptable performance action is justifiable
- Determine if enough proof is available to take an action
- List relevant factors in assessing penalties
- Follow the correct procedures in taking either of the two actions

**WHO SHOULD ATTEND?**

HR practitioners, administrative specialists, managers, and supervisors who prepare or decide adverse actions

**SESSION SCHEDULE**

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Accredited by the Accrediting Council for Continuing Education & Training
Federal Employee Relations (Intermediate)

LABR8110D    3 Days    1.8 CEU    $999

Focus on the practice of employee relations in the federal work place. Gain in-depth understanding of the more complex aspects of federal employee relations that a practitioner needs to know when advising management and effectively dealing with employee issues and activities. Enhance your skill in using case law to apply the concepts presented.

Participants in this course should have taken Employee Relations (Basic) (LABR7110) or have equivalent experience.

This course was previously titled Employee Relations for Practitioners.

LEARNING OUTCOMES

- Describe the basic workplace rights and expectations.
- Outline the rights and responsibilities of the parties in employee relations matters.
- Describe the origins and procedures regarding the right to due process.
- Discuss the procedures and processes for taking disciplinary and adverse actions.
- Outline the process of determining credibility in disciplinary situations.
- Identify procedures and case law for dealing with conduct and leave issues, including dealing with excessive leave use.
- Define and outline the use of proper use of medical documentation in leave and accommodation issues.
- Outline the law and regulations regarding disability and reasonable accommodation.
- Define disability, “qualified disabled employee, undue hardship, and reasonable accommodation.
- Describe the procedures for filing grievances, appeals, and EEO complaints.
- Understand the fundamentals of the arbitration process.

WHO SHOULD ATTEND?

Employee relations practitioners, attorneys, union stewards, and others with a need to understand in-depth federal employee relations. Those who attend this course should already have a basic understanding of federal employee relations and should be working in the labor relations arena.

SESSION SCHEDULE LOCATIOn

3/4/20 – 3/6/20 ........................................ Washington, DC
4/1/20 – 4/3/20 ........................................ Washington, DC
5/11/20 – 5/13/20 ....................................... Washington, DC
6/8/20 – 6/10/20 ........................................ Washington, DC
6/17/20 – 6/19/20 ...................................... San Diego, CA
6/24/20 – 6/26/20 ........................................ Washington, DC
7/8/20 – 7/10/20 ........................................ Washington, DC
9/16/20 – 9/18/20 ....................................... Washington, DC
11/4/20 – 11/6/20 ....................................... Washington, DC

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Writing Conduct and Performance Letters

LABR7120D  2 Days  1.2 CEU  $789

Learn how to write legally sufficient conduct and performance letter, including a performance improvement plan (PIP), as the first step toward a successful case before the Merit Systems Protection Board and arbitration. Learn why specific content is necessary in a letter, techniques for formatting letters, and how letters should be delivered to an employee. Also learn how to respond to an employee’s reply to a disciplinary proposal letter.

LEARNING OUTCOMES
• Describe and write legally sufficient conduct and performance letter
• Describe and write a performance improvement plan (PIP)
• Identify case law that pertains to adverse action documentation
• Define and apply a penalty analysis
• Describe the role of the deciding official
• Describe and write settlement agreements, letters pertaining to medical issues, and last-chance agreements

WHO SHOULD ATTEND?
Employee relations practitioners, attorneys, supervisors, and managers

SESSION SCHEDULE
Available By Contract Only

Managing Employee Conduct and Performance

LABR7011D  2 Days  1.2 CEU  $749

Develop the skills necessary to deal with common performance and conduct problems. Explore day-to-day problems that federal supervisors face in this practical, no-nonsense course. Become adept at dealing with workplace issues such as absenteeism, insubordination, coming to work under the influence, threats and intimidation, sick leave abuse, contentious conduct, poor performance, and workplace violence.

This course was previously titled Employee Conduct and Performance.

LEARNING OUTCOMES
• Distinguish between a performance problem and a conduct problem
• Determine when employee conduct is actionable
• Decide whether to take formal or informal action
• List the most common factors in assessing penalties
• Follow the correct steps in a performance counseling session
• Write a performance improvement plan
• Learn the steps in a performance-based action

WHO SHOULD ATTEND?
HR practitioners, as well as civilian and military supervisors of federal civilian employees

SESSION SCHEDULE  LOCATION
6/4/20 – 6/5/20 ...................................Washington, DC
7/16/20 – 7/17/20 ...............................Washington, DC
8/6/20 – 8/7/20 .................................Washington, DC
9/10/20 – 9/11/20 ...............................Washington, DC
10/1/20 – 10/2/20 ...............................Washington, DC
Performance Management

www.graduateschool.edu/hr
# Performance Management Courses by OPM Proficiency Level \(^1, \, 2, \, 3\)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Performance Management</td>
<td>1/2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Adverse Conduct and Performance Based Actions</td>
<td>1/2</td>
<td>3</td>
<td>4/5</td>
</tr>
<tr>
<td>Writing Conduct and Performance Letters</td>
<td></td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Employee Performance Discussions</td>
<td></td>
<td>2</td>
<td>3/4</td>
</tr>
</tbody>
</table>

\(^1\) These rankings reveal how the learning outcomes of each course will be applied by the employee categories above.

\(^2\) Courses not designed for HR practitioners are not included in the rankings.

\(^3\) Definitions: OPM Proficiency Levels for technical competencies

1 = **Awareness**
- Applies the competency in the simplest situations
- Requires frequent guidance
- Demonstrates awareness of concepts and processes

2 = **Basic**
- Applies the competency in somewhat difficult situation
- Requires frequent guidance
- Demonstrates familiarity with concepts and processes

3 = **Intermediate**
- Applies the competency in difficult situations
- Requires occasional guidance
- Demonstrates familiarity with concepts and processes

4 = **Advanced**
- Applies the competency in considerable difficult situation
- Generally requires little or no guidance
- Demonstrates broad understanding on concepts and processes

5 = **Expert**
- Applies the competency in exceptionally difficult situation
- Serves as a key resource and advises others
- Demonstrates comprehensive, expert understanding of concepts and processes
**Federal Performance Management**

**LABR7013D**  3 Days  1.8 CEU  $999

Become equipped with the skills you need to make meaningful performance distinctions. Implement communication, planning, tracking, and other performance tools to make, or advise on making, performance decisions, regardless of the system in which you find yourself.

**LEARNING OUTCOMES**

- Describe the basis for performance decisions
- Identify the current federal performance management systems
- Plan and determine how performance distinctions will be measured
- Identify how to help employees progress toward established performance goals
- Evaluate performance against established standards and communicate results

**WHO SHOULD ATTEND?**

HR practitioners or managers and supervisors involved in evaluating the performance of individuals or offering advice or work to make the appraisal process functional in their organizations

**SESSION SCHEDULE**  **LOCATION**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/24/20</td>
<td>2/26/20</td>
<td>Washington, DC</td>
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<tr>
<td>4/1/20</td>
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<tr>
<td>5/5/20</td>
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<tr>
<td>12/9/20</td>
<td>12/11/20</td>
<td>Washington, DC</td>
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</tbody>
</table>

This course is part of the Certificate Program in Federal Human Resources Management.

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**Adverse Conduct and Performance-Based Actions**

**LABR7100D**  4 Days  2.4 CEU  $1,199

Learn how to prepare or decide adverse actions or performance-based actions. Before taking adverse and performance-based actions against employees, meet rigid penalty and proof standards of cause set by third parties that review removals, suspensions, demotions, and furloughs. Explore disciplinary and non-disciplinary causes; unusual cause situations, such as medical problems or off-duty conduct; penalty factors; issues of proof; and pre-action investigations.

**This course was previously titled Adverse and Performance-Based Actions**

**LEARNING OUTCOMES**

- Determine whether an action requires adverse action or unacceptable performance action procedures
- Decide when an adverse action or unacceptable performance action is justifiable
- Determine if enough proof is available to take an action
- List relevant factors in assessing penalties
- Follow the correct procedures in taking either of the two actions

**WHO SHOULD ATTEND?**

HR practitioners, administrative specialists, managers, and supervisors who prepare or decide adverse actions

**SESSION SCHEDULE**  **LOCATION**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/6/20</td>
<td>4/9/20</td>
<td>Washington, DC</td>
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<tr>
<td>6/23/20</td>
<td>6/26/20</td>
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<tr>
<td>7/27/20</td>
<td>7/30/20</td>
<td>Washington, DC</td>
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</tbody>
</table>

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**Certificate Program in Federal Human Resources Management**

Accredited by the Accrediting Council for Continuing Education & Training
Writing Conduct and Performance Letters

LABR7120D  2 Days  1.2 CEU  $789

Learn how to write legally sufficient conduct and performance letter, including a performance improvement plan (PIP), as the first step toward a successful case before the Merit Systems Protection Board and arbitration. Learn why specific content is necessary in a letter, techniques for formatting letters, and how letters should be delivered to an employee. Also learn how to respond to an employee’s reply to a disciplinary proposal letter.

