



NIH Training Center Highlights

National Institutes of Health
Workforce Support & Development Division
Office of Human Resources

Learn...Discover...Grow

<http://trainingcenter.nih.gov>

New For FY 12! Professional Development Courses

For another year, NIHTC has applied customer feedback to enhance popular NIH professional development classes and introduce some new options. Take a sneak peek below and see our course schedule on Page 4 for more details:



Project Management (9414):

Learn to organize your project, track costs and time expenditures, manage quality and risk, evaluate human resources requirements and overcome potential obstacles in this 4-day course. Whether managing an office move, implementing a new accounting system or launching a special program initiative, this course gives you the crucial skills for success.

Making Effective Presentations (4006):

This workshop is designed to help you significantly enhance your speaking skills and increase confidence and impact when communicating with large groups, individuals, colleagues and stakeholders. As part of the class, you will make a video-taped presentation applying the learning and will receive personalized, one-on-one coaching on your strengths – as well as what specific skills can boost your effectiveness while authentically reflecting your personality.

Time Management and Organizational Skills (5110)

Discover practical techniques for managing time and increasing your professional and personal effectiveness. Implement strategies for handling interruptions, anticipating deadlines and motivating yourself. Start the new fiscal year off by becoming more organized and productive.

Revamped
for 2012

NIH Mid-Level Leadership Program Launches

The NIH Mid-Level Leadership Program (MLP) launched with a full class of 28 individuals nominated by 22 ICs to advance their knowledge and effectiveness in serving as front-line leaders at NIH. The first two of five 2-day sessions were completed in July and August. These two sessions targeted tools for greater self-awareness and their strategic use within the leadership function.

A Day in the Life: MLP Activities

Already, MLP participants have charged ahead in the following activities:

- Completed a 360-degree feedback assessment of their leadership competencies and met with a certified executive coach to review those results.
- Identified leadership characteristics from which to form habits of leadership.
- Explored a leadership model to effectively engage others.
- Tested three additional models for meeting others “where they are” to conduct skillful conversations.
- Took the second of four assessments to further unpack a personal leadership style and gained greater insight into their potential strengths as leaders ... as well as their potential blind spots.
- Learned about a practical tool with which to monitor and regulate emotional intelligence.
- Identified their EI areas to develop through the Bar-on Emotional Quotient Inventory assessment instrument. They also began considering how these might interrelate with their 360 and MBTI results.

*NIH Mid-level Leadership Program Launches,
continued on pg. 3*

1st
Quarter
FY 2012

NIHTC Featured Course of the Quarter

New Communications Course for NIH Senior Executives (ID#4012)

The NIH Training Center (NIHTC) is offering a new course, “Leadership Presence for NIH Executives,” which is customized for GS 14, GS-15 and SES (and equivalent) NIH leaders. An expanded version of this workshop is taught in the NIH Executive Leadership Program (ExLP). As a result of outstanding participant feedback, the NIHTC now coordinates a condensed version of the program to the broader NIH executive community.

This one-day workshop is designed to help leaders enhance a unique executive presence that is confident, authentic, and effective across a variety of situations and audiences. Communicate more effectively in both formal and informal settings.

- Demonstrate greater confidence and composure when presenting
- Expand the repertoire of communication styles to make a greater impact
- “Read” the room more effectively and connect with audience needs
- Remain composed when faced with a difficult audience or tough questions

For details and to register, visit:

http://trainingcenter.nih.gov/app/show_details.aspx?cd_crs=4012
or contact the NIHTC at 301.496.6211.

Date: March 9, 8:30 - 5:00 • Location: NIH Main Campus (Bldg. 45)
Course ID#: 4012 • Tuition: \$970



Did you know?

