

Fundamentals of Human Resource Management (FHRM)

2014 Training Announcement

<p>Target Audience:</p> <p>First priority will be given to first-time, Federal supervisors in a 12-month probationary period.</p> <p>Note: The probationary period will be specified on the SF-50 placing you in the supervisory position. If you have questions regarding your supervisory status, please contact the Human Resources Division (Operations).</p> <p>The Office of Personnel Management defines supervisors as: <i>“First-line supervisors who do not supervise other supervisors; typically those who are responsible for employees’ performance appraisals and approval of their leave.”</i></p> <p>Second priority is given to experienced supervisors who would like to attend a refresher course in human resources management or who never attended a FHRM or to those who aspire to be supervisors.</p>	<p>Contact:</p> <p><u>FHRM Program Manager</u></p> <p>Todd Sazdoff: 612-336-3304 todd.sazdoff@aphis.usda.gov</p> <p><u>FHRM Technicians</u></p> <p>April Jackson: 301-851-2895 april.n.jackson@aphis.usda.gov</p> <p>Nicole Baldauf: 301-851-2868 nicole.c.baldauf@aphis.usda.gov</p>
<p>Course Dates, Locations, and Registration Link:</p> <p>Class 1 - November 19-22, 2013 – Raleigh, NC - Register Class 2 - December 10-13, 2013 – Riverdale, MD - Register Class 3 - March 25-28, 2014 – Ames, IA - Register Class 4 - June 3-6, 2014 – Washington, DC - Register Class 5 - August 5-8, 2014 – Fort Collins, CO - Register</p>	<p>Registration Deadlines:</p> <p>Class 1 – October 2, 2013 Class 2 – October 25, 2013 Class 3 – February 7, 2014 Class 4 – April 25, 2014 Class 5 – June 30, 2014</p>

The FHRM program meets the APHIS Leadership Roadmap competencies for leading and managing people in a supervisory capacity. The FHRM training program consists of 28-hours of classroom instruction for competency-based performance management. In addition, the blended learning portion of the program **requires** about 12 hours of Webinars or USDA AgLearn courses. Completion of all components meets the USDA supervisory requirement. For AMS employees, FHRM is the replacement course for BOSS I.

Three (3) of the six (6) AgLearn courses **must** be completed prior to attending FHRM. The courses can be found in AgLearn and are as follows:

Course Requirements Beyond Live Session

1. Position Management
2. Policies for Pay, Leave, and Tours of Duty
3. Managing Performance in Marketing and Regulatory Programs
4. Staffing, Recruitment, and Hiring – **Webinar** – (may be taken before or after) – All sessions are 2:30-4:00 EST and the dates are 10/2/13, 11/13/13, 1/8/14, 4/9/14, 7/9/14, or 9/10/14 (Please email April or Todd with your selected date)

Post Course Requirements

5. Supervisor Safety (OSHA)
6. Workplace Violence Prevention and Response Training
7. Staffing, Recruitment, and Hiring – **Webinar** – (may be taken before or after) – All sessions are 2:30-4:00 EST and the dates are 10/2/13, 11/13/13, 1/8/14, 4/9/14, 7/9/14, or 9/10/14 (Please email April or Todd with your selected date)

FHRM Electives – Optional, NOT required

The following sessions will be available to FAHRM participants a number of times throughout 2014 and are optional as needed by you:

1. Organizational Briefing – Focused on the structure, mission, and organizational framework of APHIS and MRP
2. Myers Briggs Type Indicator – How your personality will impact your leadership
3. Q&A with Leave & Comp – Everything You Wanted to Know about Managing Time & Attendance

Competencies Addressed: Human Capital Management, Accountability, Conflict Management, Leveraging Diversity, and Developing Others

****We recommend FHRM enrollment after 3 – 6 months of appointment**

Travel Dates: Monday of the class week and Friday afternoon or evening after completion of training, if available or Saturday (Please refer to travel regulations for further guidance).

Course Hours: Tuesday through Thursday – 8:00 a.m. to 5:00 p.m. and Friday- 8:00 a.m. to 11:30 a.m.

Cost: Tuition is funded by MRPBS HRD's Center for Training and Organization Development and includes all learning resources. Travel and per diem are funded by your program. **Please try to attend a course close to your duty station to minimize travel costs.**

Notes: Once enrolled, you will be notified by email. Approximately one month before class date, you will be emailed course specific information and the above mentioned AgLearn courses will be loaded into your AgLearn Curriculum.

Cancellation Policy: Please inform April Jackson or Nicole Baldauf if you are unable to attend the course to afford wait-listed participants the opportunity to attend the course.

Applying For FHRM program *Job Aid*

All application and registration procedures will be handled via AgLearn. For additional information on the application, enrollment, course administration or other questions please contact April Jackson, FHRM Program Assistant, at 301-851-2895 or april.n.jackson@aphis.gov.

Application Instructions for FHRM course

- ✓ Click the appropriate link for the session you want to attend listed above.
- ✓ Click on the *Register* button
- ✓ The warning window appears with the following message:
- ✓ The scheduled offerings require approval for you to enroll in FHRM. If you continue, you will be registered with a pending status until the approvers approve your registration request.

You will see the following screen:

Do you wish to proceed?

- ✓ Click on the *Yes* button [**Note: this course requires 2 levels of approval, your immediate supervisor, and the course manager. These approvals will take place in AgLearn**]
- ✓ The registration screen appears
- ✓ Click on *Show All* next to Supervisor Level 1 in the Approver column (your supervisor's name should appear)
- ✓ Click on *Show All* next to Training Coordinator Level 2 in the Approver Column (Todd Sazdoff's name should appear)
- ✓ **At the bottom of the screen type your probationary period ending date in the comments field**
- ✓ Click on the *Confirm* button