LEARNING OUTCOMES
• Describe and write legally sufficient conduct and performance letter
• Describe and write a performance improvement plan (PIP)
• Identify case law that pertains to adverse action documentation
• Define and apply a penalty analysis
• Describe the role of the deciding official
• Describe and write settlement agreements, letters pertaining to medical issues, and last chance agreements

WHO SHOULD ATTEND?
Employee relations practitioners, attorneys, supervisors, and managers

SESSION SCHEDULE
Available By Contract Only

Employee Performance Discussions

LABR7015D  2 Days  1.2 CEU  Contract Only

Learn how to hold productive performance discussions with your employees. By structuring discussions and appropriately focusing your feedback, become skilled at defining short- and long-term expectations, explaining how progress is measured, and identifying current levels of accomplishment. Through real-world exercises, you practice communication and performance management skills designed to help you minimize the stress of providing feedback by anticipating employee reactions and building a common understanding of performance expectations.

LEARNING OUTCOMES
• Recognize the differences between performance and conduct
• Utilize proven communication approaches to reach a common understanding of expectations
• Monitor performance and provide ongoing feedback to avoid surprises
• Deliver effective performance-focused feedback
• Overcome reluctance toward conducting performance-based discussions
• Eliminate personal issues that get in the way of effective performance discussions
• Communicate and recognize successful performance
• Plan interim and annual performance review conversations

WHO SHOULD ATTEND?
Supervisors, managers, and team leaders who conduct performance discussions

SESSION SCHEDULE
Available By Contract Only

Graduate School USA is an approved contract holder to provide training and consulting services under Professional Services Schedule, SIN C874. We can provide customized support to your agency to help you meet your annual training requirements. Visit www.graduateschool.edu/gsa.
Federal Labor Relations

www.graduateschool.edu/hr
Federal Labor Relations Courses by OPM Proficiency Level \(^1,2,3\)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level</th>
<th>Full Performance Level</th>
<th>Expert/Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GS-5/7/9</td>
<td>GS-11/12</td>
<td>GS-13+</td>
</tr>
<tr>
<td>Federal Labor Relations (Basic)</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Basic Labor Relations Online</td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Federal Labor Relations (Intermediate)</td>
<td>2</td>
<td>3</td>
<td>4/5</td>
</tr>
<tr>
<td>Negotiating Federal Labor Agreements</td>
<td>2/3</td>
<td></td>
<td>4/5</td>
</tr>
</tbody>
</table>

\(^1\) These rankings reveal how the learning outcomes of each course will be applied by the employee categories above.

\(^2\) Courses not designed for HR practitioners are not included in the rankings.

\(^3\) Definitions: OPM Proficiency Levels for technical competencies

- **1 = Awareness**
  - Applies the competency in the simplest situations
  - Requires frequent guidance
  - Demonstrates awareness of concepts and processes

- **2 = Basic**
  - Applies the competency in somewhat difficult situation
  - Requires frequent guidance
  - Demonstrates familiarity with concepts and processes

- **3 = Intermediate**
  - Applies the competency in difficult situations
  - Requires occasional guidance
  - Demonstrates familiarity with concepts and processes

- **4 = Advanced**
  - Applies the competency in considerable difficult situation
  - Generally requires little or no guidance
  - Demonstrates broad understanding on concepts and processes

- **5 = Expert**
  - Applies the competency in exceptionally difficult situation
  - Serves as a key resource and advises others
  - Demonstrates comprehensive, expert understanding of concepts and processes
Federal Labor Relations (Basic)
LABR7020D  2 Days  1.2 CEU  $749
Learn about the fundamentals of collective bargaining and the rights and responsibilities of employees, management, and unions in the federal labor relations process.

This course was previously titled Basic Labor Relations.

LEARNING OUTCOMES
• Present an overview of the history of labor relations in the federal sector
• Discuss the basic principles of labor relations incorporated in the Labor-Management Relations Statute
• Define the procedures involved in conducting a union campaign and election
• Describe the meaning, history, and process of collective bargaining
• Outline contract administration, negotiated grievance procedures, and unfair labor practices

WHO SHOULD ATTEND?
HR practitioners, managers, and supervisors, and other employees who need an overview of federal labor relations

SESSION SCHEDULE  LOCATION
2/13/20 – 2/14/20 .........................Washington, DC
3/2/20 – 3/3/20 ..............................Washington, DC
4/6/20 – 4/7/20 ..............................Washington, DC
5/4/20 – 5/5/20 ..............................Washington, DC
5/5/20 – 5/7/20 ..............................Washington, DC
6/4/20 – 6/5/20 ..............................Washington, DC
7/9/20 – 7/10/20 ............................Washington, DC
8/3/20 – 8/4/20 ..............................Washington, DC
9/10/20 – 9/11/20 ..........................Washington, DC
9/28/20 – 9/29/20 ..........................Washington, DC
11/2/20 – 11/3/20 ..........................Washington, DC

Basic Labor Relations — Online
LABR7501A  6 Months  4 CEU  $895
Learn the fundamentals of collective bargaining and the rights and responsibilities of employees, management, and unions in the federal labor relations process.

• Blogs and discussion designed specifically for student
• Limited instructor assistance

Enroll anytime in this online course. All materials are supplied. Instructor-based study; Self-paced. Take up to six months to complete the course.

WHO SHOULD ATTEND?
Non-postal federal managers and supervisors, and labor relations/HR practitioners. Union officials in federal agencies may also find the course valuable.

SESSION SCHEDULE
You have six months from date of enrollment to complete the course.

GSA Schedule
GS-10F-0228P

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Accredited by the Accrediting Council for Continuing Education & Training
Federal Labor Relations (Intermediate)
LABR7021D  3 Days  1.8 CEU  $899
Learn about the practice of labor relations in the workplace. Understand the more complex aspects of federal labor relations needed when advising management and effectively processing labor-management activities. Enhance your skill in using case law to apply the concepts presented.

This course was previously titled Labor Relations for Practitioners.

LEARNING OUTCOMES
• Depict an overview of the history of labor relations in the federal sector
• Understand the grievance & ULP process
• Understand the basic principles of federal labor relations incorporated in the Labor Management Relations Statute
• Learn the mission and goals of the various bodies involved in overseeing and facilitating the labor relations processes in the federal sector
• Understand and apply the concepts of mandatory and permissive bargaining
• Understand the concepts of negotiability
• Explain the role of the union steward
• Learn how to deal with union stewards
• Understand the purpose of official time
• Learn methods to control official time

WHO SHOULD ATTEND?
Labor relations practitioners, union stewards, and others with a need to understand in-depth federal labor relations. Participants in this course should have taken Federal Labor Relations (Basic) (LABR7020D) or have equivalent experience.

SESSION SCHEDULE  LOCATION
4/1/20 – 4/3/20 ..............................Washington, DC
4/22/20 – 4/24/20 ............................Washington, DC
5/11/20 – 5/13/20 ............................Washington, DC
6/8/20 – 6/10/20 ............................Washington, DC
6/17/20 – 6/19/20 ............................San Diego, CA
7/8/20 – 7/10/20 ..............................Washington, DC
9/16/20 – 9/18/20 ............................Washington, DC
11/4/20 – 11/6/20 ............................Washington, DC

Negotiating Federal Labor Agreements
LABR9001D  5 Days  3 CEU  $1,399
Enhance your ability to prepare for federal contract negotiation sessions. Explore the fundamentals of preparing for negotiations, from applying refined bargaining skills and tactics to resolving impasses and dealing successfully with the Federal Mediation and Conciliation Service. Learn to apply a proactive approach to developing management and negotiation philosophy and proposals.