Did you know that several Project Management courses are available for free in the LMS? Test them out, or use them as a supplement to the new NIH Project Management class:

http://trainingcenter.nih.gov/pdf/lms/Project_Management_Courses_FREE.pdf

Quote Of the Quarter

A mind once stretched by a new idea never regains its original dimensions.
– Anonymus

Save the Dates: the 2012 DDM Seminar Series

Aiming to introduce administrators to cutting-edge leadership and administrative management concepts and solutions, NIH Deputy Director for Management Colleen Barros established the NIH DDM Seminar Series in 2006 for the NIH community.

In FY11, Simon Sinek helped us discover our “Why Statement”, Olympian Dr. Mark Crear encouraged us to jump over our personal and professional hurdles, Dr. Beverly Kaye helped us “love ‘em” so we don’t “lose ‘em”, and NASA Astronaut Colonel Rick Searfoss took us into space for a unique perspective on leadership. Please join the NIH Training Center in FY12 for a new DDM Seminar Series adventure.

FY12 Seminar Dates

- Thursday, December 15, 2011
- Thursday, April 19, 2012
- Thursday, February 16, 2012
- Thursday, June 14, 2012

11:00 am-12:30 pm • Clinical Center (Bldg 10), Masur Auditorium

Please be on the lookout for an NIH broadcast message announcing the selected FY12 speakers! Visit http://www.ddmseries.od.nih.gov/Seminars_past.html to watch the FY 11 videocasts.

Increase in Mandatory NBS Training Tuition

As you may be aware, NIH’s NBS training classes use a staged training environment. This training environment is a clone of live production, including Oracle, PRISM and Sunflower applications, and provides class participants with a high-quality, realistic training experience. Due to budgetary challenges across NIH, no central funding has been allocated to support this training environment in FY12 and forward.

What does this mean to you?

The student tuition for mandatory NBS classes will be increased to cover expenses. The total cost will be prorated across all mandatory NBS training offerings for the following titles: NIH Purchase Card Training, NIH Internal & External Requisitioner, NIH Simplified Acquisition & Delegated Procurement Training, NIH Buyer Contracts, and Introduction to NIH Property Management. (Non-mandatory NBS courses will not be affected.)

The collaborative goal of the NIHTC, OALM, and the NBS over the next FY is to seek out and implement a cost-saving solution for future years, while continuing to deliver valuable training to our community. During this time of fiscal challenges, we recognize that you may have concerns regarding this tuition increase, so we greatly appreciate your understanding, flexibility, and continued support.

Leadership Development Corner

NIH Welcomes New Class of Interns and Fellows

On August 1, a new class of Management Interns (MI) and Presidential Management Fellows (PMF) started their two-year internship at NIH. You may encounter them as they complete rotation assignments, similar to details, around NIH. In addition to rotations, they will also participate in extensive training, meet new mentors and NIH senior leadership, and organize the popular Management Seminar Series (MSS).

The six new MIs hail from NIH Institutes and Centers after having competed through an extensive NIH screening process and demonstrating strong career potential in the administrative realm. The PMFs arrived at NIH after having completed a graduate degree and a rigorous screening process. This year, NIH has five PMFs who are “at large” and, like the MIs, rotate freely throughout the agency. There are also six designated PMFs, directly employed by one of the NIH Institutes or OD offices.

Free Intern Assistance

Is there a project or administrative experience in your office for which you'd like to a qualified intern? Organizations around NIH are encouraged to recruit interns for meaningful rotation assignments lasting 3-4 months, and it has just gotten easier to advertise an opportunity in your IC! Managers can upload a rotation description on the new Intern Rotation SharePoint site:

<https://ohr.od.nih.gov/rt/SitePages/Home.aspx>. Interns use this tool to seek appropriate rotation assignments and plan their professional development. If you have any questions about using this site, please contact Virginia Condon, Program Manager, at 301-451-7303.

For more information

The NIH is dedicated to developing the next generation of administrators who support the NIH mission. To learn more about the MI and PMF programs, please visit: <http://www.jobs.nih.gov/intern/default.htm>.



