

HR Training



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Continuous Learning

American author and philosopher Ralph Waldo Emerson once said, "We learn geology the morning after the earthquake." Far too often, learning in occupations within federal human resources (HR) is reactionary, rather than part of a regular, continuous process of expanding and updating one's skills and knowledge. With changing laws, regulations, and policies, in addition to revolutions in technology, the need for HR training is greater than ever. YRCI is your partner for all facets of HR training.

A Tailored Approach

YRCI can develop and structure the exact type of training needed to meet your goals and budget. We can assess the competencies needed for your HR staff and develop a tailored curriculum and training delivery method to address skill gaps, while adhering to your financial and logistical parameters.

We offer:

- **On-the-job training:** Our on-the-job trainers have backgrounds in both federal HR and training services. They can provide one-on-one tutoring to the trainee while they perform their everyday tasks.
- **Brown bag seminars/lunches:** Training provided during lunchtime can be both convenient and highly effective without taking away from time on the job.
- **Classroom-led training:** We offer traditional classroom training supplemented by a variety of teaching aids, including custom presentations, interactive activities, job aids, and many other useful materials. We tailor our classroom training to be effective for the specific size and type of audience.

- **Remote-training:** YRCI has provided our training remotely through a number of mediums, including video teleconference.
- **Combination training:** The optimal solution may be to combine two, or several, of our training service offerings. For example, we conduct classroom-led training and then supplement the retention of that knowledge with reoccurring remote training or brown bag lunches.

Areas of Training

YRCI offers training in each area of operational HR, including:

- Title 5, Title 38, Title 42, and excepted service staffing and recruitment.
- Hiring reform.
- HR management and supervisory functions.
- Classification determinations and position management.
- Employee relations and labor relations.
- Performance management.
- Benefits and retirement administration.
- Personnel and/or payroll action processing
- Personnel security.

Facilitating Success

Through extensive preparation, customer interaction, and a disciplined approach, we drive real improvements to the knowledge and skills of your workforce. Let us facilitate your success.

Past Performance

YRCI has a growing list of excellent training past performances. We've provided training to the Department of Education, Federal Student Aid, Department of Commerce, and the National Institutes of Health.