LEARNING OUTCOMES
• Organize a team to negotiate labor agreements
• Understand union proposals and tactics
• Assess the implications of proposal bargaining
• Develop a proactive approach to negotiation
• Understand and use interest-based bargaining approaches

WHO SHOULD ATTEND?
Federal HR practitioners, supervisors, managers, and attorneys who negotiate labor agreements or advise management negotiators

SESSION SCHEDULE  LOCATION
5/11/20 – 5/15/20 .............................Washington, DC
7/13/20 – 7/17/20 .............................Washington, DC
9/21/20 – 9/25/20 .............................Washington, DC
Strategic Human Capital Consulting

www.graduateschool.edu/hr
Strategic Human Capital Consulting Courses by OPM Proficiency Level 1, 2, 3

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strategic Human Capital Management</td>
<td>1</td>
<td>3</td>
<td>4/5</td>
</tr>
<tr>
<td>Federal Workforce Analysis and Planning</td>
<td></td>
<td>2/3</td>
<td>4/5</td>
</tr>
<tr>
<td>Internal Consulting Skills for Federal HR Professional</td>
<td></td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Using and Presenting HR Data for Organizational Decisions</td>
<td>1/2</td>
<td>3/4</td>
<td>5</td>
</tr>
</tbody>
</table>

1 These rankings reveal how the learning outcomes of each course will be applied by the employee categories above.

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3 Definitions: OPM Proficiency Levels for technical competencies

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   2 = Basic
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   3 = Intermediate
   • Applies the competency in difficult situations
   • Requires occasional guidance
   • Demonstrates familiarity with concepts and processes

   4 = Advanced
   • Applies the competency in considerable difficult situation
   • Generally requires little or no guidance
   • Demonstrates broad understanding on concepts and processes

   5 = Expert
   • Applies the competency in exceptionally difficult situation
   • Serves as a key resource and advises others
   • Demonstrates comprehensive, expert understanding of concepts and processes
Strategic Human Capital Management

PMGT7015D  2 Days  1.2 CEU  $1,499

Gain a solid foundation in strategic human capital management concepts, principles, and best practices using OPM’s Human Capital Framework. Learn the skills needed to align HR goals, performance, and budget with agency mission and use metrics to identify needs and outcomes and measure progress toward identified outcomes.

LEARNING OUTCOMES
• Describe strategic human capital management and its importance in today’s federal environment
• Identify sources of human capital data and explain how they are used in strategic human capital management
• List the human capital standards and describe how each affects agency strategic decision making
• Discuss how agency culture and mission shapes human capital management decisions
• Examine how organizational analyses are used in human capital business decisions
• Identify recruitment strategies that are aligned with strategic goals
• Describe how linking organizational and individual performance expectations help agencies meet goals and improve productivity and effectiveness
• Describe strategies that help organizations effectively manage people, ensure continuity of leadership, and sustain a learning environment that drives continuous performance improvement
• Discuss how data-driven, results-oriented planning and accountability systems ensure agency human capital decisions that ensure better business results

WHO SHOULD ATTEND?
HR practitioners and leaders, management and program analysts, and others who seek a solid foundation in strategic human capital management concepts, principles, and best practices.

SESSION SCHEDULE

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Location</th>
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<tbody>
<tr>
<td>1/28/20 – 1/29/20</td>
<td>Washington, DC</td>
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<tr>
<td>3/31/20 – 4/1/20</td>
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<tr>
<td>4/28/20 – 4/29/20</td>
<td>Washington, DC</td>
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<tr>
<td>5/19/20 – 5/20/20</td>
<td>Denver, CO</td>
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<tr>
<td>6/2/20 – 6/3/20</td>
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<tr>
<td>6/29/20 – 6/30/20</td>
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<tr>
<td>7/7/20 – 7/8/20</td>
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<tr>
<td>8/25/20 – 8/26/20</td>
<td>Virginia Beach, VA</td>
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<tr>
<td>9/14/20 – 9/15/20</td>
<td>Washington, DC</td>
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<td>10/20/20 – 10/21/20</td>
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<tr>
<td>11/17/20 – 11/18/20</td>
<td>Washington, DC</td>
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</tbody>
</table>

This course is part of the Certificate Program in Federal Human Resources Management.
Federal Workforce Analysis and Planning

PMGT7013D  2 Days  1.2 CEU  $849

Acquire the skills you need to align workforce planning with your agency’s mission. Learn how to forecast and plan for future human resources needs: analyze mission requirements, collect workforce data, identify workforce surpluses or gaps, and identify solutions to address the gaps.

LEARNING OUTCOMES

• Recognize the importance of workforce analysis and planning in the strategic management of human capital
• Use data and planning models in the workforce planning process
• Analyze and interpret workforce data using workforce supply and demand analysis methods
• Develop strategies to address skill gaps
• Take the steps needed to successfully implement a workforce action plan
• Evaluate whether a workforce plan is achieving desired results or needs revision

WHO SHOULD ATTEND?

Anyone involved in assessing and planning for workforce needs, especially HR leaders, HR practitioners, budget analysts, management analysts, and program analysts. Supervisors and managers involved in strategic planning may also benefit by attending this course.

SESSION SCHEDULE  LOCATION
1/30/20 – 1/31/20 ...................................Washington, DC
3/5/20 – 3/6/20 ...................................Washington, DC
4/2/20 – 4/3/20 ...................................Washington, DC
4/30/20 – 5/1/20 ...................................Washington, DC
5/21/20 – 5/22/20 ................................Denver, CO
6/4/20 – 6/5/20 ...................................Washington, DC
7/9/20 – 7/10/20 ...................................Washington, DC
8/6/20 – 8/7/20 ...................................Washington, DC
8/27/20 – 8/28/20 ......................... Virginia Beach, VA
9/17/20 – 9/18/20 ...................................Washington, DC
10/22/20 – 10/23/20 ...........................Washington, DC
11/19/20 – 11/20/20 ...........................Washington, DC

Internal Consulting Skills for Federal HR Professionals

CDEV8005D  3 Days  1.8 CEU  $999

Acquire the skills you need to build partnerships with management and operate as an HR consultant within your organization. Identify various HR options available within the federal context by participating in exercises, workshops, and case studies that have direct application to federal HR situations and issues.

LEARNING OUTCOMES

• Expand your role from a federal HR professional to an internal consultant
• Plan and prepare for the consultative relationship
• Know what causes client resistance and how to deal effectively with it
• Build partnerships with management
• Offer alternative solutions to contemporary HR problems
• Integrate your technical HR knowledge into the consultative process
• Practice consulting skills using federal HR case studies, exercises, and examples

WHO SHOULD ATTEND?

HR practitioners who advise federal managers and supervisors. Agencies may schedule on-site delivery of this course. The course can also be customized to address agency-specific HR issues.

SESSION SCHEDULE  LOCATION
2/11/20 – 2/13/20 ...............................Washington, DC
4/14/20 – 4/16/20 ...............................Washington, DC
5/6/20 – 5/8/20 .................................Washington, DC
6/23/20 – 6/25/20 ...............................Washington, DC
7/21/20 – 7/23/20 ...............................Washington, DC
9/9/20 – 9/11/20 .................................Washington, DC
11/4/20 – 11/6/20 ...............................Washington, DC
Using and Presenting HR Data for Organizational Decisions

**STAF8016D**  2 Days  1.2 CEU  $699

Learn what HR data analysis is and how it will help you help your agency accomplish its mission. Learn what data to collect and how to assess and analyze that data to gain meaningful insights that clarify decision points and make evidence-based decisions that support business and mission strategies. Gain skill in clearly and effectively presenting data to agency decision makers so that they can both understand and use your analysis. Focus on leveraging data to improve your agency’s hiring practices, diversity, attrition rate, succession planning, and accountability.

**LEARNING OUTCOMES**

- Describe the data HR practitioners need to clarify decision points and identify where to collect the data
- Assess and analyze data to make HR decisions that support business and mission strategies
- Leverage data to improve agency HR practices for mission accomplishment
- Present data-driven recommendations and decisions to management and other invested parties

**WHO SHOULD ATTEND?**

HR practitioners as well as administrative staff who need an understanding of how data does and should drive HR decision making

**SESSION SCHEDULE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>1/28/20 – 1/29/20</td>
<td>Washington, DC</td>
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<tr>
<td>3/12/20 – 3/13/20</td>
<td>Denver, CO</td>
</tr>
<tr>
<td>4/23/20 – 4/24/20</td>
<td>Atlanta, GA</td>
</tr>
<tr>
<td>4/30/20 – 5/1/20</td>
<td>Washington, DC</td>
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<tr>
<td>5/20/20 – 5/21/20</td>
<td>Washington, DC</td>
</tr>
<tr>
<td>6/1/20 – 6/2/20</td>
<td>Washington, DC</td>
</tr>
<tr>
<td>6/18/20 – 6/19/20</td>
<td>Virginia Beach, VA</td>
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<tr>
<td>6/25/20 – 6/26/20</td>
<td>Washington, DC</td>
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<tr>
<td>7/7/20 – 7/8/20</td>
<td>Washington, DC</td>
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<tr>
<td>7/22/20 – 7/23/20</td>
<td>Washington, DC</td>
</tr>
<tr>
<td>7/30/20 – 7/31/20</td>
<td>San Diego, CA</td>
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<tr>
<td>8/6/20 – 8/7/20</td>
<td>Washington, DC</td>
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<tr>
<td>8/27/20 – 8/28/20</td>
<td>Washington, DC</td>
</tr>
<tr>
<td>9/17/20 – 9/18/20</td>
<td>Washington, DC</td>
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<tr>
<td>11/23/20 – 11/24/20</td>
<td>Washington, DC</td>
</tr>
</tbody>
</table>

