

NIH Training Center Highlights

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

Learn...Discover...Grow

<http://trainingcenter.nih.gov>

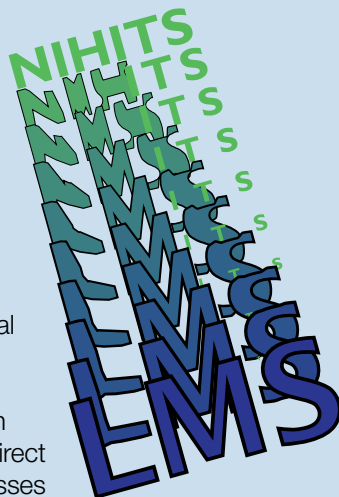
Hot Off the Presses... NIHITS Transition Update

NIH is saying "goodbye" to the NIHITS legacy system this summer. In order to replace the training payment mechanisms it enabled both for internal courses (NIH Training Center classes) and external courses (external vendors), a two-pronged solution will be available for the NIH community:

Internal Training Payments

Internal individual training payments to the NIH Training Center (NIHTC) have transitioned from NIHITS to the LMS. What does this mean for you?

- ✓ As of July 2, learners can register for August and September NIHTC courses directly via the LMS. NIHITS will no longer be available for NIHTC course registration. Students viewing a class in the **NIHTC course catalog** will be directed to it in the **HHS Learning Portal** to complete registration. Signing up for a course in the LMS will trigger a new approval chain within the LMS as established within each IC. Representatives to the IC NIHITS-LMS Transition Working Group have been collaborating actively with OHR to prepare for this transition and can provide direct guidance within their ICs on internal business processes for approvals and roles within the LMS.
- ✓ On July 16, students' approved LMS registrations will begin obligating the funds from your ICs. OHR is collaborating with NBS' OPE team to begin sending financial data from the LMS to NBS on July 16.



Within your IC: Representatives to the **NIHITS-LMS IC Transition Working Group** are actively preparing for this transition and can provide direct guidance within your IC on setting up approval chains and aligning with internal IC business processes.

Direct-to-customer: Please visit the **LMS resource page** for information on using the LMS and helpful points of contact. For technical challenges, the **LMS Helpdesk** can provide assistance. The **NIH Training Center** staff is available, as always, to answer questions about NIHTC courses and class policies.

[NIHITS Transition Update, continued on pg. 3](#)

NIH Director's Awards Ceremony



Dr. Collins would like to invite all employees to attend the 2012 NIH Director's Awards Ceremony. Each year, we come together to honor NIH employees for the outstanding way they support the mission of NIH. This year, the ceremony will be held Wednesday, July 18, 2012, at 2:00 p.m. in the Ruth L. Kirschstein Auditorium of the

Natcher Building. Awards will be presented in six categories: Director's Awards (Scientific/Medical, Administrative, and Technical/Clerical/ Support), Common Fund Leadership Awards, Ruth L. Kirschstein Mentoring Awards, Alan S. Rabson Award for Clinical Care, Commissioned Corps Awards, and EEO Awards. A reception will be held after the ceremony in the Natcher dining room.

Sign language interpreters will be provided. Individuals with disabilities who need reasonable accommodations to participate in the event should contact the NIH Awards Team (Moniqua Roberts or Vickie Southers) at (301) 496-6211 or nihawards@od.nih.gov.

4th
Quarter
FY 2012

Five Steps to Accomplishment

In NIH Basic COR Training, we learn the five valuable steps to developing a good Statement of Work (SOW). The secret is that these steps are actually the foundation to succeeding in nearly any project you may be working on. A Statement of Work is sometimes called “the heart of a contract,” and is your map and foundation for accomplishing your goals. The size of your project or goal doesn’t matter. Consider this:

- 1. Planning:** Not planning is little more than planning to fail.
- 2. Organizing:** Strategically organize yourself so your tasks are in a commonsense, time-saving chronological order of performance.
- 3. Writing:** Whether you’re on your blackberry, using voice recognition software, or typing on your computer, you can’t hide from having to communicate with others via the written word. We should keep in mind that speaking in a language others may not understand can waste time with the ‘back and forth,’ become lost in translation, or at its worst, alienate others.
- 4. Editing:** The Merriam-Webster dictionary defines Editing as “to alter, adapt, or refine especially to bring about conformity to a standard or to suit a particular purpose.” The best way to know what to edit is to learn by asking questions and doing your own research.
- 5. Revising:** Revising means reviewing what we’ve created or experienced and learning from it. Revising means being creative about finding new means to achieve our most meaningful objective.

