

## Human Resources Certificate Program

FMI's Human Resources Certificate program is designed to educate federal HR practitioners on the knowledge and skills needed to perform successfully in their positions. This program includes the following courses:

### Position Classification for Federal Practitioners

Understand the various aspects of position classification including the Classification Functional Standards, data collection, and the Classification Appeal Process.

### Pay Setting

Learn the regulations, provisions, and tools needed to ensure that proper amounts and types of payments are made.

### Federal Staffing and Placement

Learn techniques for articulating the relationship between staffing and other HR functions, conducting a job analysis, developing a vacancy announcement, and using crediting plans.

### Employee Benefits for Federal HR Professionals

Explore sources of benefits and entitlements; related tools for in-service federal civilian employees; and regulations, rules, and laws that may affect benefits and entitlements.

### Position Management for Federal Employees

Gain a foundation that supports federal managers and supervisors in meeting their responsibilities for effective and efficient distribution of staff resources.

### Labor Relations for Practitioners

Understand the Labor Management Relations (LMR) practitioner field, Federal Service Labor-Management Relations Statutes, the collective bargaining process, Unfair Labor Practices, and the terms of a labor agreement.

### Employee Relations for Practitioners

Learn to support management in performance issues, employee relations, evidentiary considerations, disciplinary and adverse actions, behavior problems, leave issues, reasonable accommodations, and EEO issues.

### Consulting Skills for HRM Professionals

Enhance your effectiveness as an in-house HR consultant, and your ability to lead teams and build partnerships. establish personal credibility, improve communication skills, analyze problems, and use problem-solving techniques.

Each course is eligible for  
CEUs awarded by  
George Mason University.

### Contact us for more information:

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*Learning—when, where and how you need it*