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For more information, visit www.graduateschool.edu/gsa or call 800.787.9074.
Equal Employment Opportunity

www.graduateschool.edu/hr
## Equal Employment Opportunity Courses by OPM Proficiency Level

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
</tr>
</thead>
<tbody>
<tr>
<td>EEO-Its Place in the Federal Government Online</td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EEO in the Federal Sector</td>
<td>1/2</td>
<td>3/4</td>
<td>5</td>
</tr>
<tr>
<td>Federal EEO Counseling</td>
<td>1</td>
<td>3</td>
<td>4/5</td>
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<tr>
<td>EEO Counseling Online</td>
<td>1</td>
<td>3</td>
<td>4/5</td>
</tr>
<tr>
<td>Special Emphasis Program Management</td>
<td>2</td>
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</tr>
<tr>
<td>Roles and Responsibilities of EEO/Diversity Committee</td>
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<td>4/5</td>
<td>5</td>
</tr>
</tbody>
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1 These rankings reveal how the learning outcomes of each course will be applied by the employee categories above.

2 Courses not designed for HR practitioners are not included in the rankings.

3 Definitions: OPM Proficiency Levels for technical competencies

1 = **Awareness**
- Applies the competency in the simplest situations
- Requires frequent guidance
- Demonstrates awareness of concepts and processes

2 = **Basic**
- Applies the competency in somewhat difficult situation
- Requires frequent guidance
- Demonstrates familiarity with concepts and processes

3 = **Intermediate**
- Applies the competency in difficult situations
- Requires occasional guidance
- Demonstrates familiarity with concepts and processes

4 = **Advanced**
- Applies the competency in considerable difficult situation
- Generally requires little or no guidance
- Demonstrates broad understanding on concepts and processes

5 = **Expert**
- Applies the competency in exceptionally difficult situation
- Serves as a key resource and advises others
- Demonstrates comprehensive, expert understanding of concepts and processes
EEO – Its Place in the Federal Government — Online

EEOP7051A  6 Months  1.6 CEU  $695

Gain a basic understanding of federal equal employment opportunity (EEO): to whom it applies; the history of and need for the EEO program; what the federal EEO program encompasses; who is responsible for EEO; and the consequences of discrimination in the federal workplace.

- Content is enriched with video and other multimedia
- Blogs and discussion designed specifically for student
- Limited instructor assistance

Enroll anytime in this online course. All materials supplied. Instructor-based study. Self-paced; take up to six months to complete the course.

WHO SHOULD ATTEND?
All federal employees. Supervisory employees should take EEO for Supervisors and Managers (EEOP8101).

SESSION SCHEDULE
You have six months from the date of enrollment to complete the course.

This course is part of the Level 1 Certificate Program in Federal Human Resources Management.

EEO in the Federal Sector

EEOP7012D  3 Days  1.8 CEU  $1,099

Understand the key provisions of EEO laws as they affect federal employment. Learn about prohibited forms of discrimination; the federal EEO complaint process; techniques for identifying and avoiding workplace discrimination, harassment, and retaliation; and supervisory responsibility for affirmative employment in the federal sector.

LEARNING OUTCOMES
- Identify agency responsibilities for establishing and maintaining EEO and affirmative employment program
- Discuss the history of EEO in the federal government
- Understand the role and responsibilities of EEO and HR practitioners in the EEO program
- Explain the rights and responsibilities of federal employees, supervisors, and managers under EEO regulations
- Recognize EEO’s place in the agency and how it interfaces with HR management

WHO SHOULD ATTEND?
All federal employees. Supervisory employees should take EEO for Supervisors and Managers (EEOP8101).

SESSION SCHEDULE   LOCATION
2/11/20 – 2/13/20 ...............................Washington, DC
3/10/20 – 3/12/20 ...............................Washington, DC
4/8/20 – 4/10/20 ...............................Washington, DC
5/12/20 – 5/14/20 ...............................Washington, DC
6/9/20 – 6/11/20 ...............................Washington, DC
8/4/20 – 8/6/20 ...............................Washington, DC
9/9/20 – 9/11/20 ...............................Washington, DC

This course is part of the Certificate Program in Federal Human Resources Management.
Federal EEO Counseling

EEOP7101D  4 Days  2.4 CEU  $1,199

Prepare to be an effective EEO counselor. Practice the skills you need to counsel employees and handle complaints. Learn about the EEO counselor’s roles and responsibilities and study the laws, regulations, and directives that govern federal EEO and the federal EEO complaint procedures. Discuss prohibited forms of discrimination, including disparate treatment, adverse impact, and reasonable accommodation.

LEARNING OUTCOMES
• Explain the EEO process set forth in 29 C.F.R. Part 1614, emphasizing important time frames in the EEO process and the rights and responsibilities of parties
• Identify relevant issues, documents, and witnesses
• Attempt resolution of EEO complaint issues
• Prepare an EEO counselor’s report
• Describe other procedures available to aggrieved persons
• Understand mixed-case processing issues, including the right of election, class complaints processing, and negotiated grievance procedures
• Describe available remedies, including compensatory damages, attorney’s fees, and costs available to prevailing parties

WHO SHOULD ATTEND?
Federal employees who are, or have been, selected to be EEO counselors

SESSION SCHEDULE  LOCATION
4/7/20 – 4/10/20 ................................... Washington, DC
6/2/20 – 6/5/20 ................................... Washington, DC
7/13/20 – 7/16/20 ................................... Washington, DC
9/15/20 – 9/18/20 ................................... Washington, DC
11/16/20 – 11/19/20 ......................... Washington, DC

EEO Counseling — Online

EEOP7002A  6 Months  2.4 CEU  $899

This course is designed to give federal employees who are, or will be, EEO counselors a basic understanding of the equal employment opportunity (EEO) counseling process: who is covered by the federal sector discrimination complaint process, the federal EEO discrimination complaint process itself, and the role of the EEO counselor in the process.

• Instructor assistance and feedback on assignments
• Facilitated blogging and discussions

This course meets EEOC’s requirements for 32 hours of training for new counselors.

LEARNING OUTCOMES
• Describe the Federal EEO discrimination complaint process
• Describe the role of an EEO counselor
• Name the bases, issues, and theories of discrimination covered by EEO laws, Executive orders, and regulations
• Counsel employees, former employees, and applicants who allege discrimination
• Write a counselor’s report

WHO SHOULD ATTEND?
Federal employees who are, or have been, selected to be EEO counselors

SESSION SCHEDULE
You have six months from the date of enrollment to complete the course.
Roles and Responsibilities of EEO/Diversity Committee

EEOP8110D 2 Days 1.2 CEU $699
Enhance the skills of the members of your equal employment opportunity (EEO) advisory committee. Identify the roles and responsibilities of committee members. Learn the EEO laws, regulations, and directives that govern the federal sector and acquire the skills you need to communicate and coordinate with top management regarding EEO and diversity issues.

LEARNING OUTCOMES
• Explain the roles and responsibilities of a committee member
• Use group dynamics to develop effective EEO advisory committees
• Advise management on EEO-related issues
• Identify the laws, regulations, and directives that govern the federal sector
• Explain the EEO complaint process
• Discuss the basic concepts behind affirmative action and federal EEO affirmative action program planning
• Coordinate plans with Special Emphasis Program coordinators and/or managers

WHO SHOULD ATTEND?
EEO advisory committee members, individuals with collateral EEO responsibilities, Special Emphasis Program managers, and EEO staff members

SESSION SCHEDULE
Available By Contract Only

Special Emphasis Program Management

EEOP8115D 3 Days 1.8 CEU $999
Perform successfully as a Special Emphasis Program (SEP) manager. Learn about EEO and affirmative employment principles and how to develop strategies for managing and implementing SEP programs. Learn to identify employment barriers that impact your target group, allocate resources, conduct meetings, and sponsor appropriate SEP activities.