To learn more about Basic COR training and Statement of Work courses, consider enrolling in the following courses:

Course Title	Code	Start Date	Tuition
Basic COR	9546	7/16	\$960
Basic COR	9546	8/06	\$960
Writing Statements of Work	8801	8/29	\$655
Basic COR	9546	9/17	\$960

Visit the **NIHTC course catalog** for additional course information and to register.

Although the above courses are acquisitions specific, there are numerous other courses available to help you move forward on your journey! Please visit <http://trainingcenter.nih.gov/default.aspx> to access the NIHTC course catalog for detailed descriptions and a full list of course options available to you.

Best wishes as you succeed with your work!

NIHTC Featured Course of the Quarter

Share Your Point with SharePoint

Are you looking to enhance your Office or Division’s efficiency? SharePoint 2010 is your solution to working better and more creatively through a centralized interface to store documents, collaborate on projects, develop surveys, and more. To help you meet your need, the NIH Training Center is now offering SharePoint training for both novice and experienced end users — and systems administrators. Here is a sneak peak. For the novice, learn how to navigate SharePoint and its key features. Experienced end users can learn how to build sites and develop surveys. Site administrators can learn how to effectively maintain sites, manage workflows and user access. For detailed information on these course offerings visit <http://trainingcenter.nih.gov> and search using one of the following course ID numbers:

✔ 6640 ✔ 6641 ✔ 6643

For details and to register visit the [NIH Training Center Course Catalog](#) or contact the NIHTC at 301.496.6211

NIH Supervisory Training Update

So far, in our first dozen sessions, we’ve had incredibly positive responses with the supervisory classes, which meet the OPM and HHS mandates. Here’s what people are saying.

Supervisory Essentials Training (9511)

“This was valuable coming into supervision - a great overview & list of resources. Please continue this.”

“Exceeded my expectations”

“Proved very useful - improved knowledge and provided techniques to take back and use”

Supervisory Refresher Training (9561)

“Great job! I liked the role-playing exercises.”

“Very good instruction!!”

“Course was well presented, appropriate to supervisory work, and useful. Glad to have participated.”

Leadership Development Corner

Mid-Level Leadership Program, Cohorts 5 and 6

Series 5 Cohort filled and started June 29, 2012; Series 6 Cohort begins September 25. Contact your Executive Office representative to inquire about Series 6 availability or for future MLP offerings!

Due to demand, the NIH Training Center (NIHTC) is accepting nominations for its highly-regarded and multi-faceted, mid-level leadership development program. Filling a gap between the NIHTC collection of entry-level development and senior/executive leadership programs, this exciting program lessens the cascading impact of impending retirements and turnover in leadership positions, while providing a core component to a deliberate **continuum of leadership** development for inspired NIH staff.

To build an effective bridge between senior leadership and junior staff, the program develops IC-nominated employees in GS 12-14 and equivalent positions by preparing them to fulfill current and impending leadership demands as front-line leaders. Rather than targeting technical supervisory skills, which are addressed through mandatory NIH Supervisory Training, the program provides selected employees with leadership skills and knowledge that will aid them in effectively leading from both supervisory and non-supervisory positions.

Program Elements

The Mid-Level Leadership Program emphasizes the following developmental areas:

- Self awareness and fulfilling the leadership function (i.e., applying emotional intelligence and various leadership styles, transitioning into supervisory roles)
- Understanding and collaborating with others (i.e., coalition-building, delegating, negotiating and persuading, communicating with various interests)
- Strategic Business Acumen (i.e., analysis and problem-solving, managing knowledge, applying strategic thinking, administering change)

The program includes five 2-day training sessions, taking place over a period of six months. It incorporates learning techniques bridging classroom and other development activities with workplace application, and includes four assessments including 360-degree. Participants receive professional coaching and support from a mentor, while constructing a developmental learning plan. The program also includes post-program support and offers optional additional coaching for participants.

For more information

Are you interested in applying, or encouraging your staff to do so? More details, including program specifics and the application process, are available on the **Mid-Level Leadership Program** page. Rather speak with someone? Then contact the Program Manager, Bob Michon, at 301.496.0264.

NIHITS Transition Update (continued from pg. 1)

External Training Payments

External individual training payments to non-NIH entities (e.g., Graduate School) will transition from NIHITS to iProcurement on August 20. Key elements:

- ✓ The last day to use NIHITS for external training payments is August 17.
- ✓ IC staff will fill out a paper or PDF SF-182 form.
- ✓ Staff authorized to use iProcurement will be able to create the direct obligations that are allowable with the SF-182 authority.
- ✓ Staff can also continue to use Purchase Cards for training.