Left Photo: **NIH Presidential Management Fellows, Class of 2013:** (L-R): Kristina McBoyle (NIAID), Caroline Sonnefeld (At Large), Anastasia Bodnar (At Large), Erin Eckstein (NCI), Energia Naranjo-Rivera (NCI), Wes Staley (At Large), Lauren Gavin (At Large), Maya Levine (At Large), Kalina Duncan (NCI). Not pictured: Leeza Kondos (OER), Michael Nealy (NIAID)



Right Photo: **NIH Management Interns, Class of 2013:** (L-R) Tiffany Kittrell, Christopher Maurer, Hana Smith, Kathleen Tepas, Matthew Brown, Ranjini Iyengar

Don't forget Supervisory Refresher training!

According to the OPM and HHS regulations*, experienced supervisors are required to take 16 hours of refresher training every 3 years in the 4 OPM topic areas, and/or participate in courses or programs that meet the NIH Leadership and Management Competencies. In order to help supervisors meet the requirement, the NIHTC will soon offer a 16 hour experienced supervisor course.

*5 CFR parts 410 and 412 and HHS Policy

For information:

- On the course, contact Rachel Pemble-Fahnert at 720-505-8108, rpebble@od.nih.gov.
- On Mandatory Supervisory Training requirements, visit http://trainingcenter.nih.gov/mandatory_supervisory_training.html.
- On the NIH Leadership and Management Competencies, visit <http://hr.od.nih.gov/workingatnih/competencies/core/default.htm>.



NIH Mid-Level Leadership Program Launches, *continued from pg. 1*

Goal-setting and Application

At the end of the two days, participants were encouraged to set the following goals for continuing key learning in the workplace setting, prior to returning to the interactive classroom for the next MLP session:

- Identify 2 or 3 lessons they were going to try applying at work.
- Choose two action planning exercises from a list of suggestions to facilitate the application.
- Develop an initial draft of each individual's leadership philosophy.

As a result of the enthusiastic NIH response, the NIHTC launched a second series in September, and is exploring the potential delivery of four MLP series annually to meet the prospective demand.

For more information on the MLP, please visit

http://trainingcenter.nih.gov/mid-level_leadership_program.html.

Share the word on this new program with your peers and supervisor!



Interested in other formal NIH leadership programs? To learn more about the **NIH Continuum of Leadership** and see a side-by-side comparison of several programs recruiting this Fall, please visit <http://trainingcenter.nih.gov/news.html>.

Call for Mentors: Share Your Knowledge & Wisdom

Have you been searching for opportunities to demonstrate your leadership skills? Do you wish to leave a legacy at NIH but do not know how? The opportunity is here and the time is now! Consider joining the **NIH Mentoring Program** as a mentor. We are recruiting for a new cohort beginning October 2011.

Mentoring is for everyone, and anyone can enroll as a mentor or mentee in the NIH Mentoring Program. If you have an area of expertise that you would like to share with others – consider joining us. If you have been with the NIH for awhile and have institutional knowledge and perspective to pass on to others – consider joining us. If you aspire to become a leader, then leverage the NIH Mentoring Program as a catalyst for leadership growth and development.

For more information about the NIH Mentoring Program, visit http://trainingcenter.nih.gov/hhs_mentoring.html or send an email to NIHHHSMentoringProg@od.nih.gov.

Contact Us

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1st Quarter FY 2012 Course Offerings