LEARNING OUTCOMES
• Describe the goals and objectives of the Special Emphasis Program
• Describe the duties and responsibilities of the Special Emphasis Program Manager
• Understand EEO laws and guidelines governing your agency’s EEO program
• Answer commonly asked questions about the EEO complaint process
• Perform an assessment of the EEO Program and recommend to management to meet Affirmative Employment Program (AEP) goals and objectives
• Implement the Special Emphasis Program plan
• Publicize and promote the Special Emphasis Program

WHO SHOULD ATTEND?
EEO special emphasis program managers, as well as others interested in developing a broader perspective on the different aspects of the federal EEO program

SESSION SCHEDULE LOCATION
3/25/20 – 3/27/20 Washington, DC
5/20/20 – 5/22/20 Washington, DC
7/15/20 – 7/17/20 Washington, DC
9/23/20 – 9/25/20 Washington, DC
Sexual Harassment Prevention for Employees

**EEOP7030D** 1 Day 0.6 CEU $349

Sexual harassment is not only illegal, it detracts from workplace productivity and professionalism. Learn about sexual harassment trends in the federal workplace; the various types of sexual harassment; how to determine sexual harassment; the laws, policies, regulations, and guidance governing sexual harassment; and the process by which victims can address sexual harassment in the federal workplace.

**LEARNING OUTCOMES**
- Define sexual harassment
- Identify sexually harassing situations
- Respond appropriately to sexually harassing behavior
- Differentiate between sexual harassment and sexual favoritism

**WHO SHOULD ATTEND?**
All federal employees. Supervisors and managers should take Sexual Harassment Prevention for Supervisors (EEOP7031D).

**SESSION SCHEDULE**
6/26/20 – 6/26/20 ......................... Washington, DC
12/4/20 – 12/4/20 ......................... Washington, DC

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Sexual Harassment Prevention for Supervisors

**EEOP7031D** 1 Day 0.6 CEU $349

Learn about the various types of sexual harassment and the kinds of behavior that may be interpreted as sexual harassment in the workplace. Recognize your role in preventing sexual harassment and your responsibilities when sexual harassment complaints are raised.

**LEARNING OUTCOMES**
- Define sexual harassment and identify sexually harassing situation
- Identify the nature and extent of sexual harassment
- Differentiate between sexual harassment and sexual favoritism
- Identify agency actions to reduce sexual harassment
- Handle sexual harassment allegations
- Counsel potential complainants regarding their rights, the remedies available to them, and the discrimination complaint procedure

**WHO SHOULD ATTEND?**
Federal supervisors, managers, and team leaders

**SESSION SCHEDULE**
6/25/20 – 6/25/20 ......................... Washington, DC
12/3/20 – 12/3/20 ......................... Washington, DC

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Graduate School USA is an approved contract holder to provide training and consulting services under Professional Services Schedule, SIN C874.

We can provide customized support to your agency to help you meet your annual training requirements. Visit www.graduateschool.edu/gsa.
Sexual Harassment Prevention for Supervisors — Live Online

EEOP7031A 1 Day 0.6 CEU $349

Learn about the various types of sexual harassment and the kinds of behavior that may be interpreted as sexual harassment in the workplace. Recognize your role in preventing sexual harassment and your responsibilities when sexual harassment complaints are raised.

Sessions will run through Adobe Connect with live instructor-led interaction, individual and group exercises emphasis on peer learning.

- One half-day online course sessions; three hours of live instructor-led interaction per day
- Sessions will include practical individual and group exercises, poll questions, and text and audio discussions.

LEARNING OUTCOMES
- Define sexual harassment and identify sexually harassing situation
- Identify the nature and extent of sexual harassment
- Differentiate between sexual harassment and sexual favoritism
- Identify agency actions to reduce sexual harassment
- Handle sexual harassment allegations
- Counsel potential complainants regarding their rights, the remedies available to them, and the discrimination complaint procedure

WHO SHOULD ATTEND?
Federal supervisors, managers, and team leaders

SESSION SCHEDULE LOCATION
4/8/20 – 4/8/20 ......................... Online
4/10/20 – 4/10/20 ......................... Online
8/19/20 – 8/19/20 ......................... Online
8/21/20 – 8/21/20 ......................... Online
12/9/20 – 12/9/20 ......................... Online
12/11/20 – 12/11/20 ..................... Online

Sexual Harassment Prevention for Employees — Live Online

EEOP7030A 1 Day 0.6 CEU $349

Sexual harassment is not only illegal, it detracts from workplace productivity and professionalism. Learn about sexual harassment trends in the federal workplace; the various types of sexual harassment; how to determine sexual harassment; the laws, policies, regulations, and guidance governing sexual harassment; and the process by which victims can address sexual harassment in the federal workplace.

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LEARNING OUTCOMES
- Define sexual harassment
- Identify sexually harassing situations
- Respond appropriately to sexually harassing behavior
- Differentiate between sexual harassment and sexual favoritism

WHO SHOULD ATTEND?
All federal employees. Supervisors and managers should take Sexual Harassment Prevention for Supervisors (EEOP7031D).

SESSION SCHEDULE LOCATION
4/7/20 – 4/7/20 .......................... Online
4/9/20 – 4/9/20 .......................... Online
8/18/20 – 8/18/20 ......................... Online
8/20/20 – 8/20/20 ......................... Online
12/8/20 – 12/8/20 ......................... Online
12/10/20 – 12/10/20 ..................... Online
EEO for Supervisors and Managers
EEOP8101D  2 Days  1.2 CEU  $749

Enhance your performance as a federal supervisor by understanding your role, responsibilities, and obligations in recruiting and maintaining a diverse workforce and in addressing and preventing discrimination, retaliation, and all forms of harassment. Learn what you need to know to be able to meet your EEO-related performance standards.

LEARNING OUTCOMES

• Define management’s role and responsibility in the EEO program
• Consider the impact of EEO laws when making decisions
• Take appropriate action when an EEO complaint is filed
• Recognize and implement practices that support EEO objectives
• Use the Special Emphasis Program to achieve EEO objectives
• Define, identify, and take appropriate action in sexual harassment cases
• Demystify the affirmative action program
• Discuss proper job interview questions

WHO SHOULD ATTEND?
Federal supervisors, managers, and team leaders, including military personnel who supervise civilian employees

SESSION SCHEDULE        LOCATION
4/16/20 – 4/17/20 .....................Washington, DC
7/30/20 – 7/31/20 .....................Washington, DC

On-site Training
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As your organization’s training needs increase, so does the need to minimize the costs associated with them. By bringing Graduate School USA’s courses to your location, you can eliminate the cost of sending your staff to another site. Choosing on-site training means your organization will:

• Eliminate travel costs, such as employee airfare, transportation, per diem, parking, and rental cars.
• Maximize employee training time with no need for travel, overtime, or compensatory pay.

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• Choose the best time to learn, based on employee workloads and schedules.
• Select courses to fit your needs.

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• Tailor off-the-shelf training, and incorporate examples and content specific to your agency.

For more information, visit www.graduateschool.edu/onsite or call 800.787.9074.
Employee Development

www.graduateschool.edu/hr
# Employee Development Courses by OPM Proficiency Level

1, 2, 3

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Entry Level GS-5/7/9</th>
<th>Full Performance Level GS-11/12</th>
<th>Expert/Manager GS-13+</th>
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<tr>
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<tr>
<td>Instructional Design Essentials</td>
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<td>3</td>
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<tr>
<td>Instructor Training</td>
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</tr>
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<td>Briefing Techniques</td>
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3 Definitions: OPM Proficiency Levels for technical competencies

1 = **Awareness**
   - Applies the competency in the simplest situations
   - Requires frequent guidance
   - Demonstrates awareness of concepts and processes

2 = **Basic**
   - Applies the competency in somewhat difficult situation
   - Requires frequent guidance
   - Demonstrates familiarity with concepts and processes

3 = **Intermediate**
   - Applies the competency in difficult situations
   - Requires occasional guidance
   - Demonstrates familiarity with concepts and processes

4 = **Advanced**
   - Applies the competency in considerable difficult situation
   - Generally requires little or no guidance
   - Demonstrates broad understanding on concepts and processes

5 = **Expert**
   - Applies the competency in exceptionally difficult situation
   - Serves as a key resource and advises others
   - Demonstrates comprehensive, expert understanding of concepts and processes
Federal Employee Development
CDEV7007D  3 Days  1.8 CEU $  $1,099

Gain a comprehensive understanding of the role of training and development in the management of human resources. Explore the impact of legal requirements and both OPM and agency policy guidance. Learn to use a systematic approach to improve individual and organizational performance. Recognize the importance of a continuous learning environment in the development of a high-performing workforce.

