

HR Basics for Supervisors



Target Audience
Supervisors

Formats
In person or online

Presentation Style
Interactive or lecture

Length
1 or 2 days

Overview

Leadership is the backbone to any agency or organization. Supervisors should feel equipped to undertake their role successfully from the beginning or refresh their skills with the most up-to-date supervisory best practices. This course supports supervisors in understanding and meeting regulations and the latest administration directives, such as the [Performance Management for Federal Employees](#) memorandum.

Curriculum

This course provides the tools and confidence for government supervisors to succeed. The curriculum addresses essential policies, laws, regulations, and best practices critical for a supervisor's success. Participants will hone skills in key supervisory topics like employee recognition and awards, hiring and firing, performance management (including drafting effective performance goals, elements, and standards), and discipline.

Course Benefits

Strengthen your supervisors with content that cultivates and engages your most valued resource—people. Through case study discussions and group exercises, this course builds strong, confident leaders by covering the key HR topics that drive performance and compliance.

This course is available for individual enrollment or can be delivered to agencies through streamlined government-to-government agreements. Contact our team to discuss the option that best fits your goals.

At a Glance

Sample Topics

- Addressing Misconduct
- Addressing Poor Performance
- Employee Development and Engagement
- Equal Employment Opportunity
- Managing a Hybrid Team
- Merit System Principles
- Performance Planning
- Performance Rating
- Position Classification
- Prohibited Personnel Practices
- Recruitment and Hiring

Format

- New supervisors: Two days per module
- Refresher: One day per module

Key Features

- Case study discussions
- Group exercises
- Individual or group enrollment
- Streamlined procurement
- Subject expertise

► **Learn more:** HRstrategy@opm.gov | opm.gov/hr-basics