



Requirements for Federal HR Management for Supervisors and Managers

Overview

Being promoted into a position of leadership is a challenging transition. You now have to juggle being the boss and maintaining positive relationships with your employees. Not only do you get a whole new set of responsibilities, you have many new skills to learn as well. This course will orient you to your changing role as a supervisor and help you understand your rights and responsibilities as a supervisor, as well as the rights of your employees.

You will be introduced to the Federal Government's core and leadership competencies, proficiency rating scales, merit system principles, and prohibited personnel practices and how they apply to you as a supervisor. In addition, you will understand the different types of leave, what approving and disapproving leave entails, and various work schedules.

You will also receive an overview of different documentation requirements and categories to present alternatives to taking formal action against an employee and to become familiar with available resources allowing you to more effectively carry out your Human Resources Management (HRM) duties and responsibilities.

Learning Objectives

- Identify strategies for managing the transition from individual contributor to supervisor
- Understand the responsibilities of a supervisor
- Identify basic and inherent supervisory rights including assigned and delegated HRM program responsibilities
- Describe various roles supervisors perform
- Identify basic employee rights
- Identify changes that occur during the transition from employee to supervisor
- Describe new supervisor pitfalls
- Identify the type of supervisory traits you demonstrate in your capacity as a supervisor
- Describe the *Merit System Principles and Prohibited Personnel Practices* that form the foundation of supervisors' legal and HRM responsibilities and apply it to everyday work situations
- Understand how to consider sound supervisory advice before acting or making decisions
- Identify available resources and self-care strategies

Module 1: Your Role as an Effective Federal Government Supervisor or Manager

- The Roles of a Federal Government Supervisor or Manager
- 10 Competencies Most Important for Supervisory Work
- Technical Requirements
- Other Competencies Related to Leadership Positions
- The Biggest Difference Between Being a Contributor and Being a Supervisor/Manager
- Skills Practice: Do You Have What it Takes?
- Behavioral Styles
- What Does it Take to be an Effective Leader?
- 4 Strategies to Make a Smooth Transition
- 10 Common Leader Pitfalls
- Top Characteristics of the Emotionally Intelligent Leader
- Building Trust
 - Eight Ways to Build Trust
 - The Cycle of Trust and Performance
 - Trust Exercise
 - Skills Practice

Module 2: Merit System Principles and Prohibited Personnel Practices

- Merit System Principles Overview
- The Nine Merit System Principles Explained
 - Skills Practice: Case Study
- Prohibited Personnel Practices
- How to Apply Merit System Principles and Prohibited Personnel Practices to Everyday Work Situations
 - How You Can Prevent Discrimination in the Workplace
- Avoid the Perception of Favoritism

Module 3: Alternatives to Formal Actions Against an Employee

- Why Correct Employee Problems?
- Three Questions to Consider Before You Correct an Employee
- Skills Application
- The Causes of Poor Performance
 - Employee-Based Causes
 - Organization-Based Causes
 - Why the Cause Matter
 - Skills Practice
- Performance vs. Conduct
- Progressive Discipline
- Seven Steps to Effective Disciplinary Interaction
- Four Behaviors to Avoid When Discussing Performance
- Documenting Poor Performance
 - The Importance of Documentation
 - Use Evidence of the Performance
 - Questions to Ask Yourself
 - Drafting a Performance or Counseling Notice

- Meet with the Employee
 - Be Prepared
 - Tips on Meeting with the Employee
 - Post Discussion
 - Follow-up
- Corrective Action
- Why Employees Challenge Disciplinary Decision
- Seven Ways to Minimize the Likelihood of a Successful Appeal or Lawsuit

Module 4: Special Labor and Employee Relations Topics

- Collective Bargaining Agreement
- Reasonable Accommodation Laws
- Equal Employment Opportunity
- Workplace Violence
- Harassment