LEARNING OUTCOMES
• Understand the evolving role of the HRD professional in the changing HRD environment
• Describe the learning organization
• Identify the connection between learning and performance
• Apply training needs assessment tools
• Recognize optional training formats, such as web-based instruction
• Know the specific training regulations and policies related to training and development
• Apply training policy to real organizational situations
• Learn the key components of career management

WHO SHOULD ATTEND?
HR practitioners at all levels

SESSION SCHEDULE   LOCATION
2/25/20 – 2/27/20 .................................. Washington, DC
4/7/20 – 4/9/20 ..................................... Washington, DC
5/5/20 – 5/7/20 ..................................... Washington, DC
6/2/20 – 6/4/20 ..................................... San Diego, CA
6/9/20 – 6/11/20 .................................... Washington, DC
7/7/20 – 7/9/20 ..................................... Washington, DC
7/29/20 – 7/31/20 .................................. Atlanta, GA
8/25/20 – 8/27/20 .................................. Washington, DC
9/28/20 – 9/30/20 .................................. Washington, DC

This course is part of the Certificate Program in Federal Human Resources Management.

Instructional Design Essentials
ADMB9006D  3 Days  1.8 CEU $849

Learn how to improve the design and delivery of your training programs, make cost-effective choices, and ensure training funds are well spent. Gain practical, how-to-guidance on the most essential aspects of the training process.

LEARNING OUTCOMES
• Identify what makes training successful
• Learn the principles of adult learning and apply them to your training programs
• Discover why it is important to provide a variety of learning methods to ensure job performance improves after training
• Recognize participants’ diverse learning preferences
• Gain tips to improve your training-related Requests for Proposals (RFPs)
• Understand how to evaluate training proposals to ensure successful training outcomes

WHO SHOULD ATTEND?
Anyone who trains employees, selects training vendors, develops training materials, or evaluates training

SESSION SCHEDULE   LOCATION
4/7/20 – 4/9/20 ..................................... Washington, DC
5/5/20 – 5/7/20 ..................................... Washington, DC
6/10/20 – 6/12/20 .................................. Washington, DC
7/21/20 – 7/23/20 .................................. Washington, DC
8/18/20 – 08/20/20 .................................. Washington, DC
Instructor Training

CDEV9001D  4 Days  2.4 CEU  $1,199

Sharpen and improve your instructional skills and become a more polished presenter. Discover proven training techniques for large and small groups, in a variety of training venues, including methods for engaging remote participants. Practice using methodologies in addition to lecture to enhance participant involvement and retention of learning outcomes. Experience hands-on engagement including using a variety of instructional methods from presentation and demonstration to role-playing and game-playing. Develop a personal toolkit of training techniques and learn to evaluate your training success and return on investment.

LEARNING OUTCOMES

• Understand the varying needs of the adult learner in the classroom environment
• Appreciate different learning styles and identify your own preferred style
• Effectively use nonverbal communication techniques to manage the group
• Use PowerPoint presentations, charts and handouts effectively
• Apply the five phases of the instructional design process
• Use alternatives to lecturing that actively involve both present and remote learners, while enhancing learning outcomes
• Strengthen your presentation skills and techniques for a variety of training venues
• Assess whether learning has occurred and its impact on the return on investment

WHO SHOULD ATTEND?
All employees who conduct training, manage training, make presentations, or want to enhance their retention of learning outcomes

SESSION SCHEDULE   LOCATION
5/05/20 – 5/8/20 .................................. Washington, DC
6/8/20 – 6/11/20 .................................. Washington, DC
7/14/20 – 7/17/20 .............................. Washington, DC
8/10/20 – 8/13/20 .............................. Washington, DC
9/22/20 – 9/25/20 .............................. Washington, DC
10/6/20 – 10/9/20 .............................. Washington, DC

Briefing Techniques

COMM7002D  3 Days  1.8 CEU  $999

Develop your ability to give concise briefings that convey your main message quickly and clearly. Learn and practice essential strategies for delivering short, structured briefings in this hands-on course. Your briefings are recorded for playback and your instructor will provide useful coaching and tips.

Class size is limited to 15 participants to ensure individualized attention.

LEARNING OUTCOMES

• Define the objective and build your message according
• Utilize the correct style and tone to convey your information
• Analyze your audience and the setting
• Organize your key points in a logical and concise manner
• Learn how to stick to the point and avoid rambling
• Develop a powerful wrap-up

WHO SHOULD ATTEND?
Anyone who wants to deliver clear and succinct briefings

SESSION SCHEDULE   LOCATION
1/14/20 – 1/16/20 .................................. Washington, DC
2/18/20 – 2/20/20 .............................. Washington, DC
3/24/20 – 3/26/20 .............................. Washington, DC
4/14/20 – 4/16/20 .............................. Washington, DC
5/5/20 – 5/7/20 ................................. Washington, DC
6/2/20 – 6/4/20 ................................. Washington, DC
7/7/20 – 7/9/20 ................................. Washington, DC
8/5/20 – 8/7/20 ................................. Washington, DC
9/16/20 – 9/18/20 .............................. Washington, DC
10/13/20 – 10/15/20 ............................ Washington, DC
Personnel Suitability
and Security

www.graduateschool.edu/hr
<table>
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<tr>
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<tr>
<td>Fundamentals of Conducting a Personnel Security Interview</td>
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- Requires occasional guidance
- Demonstrates familiarity with concepts and processes

4 = Advanced
- Applies the competency in considerable difficult situation
- Generally requires little or no guidance
- Demonstrates broad understanding on concepts and processes

5 = Expert
- Applies the competency in exceptionally difficult situation
- Serves as a key resource and advises others
- Demonstrates comprehensive, expert understanding of concepts and processes
Understanding the Personnel Security Program
STAF8226D  2 Days  1.2 CEU  $729
Learn the practices and procedures required to administer the Personnel Security Program from beginning to end, from properly filling out the initial Personnel Security forms to avoid rejections to the final security clearance or trustworthiness decisions.

LEARNING OUTCOMES
• Manage the Personnel Security Program
• Follow the Adjudication Guidelines
• Review and evaluate the contents of investigative request packages
• Control investigative reports
• Determine requirements for granting security clearances
• Understand the Continuous Evaluation Program and know how to suspend access to sensitive information
• Know how and when to grant temporary security clearances
• Learn the due process procedures

WHO SHOULD ATTEND?
Government and industry personnel who are in the position of Facility Security Officer, Personnel Security Specialists, ISSM or ISSOs, Physical Security Specialists, COMSEC Custodians, and security generalists

Prerequisite: Attendees must be U.S. citizens or naturalized U.S. citizens.

SESSION SCHEDULE  LOCATION
2/11/19 – 2/12/19 .....................................Washington, DC
4/8/19 – 4/9/19 .....................................Washington, DC
6/17/19 – 6/18/19 .....................................Washington, DC
7/23/19 – 7/24/19 .....................................Washington, DC
9/9/19 – 9/10/19 .....................................Washington, DC

Advanced Suitability Adjudication
STAF9101D  2 Days  1.2 CEU  $799
Update and refresh your suitability adjudication skills. Review the adjudication process, specific factor, and additional considerations covered by Office of Personnel Management (OPM) regulations, and OPM’s “Issues Characterization Chart,” so that you can make better decisions, avoid reversals on appeal, and safeguard the integrity, efficiency, and effectiveness of the federal service.

COURSE ADMISSION REQUIREMENTS (NO EXCEPTIONS)
To be admitted into this class, you must present:
• A valid federal ID verifying you are a federal employee, or pre-approval from OPM; AND
• A copy of OPM’s Suitability Processing Handbook (dated September 2008).
You must obtain the Suitability Processing Handbook from your agency’s Security Office. Graduate School USA cannot provide the Handbook. If you have any questions, please email customersupport@graduateschool.edu prior to registration.

LEARNING OUTCOMES
• Adhere to OPM processes
• Adjudicate Suitability cases using appropriate criteria and sufficient evidence
• Consider the impact of recent MSPB and U.S. Court of Appeals decisions on your suitability decisions

WHO SHOULD ATTEND?
Adjudicators who are authorized by their agencies to handle suitability case processing and adjudication as delegated by OPM under Title 5 CFR, Part 731. Non-federal employees desiring to take this course must obtain OPM approval prior to registering. Contact customersupport@graduateschool.edu to initiate the pre-approval process.

SESSION SCHEDULE  LOCATION
1/17/19 – 1/18/19 .....................................Washington, DC
3/28/19 – 3/29/19 .....................................Washington, DC
5/16/19 – 5/17/19 .....................................Washington, DC
7/18/19 – 7/19/19 .....................................Washington, DC
9/19/19 – 9/20/19 .....................................Washington, DC
Suitability Adjudication

STAF8101D  3 Days  1.8 CEU  $1,199

Learn how to perform suitability screening and adjudication for Federal employment. Understand the statutory and regulatory requirements of Title 5 CFR, Part 731, and the criteria used to make suitability determinations. Apply the Office of Personnel Management’s (OPM) methodology for designating position risk and model for making suitability determinations. OPM originally developed this course and has approved its content.