| Course Title | Length | Start Dates | Course # |
|--|---------|---------------------------------|----------|
| Acquisitions Management | | | |
| Intro to Basic Project Officer/COTR | 5 days | 10/17, 11/28, 12/12 | 9546 |
| Writing Statements of Work | 2 days | 10/24 | 8801 |
| Federal Appropriations Law | 3 days | 10/24, 11/14 | 5521 |
| COTR Refresher | 1 day | 10/26, 11/30 | 9547 |
| Purchase Card Training (NBS) | 3 days | 11/1, 11/14, 12/5 | 9512 |
| Simplified Acquisition for COTRS | 2 days | 11/28 | 9548 |
| Source Selection for COTRS | 2 days | 12/1 | 9542 |
| Internal & External Requisitioner | 1 day | 12/8 | 9516 |
| Price Reasonableness in Simplified Acquisitions | 1/2 day | 12/8 | 2617 |
| Simplified Acquisitions & Delegated Procurement (NBS) | 5 days | 12/12 | 9513 |
| Basic Simplified Acquisition | 5 days | 12/12 | 9530 |
| Administrative Systems & Policy | | | |
| Moves of Office, Labs and Personnel | 1/2 day | 11/2 | 8812 |
| Maintenance and Construction | 1/2 day | 11/3 | 8814 |
| Space and Funding | 1/2 day | 11/3 | 8815 |
| Basic Time and Attendance Using ITAS | 2 days | 11/8, 12/17 | 2624 |
| Capital HR System Training | 1 day | 11/16 | 4009 |
| Introduction to NIH Property Management | 3 days | 12/5 | 9517 |
| Computer Applications | | | |
| Introduction to Microsoft Excel 2007 | 1 Day | 10/18 | 6633 |
| Introduction to Microsoft Word 2007 | 1 Day | 10/19, 12/16 | 6630 |
| Intermediate Microsoft Excel 2007 | 1 Day | 10/25, 11/8 | 6634 |
| Microsoft Office 2007-New Features | 1 Day | 11/17 | 6629 |
| Learning Management System (LMS) | | | |
| LMS Local Learning Administrator | 1/2 day | 10/19, 11/3, 12/1 | 10001 |
| LMS Human Capital Administrator | 2 days | 10/4, 12/14 | 10002 |
| LMS Training Administrator | 2 days | 11/8 | 10003 |
| Management, Supervision & Leadership Skills Development | | | |
| Supervisory Essentials | 3 days | 10/17, 10/31 | 9511 |
| Leadership Presence for NIH Executives | 1 day | 12/14 | 4012 |
| Holding Employees Accountable | 2 days | 1/23 | 9531 |
| Professional Development | | | |
| Leadership Skills for Non-Supervisors | 1 day | 11/7 | 1017 |
| Time Management and Organizational Skills | 1 day | 11/7 | 5110 |
| Managing Up: Communicating with Your Boss | 1 day | 11/8 | 1019 |
| Problem Solving for Results | 1 day | 11/9 | 1022 |
| Making Effective Presentations | 1 day | 12/5 | 4006 |
| Introduction to NIH Risk Management (GS 7-12) | 1 day | 12/6 | 9543 |
| Introduction to NIH Risk Management (GS 13-15) | 1 day | 12/7 | 9544 |
| Project Management | 4 days | 1/24 | 9414 |
| Retirement | | | |
| Pre-Retirement Workshop - CSRS | 3 days | 10/5, 11/7, 11/30, 12/5 | 5812 |
| Pre-Retirement Workshop - FERS | 3 days | 10/12, 11/2, 11/16, 12/6, 12/12 | 5810 |
| Travel | | | |
| Sponsored Travel (GovTrip Travel System) | 1 day | 10/18, 10/27, 12/9 | 2702 |
| Travel for AOs & Approving Officials (GovTrip) | 1 day | 10/19 | 2703 |
| Travel for Non-NIH Affiliated Travelers | 1/2 day | 10/20 | 2710 |
| Domestic Travel (GovTrip Travel System) | 3 days | 11/2, 12/12 | 2700 |
| Foreign Travel (GovTrip Travel System) | 2 days | 11/16, 12/15 | 2701 |
| Domestic Travel (GovTrip Travel System) | 3 days | 8/22, 9/12 | 2700 |
| Travel for NIH Travelers | 1/2 day | 9/22 | 9644 |
| Sponsored Travel (GovTrip Travel System) | 1 day | 9/23 | 2702 |

Additional programs are available! See all classes at <http://trainingcenter.nih.gov/default.asp>