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Course Introduction

Lesson Objectives

After completing this lesson, you will be able to:

- Identify topics covered in this course.
- Identify the top challenges HR Practitioners perceive as related to DCIPS.

Topics

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Ice Breaker: DCIPS and the HR Practitioner	7

LESSON 1: COURSE INTRODUCTION

This lesson lasts 35 minutes.



**Welcome to
HR Elements for
HR Practitioners**



HR Elements for HR Practitioners

- Make sure you have a Participant Guide, a Supplemental Reference Guide, and a name tent.

Your Notes:



Welcome & Agenda

- Introduce Yourself
- Classroom Procedures
- Course Materials
 - Participant Guide
 - Reference Guide
- Agenda



HR Elements for HR Practitioners
Course Introduction

- The Participant Guide includes the course slides, “What You Should Know” (detailed information on the topics being covered throughout the course), and a place to record notes.
- The Supplemental Reference Guide includes supplemental reference materials such as larger scale pictures of important graphics and diagrams as well as policy documents necessary to complete exercises in the course. It also includes examples of annual supplemental guidance issued by the USD(I) for clarifying issues such as pay setting and performance management.

Your Notes:

Agenda

Day One
Lesson 1: Course Introduction
Lesson 2: Introduction to DCIPS
Lesson 3: Occupational Structure
Lesson 4: Position Alignment

Day Two
Lesson 5: Employment and Placement
Lesson 6: Basic Pay Administration
Lesson 7: Performance Management

Day Three
Lesson 8: Disciplinary, Performance-Based, and Adverse Actions
Lesson 9: Grievances
Lesson 10: Awards and Recognition
Lesson 11: Performance-Based Compensation
Lesson 12: Special Categories of Personnel
Lesson 13: Adjustment in Force
Lesson 14: Professional Development
Lesson: 15 Course Conclusion and Course Evaluation



Lesson 1: Course Introduction

Duration: 35 minutes

HR Elements for HR Practitioners
Course Introduction

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Your Notes:



Course Topics

Course Topics

- History of DCIPS
- Occupational Structure
- Position Alignment
- Employment and Placement Considerations
- Compensation Administration
- Performance Management Overview
- Disciplinary, Performance-Based, and Adverse Actions
- Employee Grievances



HR Elements for HR Practitioners
Course Introduction

Slide 1- 2



Course Topics

Course Topics (Continued)

- Awards and Recognition
- Performance-Based Compensation
- Special Categories of Personnel
- Adjustment in Force (AIF)
- Professional Development



HR Elements for HR Practitioners
Course Introduction

Slide 1- 3

Your Notes:

ICE BREAKER: DCIPS AND THE HR PRACTITIONER



Top Five Challenges

My top five DCIPS related challenges as an HR Practitioner (not as an employee under DCIPS):

- 1.
- 2.
- 3.
- 4.
- 5.

HR Elements for HR Practitioners
Course Introduction

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Your Notes:



Additional DCIPS Training

Additional DCIPS Training Courses



Visit <http://dcips.dtic.mil/training.html>

HR Elements for HR Practitioners
Course Introduction

Slide 1-5

- Supporting a separate personnel management system for all or some employees in your Component is an important responsibility that you have as an HR Practitioner. That responsibility requires a thorough, practical understanding of the system. The goal of this course is to provide you with this understanding.
- This course provides a detailed overview of HR practices and policies. Visit the DCIPS training web site at <http://dcips.dtic.mil/training.html> to view a list of additional DCIPS courses that are currently available.

Your Notes:

Lesson Transition:

In the next lesson we'll start with the DCIPS basics, including the system's history, goals, objectives, and performance culture.