COURSE ADMISSION REQUIREMENTS (NO EXCEPTIONS)

To be admitted into this class, you must present:

• A valid federal ID verifying you are a federal employee, or pre-approval from OPM; AND
• A copy of OPM’s Suitability Processing Handbook (dated September 2008).

You must obtain the Suitability Processing Handbook from your agency’s Security Office. Graduate School USA cannot provide the Handbook. If you have any questions, please email customersupport@graduateschool.edu prior to registration.

LEARNING OUTCOMES

• Designate the risk levels of positions within your agency
• Review character and conduct against suitability standards from 5 CFR 731
• Know what cases to refer to for suitability review and adjudication
• Use guidelines to adjudicate basic suitability determinations
• Know when to refer a case to the Office of Personnel Management (OPM) for debarment consideration or take your own suitability action
• Recognize merit fraud
• Understand OPM adjudications, how to refer cases to OPM for reopen, understand case transmittal forms and investigative file maintenance
• Know how to take action in suitability cases

WHO SHOULD ATTEND?

Adjudicators who are authorized by their agencies to handle suitability case processing and adjudication as delegated by OPM under Title 5 CFR, Part 731. Non-federal employees desiring to take this course must obtain OPM approval prior to registering. Contact customersupport@graduateschool.edu to initiate the pre-approval process.

ON-SITE TRAINING

Let Us Bring the Training to You!

- Eliminate travel costs, such as employee airfare, transportation, per diem, parking, and rental cars.
- Choose the best time to learn based on employee workloads.
- Customize the training so that it is specific to your agency.

Visit www.graduateschool.edu/onsite or call 800.787.9074 for more information.

SESSION SCHEDULE  LOCATION
1/14/19 – 1/16/19  ............................................. Washington, DC
2/20/19 – 2/22/19  ............................................. Washington, DC
3/25/19 – 3/27/19  ............................................. Washington, DC
4/23/19 – 4/25/19  ............................................. Washington, DC
5/13/19 – 5/15/19  ............................................. Washington, DC
6/11/19 – 6/13/19  ............................................. Atlanta, GA
6/12/19 – 6/14/19  ............................................. Washington, DC
7/15/19 – 7/17/19  ............................................. Washington, DC
8/20/19 – 8/22/19  ............................................. Washington, DC
8/27/19 – 8/29/19  ............................................. San Francisco, CA
9/16/19 – 9/18/19  ............................................. Washington, DC
9/17/19 – 9/19/19  ............................................. Las Vegas, NV
11/19/19 – 11/21/19 ............................................. Washington, DC
12/18/19 – 12/20/19 ............................................. Washington, DC
Personnel Security Adjudication
STAF8215D  3 Days  1.8 CEU  $799

Learn to make solid personnel security determinations by applying the Federal Adjudication Guidelines mandated by Executive Order 12968. Understand the fundamentals of the personnel security program, including history, laws, and regulations; personnel security investigations; the Adjudicative Guidelines; the disqualifying and the mitigating conditions of each guideline; and the process for making personnel security determinations.

LEARNING OUTCOMES
• Explain and apply the Adjudicative Guidelines
• Analyze, evaluate, and act on information in the investigative report
• Follow the process for making a personnel security determination
• Identify issues requiring further investigation or determination
• Recognize the required procedures for unfavorable determinations
• Know what due process is and when to initiate it
• Adjudicate all investigative files objectively

WHO SHOULD ATTEND?
Federal government and contractor personnel performing adjudicative functions

Prerequisite: Attendees must be U.S. citizens or naturalized U.S. citizens.

SESSION SCHEDULE   LOCATION
2/19/20 – 2/21/20 .........................Washington, DC
7/29/20 – 7/31/20 ...........................Washington, DC
8/25/20 – 8/27/20 ...........................Seattle, WA
9/1/20 – 9/3/20 ..............................Washington, DC
11/03/20 – 11/05/20 .......................Washington, DC

Advanced Personnel Security Adjudication
STAF9201D  2 Days  1.8 CEU  $799

Learn the advanced skills required to make final adjudicative determinations for security and trustworthiness eligibility, and also how to administer due process procedures when necessary. Discuss cases and issues personnel security adjudicators will encounter during their careers. Review personnel security investigations containing significant derogatory information which provide an in-depth study of adjudication policy guidelines and the basis for and application of due process procedures in unfavorable personnel security and trustworthiness determinations. Discuss how to valuate and resolve complex multiple and sensitive issue cases, including the actions and related requirements involved. Complete due process case exercises, including practice with writing Statements of Reasons (SOR), reviewing subject replies (rebuttals), and writing final Letters of Intent (LOI) to the subject. Review your results in class.

LEARNING OUTCOMES
• Identify and adjudicate significant derogatory information in cases during initial, post-adjudicative, and reconsideration reviews
• Prepare a Statement of Reasons (SOR), review replies to the SOR, and make final determination
• Learn when to request additional information, including any necessary medical evaluation

WHO SHOULD ATTEND?
Adjudicators, investigators, and pre-screeners in security office environments, both government and industry. Participants must have completed Personnel Security Adjudication (STAF8220D) and must be U.S. citizens.

SESSION SCHEDULE   LOCATION
3/11/20 – 3/13/20 .........................Washington, DC
5/11/20 – 5/12/20 ...........................Washington, DC
7/6/20 – 7/7/20 ..............................Washington, DC
8/31/20 – 9/1/20 ............................Washington, DC
Personnel Security and Suitability Adjudication

STAF8220D  4 Days  2.4 CEU  $899

Learn the basic purpose, intent, procedures, and application of the Personnel Security and Personnel Suitability Adjudication Programs in reaching potential security and trustworthiness determinations. Learn suitability determinations for federal government employment and contracting under 5 CFR 731, and for security clearance determinations under the Federal Adjudication Guidelines mandated by Executive Order 12968. Demonstrate your fundamental ability to research, analyze, weigh, decide, and act on given security and suitability information. Because this course is designed to impart the skills necessary to adjudicate in a security office, human resources office, or adjudication facility, it relies on practical exercises in class. These practical exercises assist you with your primary functions in identifying personnel security and suitability issues, and in making determinations with regard to the more frequent issues you encounter.

LEARNING OUTCOMES

• Follow the process for making a personnel security or suitability determination
• Understand policy guidelines and their application in classroom cases
• Identify basic issues requiring further investigation or determination
• Adjudicate cases for security clearance eligibility under Executive Order 12968 and the Adjudication Guidelines
• Adjudicate cases for suitability for employment under 5 CFR 731
• Understand the importance of due process and when to initiate it

WHO SHOULD ATTEND?

Federal government and contractor personnel serving as adjudicators or performing adjudicative-type functions at all grade levels

Prerequisite: Attendees must be U.S. citizens.

SESSION SCHEDULE  LOCATION
2/4/20 – 02/07/20 .....................................Washington, DC
4/7/20 – 4/10/20 .....................................Washington, DC
4/21/20 – 4/24/20 ......................................Washington, DC
6/9/20 – 6/12/20 ......................................Washington, DC
7/21/20 – 7/24/20 ......................................Washington, DC
8/18/20 – 8/21/20 ......................................Washington, DC
9/22/20 – 9/25/20 ......................................Washington, DC
11/17/20 – 11/20/20 .................................Washington, DC

Fundamentals of Conducting a Personnel Security Interview

STAF8203D  2 Days  1.2 CEU  $649

Gain a general overview of the skill set required for conducting interviews for personnel security purposes. Designed for government and private industry personnel whose duties require conducting interviews of persons being considered for a position of trust or for access to classified information. This course informs you of the process of conducting personnel security interviews and reporting the results of those interviews. The main emphasis is on conducting subject interviews both for screening purposes and to resolve a known or developed issue. Learn adjudicative criteria in terms of development of all information necessary to resolve an issue.

WHO SHOULD ATTEND?

Employees of federal, state, and local government agencies; contractors, or employees of private companies with personnel assigned to perform personnel security interview functions

Prerequisite: Attendees must be U.S. citizens or naturalized U.S. citizens.

