

# Course Description

## Personnel Administration in Government Agencies AMS257



### Overview

An organization's most valuable resource is its human capital – the knowledge, skills, and experience of employees, at all levels. Supporting the President's Management Agenda, this course will provide participants with tools and techniques to help them implement the Government's Strategic Management of the Human Capital Initiative. Participants will learn creative measures to effectively manage the workforce, employ up-to-date solutions to complex management challenges, and to identify additional tools for recruitment, selection, and evaluation of their workforce.

### Learning Objectives

- Write manageable and measurable position descriptions
- Use proven methods to enhance performance
- Understand the labor management relationship
- Recognize outstanding performance and enhance poor performance
- Know when and how to use EAP, EEO and Workman's Compensation offices

### Format

This course is highly interactive and how-to oriented. Discussion of concepts and principles is followed by hands-on exercises. The emphasis is on the practical application and adaptation of selected tools and processes.

### Duration

Three days

### Who Should Attend

All current and new supervisors and managers would benefit by taking this course.