SESSION SCHEDULE  LOCATION
6/1/20 – 6/2/20 .....................................Washington, DC
9/29/20 – 9/30/20 .................................Washington, DC
Employee Retirement

www.graduateschool.edu/hr
Mid-Career Retirement Planning
(FERS Only Participants)

BENE8120D  2 Days  1.2 CEU  $549

Improve your retirement outlook by obtaining important information now. Prepare a retirement readiness index and a financial plan. Learn how to optimize the contributions to your tax-deferred Thrift Savings Plan (TSP) retirement savings and investment account, and also your Federal Employees Retirement System (FERS) defined benefit contributory retirement account. Learn how Social Security benefits are calculated, and how your health and life insurance benefits carry over into retirement.

LEARNING OUTCOMES
• Develop a realistic retirement plan
• Identify your retirement income needs and develop appropriate financial plans for your retirement
• Understand how your basic civil service annuity will be computed
• Make decisions regarding your federal health and life insurance benefit
• Identify TSP withdrawal options

WHO SHOULD ATTEND?
Federal employees contributing to FERS who are interested in understanding the implications of benefits decisions made early in their careers

Employees who anticipate retiring within the next ten years should take Pre-Retirement Planning (FERS Participants Only) (BENE7110D), or Pre-Retirement Planning for Law Enforcement and Firefighters (BENE721D).

Spouses are welcome to attend at no charge.

SESSION SCHEDULE  LOCATION
2/27/20 – 2/28/20 ......................... Washington, DC
3/26/20 – 3/27/20 ......................... Washington, DC
4/23/20 – 4/24/20 ......................... Washington, DC
5/28/20 – 5/29/20 ......................... Washington, DC
7/16/20 – 7/17/20 ......................... Washington, DC
8/13/20 – 8/14/20 ......................... Washington, DC
9/10/20 – 9/11/20 ......................... Washington, DC
10/29/20 – 10/30/20 ...................... Washington, DC
12/10/20 – 12/11/20 ..................... Washington, DC

Pre-Retirement Planning

BENE7102D  2 Days  1.2 CPE  $549

Acquire the information you need to make fully informed decisions about retirement. Gain valuable retirement planning information related to the Civil Service Retirement System (CSRS) and the Federal Employee Retirement System (FERS). Learn how Social Security benefits are calculated and how your health and life insurance benefits carry over into retirement. Learn about Medicare and Thrift Savings Plan (TSP) withdrawal options. Receive an overview of financial estate, and “life” planning.

LEARNING OUTCOMES
• Determine when you are able to retire and explain the major steps involved in the retirement application process
• Understand how your basic annuity will be computed and what benefits will be payable to your survivor
• Identify your federal health and life insurance benefits after retirement, as well as your entitlement to Social Security benefit, including Medicare, and how whether your Social Security benefit will be affected by the Windfall Elimination Provision
• Identify TSP withdrawal options
• Identify your retirement income needs and develop appropriate financial plans for your retirement

WHO SHOULD ATTEND?
Federal employees contributing to CSRS or FERS who are within 10 years of retirement. Employees who do not anticipate retiring within the next 10 years should take Mid-Career Retirement Planning, FERS Participants Only (BENE8120D).

Spouses are welcome to attend at no charge.

SESSION SCHEDULE  LOCATION
3/9/20 – 03/10/20 ......................... Atlanta, GA
3/12/20 – 3/13/20 ......................... Washington, DC
5/18/20 – 5/19/20 ......................... Denver, CO
7/27/20 – 07/28/20 ...................... Virginia Beach, VA
7/30/20 – 7/31/20 ......................... Washington, DC
9/21/20 – 9/22/20 ......................... San Diego, CA
9/24/20 – 9/25/20 ......................... Washington, DC
11/19/20 – 11/20/20 ..................... Washington, DC
Pre-Retirement Planning (CSRS Participants Only)

BENE7120D  2 Days  1.2 CEU  $549

Acquire the information you need to make fully informed decisions about retirement. Learn how Civil Service Retirement System (CSRS) annuities are calculated and how your health and life insurance benefits carry over into retirement. Learn about Social Security, Medicare, and Thrift Savings Plan (TSP) withdrawal options. Gain an overview of financial and estate planning.

LEARNING OUTCOMES

• Determine when you are able to retire and explain the major steps involved in the retirement application process
• Understand how your basic annuity will be computed and what benefits will be payable to your survivor
• Determine whether you will be entitled to Social Security benefit, including Medicare, and how/whether your Social Security benefit will be affected by either the Windfall Elimination Provision or the Government Pension Offset
• Identify your federal health and life insurance benefits after retirement
• Identify TSP withdrawal options
• Identify your retirement income needs and develop appropriate financial plans for your retirement

WHO SHOULD ATTEND?

Federal employees covered by CSRS who are within 10 years of retirement. Employees who do not anticipate retiring within the next 10 years should take Mid-Career Retirement Planning, FERS Participants Only (BENE8120D).

Spouses are welcome to attend at no charge.

SESSION SCHEDULE  LOCATION
2/25/20 – 2/26/20..............................Washington, DC
2/27/20 – 2/28/20..............................Virginia Beach, VA
4/2/20 – 4/3/20..............................Atlanta, GA
4/14/20 – 4/15/20..............................Washington, DC
4/23/20 – 4/24/20..............................San Diego, CA
6/2/20 – 6/3/20..............................Washington, DC
6/11/20 – 6/12/20..............................Denver, CO
7/7/20 – 7/8/20..............................Washington, DC
8/4/20 – 8/5/20..............................Washington, DC
9/1/20 – 9/2/20..............................Washington, DC

Pre-Retirement Planning for Law Enforcement and Firefighter

BENE7201D  2 Days  1.2 CEU  $549

Obtain the information you need to make fully informed decisions about retirement. Gain valuable retirement planning information related to the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS). Learn how your health and life insurance benefits carry over into retirement and also about Social Security, Medicare, and Thrift Savings Plan (TSP) withdrawal options. Receive an overview of financial and estate planning.

LEARNING OUTCOMES

• Determine when you are able to retire and explain the major steps involved in the retirement application process
• Understand how your annuity will be computed and what benefits will be payable to your survivors
• Decide whether you will be entitled to Social Security benefit, including Medicare, and how/whether your Social Security benefit will be affected by either the Windfall Elimination Provision or the Government Pension Offset
• Identify your federal health and life insurance benefits after retirement
• Identify TSP withdrawal options
• Identify your retirement income needs and develop appropriate financial plans for your retirement

WHO SHOULD ATTEND?

Federal law enforcement officers or firefighters covered by either CS or FERS who are within 10 years of retirement. Employees who do not anticipate retiring within the next 10 years should take Mid-Career Retirement Planning, FERS Participants Only (BENE8120D).

Spouses are welcome to attend at no charge.

SESSION SCHEDULE  LOCATION
1/21/20 – 1/22/20..............................Washington, DC
2/25/20 – 2/26/20..............................Virginia Beach, VA
3/17/20 – 3/18/20..............................Washington, DC
3/31/20 – 4/1/20..............................Atlanta, GA
4/21/20 – 4/22/20..............................San Diego, CA
5/12/20 – 5/13/20..............................Washington, DC
6/9/20 – 6/10/20..............................Denver, CO
6/23/20 – 6/24/20..............................Washington, DC
8/4/20 – 8/5/20..............................Washington, DC
9/1/20 – 9/2/20..............................Washington, DC
9/3/20 – 9/4/20..............................Las Vegas, NV
9/29/20 – 9/30/20..............................Washington, DC
12/1/20 – 12/2/20..............................Washington, DC

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Accredited by the Accrediting Council for Continuing Education & Training
Pre-Retirement Planning  
(FERS Participants Only)

**BENE7110D  2 Days  1.2 CPE  $549**

Obtain the information you need to make fully informed decisions about retirement. Gain valuable retirement planning information related to the Federal Employee Retirement System (FERS). Learn how Social Security benefits are calculated and how your health and life insurance benefits carry over into retirement. Learn about Medicare and Thrift Savings Plan withdrawal options. Receive an overview of financial and estate planning.

**LEARNING OUTCOMES**

- Determine when you are able to retire and explain the major steps involved in the retirement application process.
- Understand how your basic annuity will be computed and what benefits will be payable to your survivor.
- Identify your federal health and life insurance benefits after retirement, as well as your entitlement to Social Security benefits, including Medicare, and how whether your Social Security benefit will be affected by the Windfall Elimination Provision.
- Identify your retirement income needs and develop appropriate financial plans for your retirement.
- Identify TSP withdrawal options.

**WHO SHOULD ATTEND?**

Federal employees covered by FERS who are within 10 years of retirement. Employees who do not anticipate retiring within the next 10 years should take Mid-Career Retirement Planning, FERS Participants Only (BENE8120D).

Spouses are welcome to attend at no charge.

**SESSION SCHEDULE**

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