Select individuals within your IC will be able to purchase training services in this manner. OHR is communicating with representatives to the **NIHITS-LMS IC Transition Working Group**, who can advise on your internal transition.

Quote Of the Quarter

"What would you attempt to do if you knew you would not fail?"
~ Robert H. Schuller

Graduating Another Class of NIH Interns and Fellows!

On September 19, 2012, the NIH will graduate 20 interns and fellows from the Administrative Fellows, Management Intern, Emerging Leader, and Presidential Management Programs. These two-year rigorous programs are designed to provide professional development opportunities and acculturation into the broader NIH community. Program elements include rotational assignments, formal training, event coordination, committees, and mentorship from NIH leadership.

Our interns/fellows come from diverse backgrounds, which include current NIH employees, recent masters and PhD graduates, military veterans, scientists, and other experienced professionals.

Congratulations and thank you for a job well done from the NIH Administrative Training Committee and the Office of Human Resources! If you know an intern or fellow that is graduating this year, please reach out to them and extend your congratulatory wishes for a job well done!

For more information on NIH Interns and Fellow programs, please visit: <http://trainingcenter.nih.gov/intern/index.html>.



Quote Of the Quarter

“Empowerment is all about letting go so that others can get going.”

~ Kenneth Blanchard

NIH HHS Mentoring Program

If you are looking for a professional growth opportunity, check out the mentoring program! Please visit our website at

http://trainingcenter.nih.gov/hhs_mentoring.html. For more information, contact Rachel Pemble at rpemble@mail.nih.gov.

Contact Us

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U.S. Department of Health and Human Services
National Institutes of Health
Office of Human Resources
Workforce Support & Development Division

4th Quarter FY 2012 Course Offerings

Course Title	Length	Start Dates	Course #
Acquisitions Management			
CON110 Mission Support Planning	5 days	7/9	9568
Basic COR Training	5 days	7/16, 8/6, 9/17	9546
Purchase Card Training (NBS)	3 days	7/16, 7/23, 8/22, 9/10	9512
COR Refresher	1 day	7/23, 8/13	9547
Advanced Simplified Acquisition	5 days	7/23, 9/10	9532
Appropriations Law for Simplified Acquisitions	1 day	7/24	5514
COR Management of IT Service Contracts	2 days	7/24, 9/10	9549
Indefinite Delivery Contracts	1 day	7/26	9562
Internal & External Requisitioner	1 day	7/26, 8/20	9516
Price Reasonableness in Simplified Acquisition	1/2 day	8/8	2617
Basic Simplified Acquisition	5 days	8/13	9530
Buyer Contracts (NBS)	3 days	8/13	9515
Professional Services	1 day	8/16	5512
NBS PCard Logs and Reconciliation (Refresher)	1 day	8/17	2635
Annual FAR Update	1 day	8/20	9568
Simplified Acquisitions & Delegated Procurement (NBS)	5 days	8/27	9513
Source Selection for CORS	2 days	8/27	9542
Multi-Year Contracting at the NIH	1 day	8/28	2640
Federal Appropriations Law	3 days	8/29	5521
Writing Statements of Work	2 days	8/29	8801
Simplified Acquisition for CORS	2 days	9/12	9548
Administrative Systems & Policy			
Basic ITAS for Timekeepers	2 days	7/26	2624
Advanced Time and Attendance Using ITAS	1 day	7/31	2626
Property Management Refresher	2 days	8/7	9520
Introduction to NIH Property Management (NBS)	3 days	8/20	9517
Basic Records Operators	1 day	8/22	9525
Fellowship Payment System	1 day	8/23	2646
Title 42 at NIH	1.5 days	9/11	8810
ITAS for Supervisors & Leave Approving Officials	1/2 day	9/12	2627
Introduction to NIH Property Management (NBS)	3 days	9/17	9517
Computer Applications			
SharePoint 2010: Basic Features	1/2 day	7/12	6640
Microsoft Office 2007 - New Features	1 day	8/6, 9/5	6629
Introduction to Microsoft Excel 2007	1 day	9/6	6633
Intermediate Microsoft Excel 2007	1 day	9/18	6634
Learning Management System (LMS)			
LMS Local Learning Administrator	1 day	6/27, 6/29, 7/2, 7/3, 7/6, 7/9, 7/10, 7/13, 7/16, 7/19, 7/20, 7/23, 7/27, 7/30	1001
LMS Learning Administrator	2 days	7/24, 9/18	1003
Management, Supervision & Leadership Skills Development			
Leadership Presence for NIH Executives	1 day	7/17	4012
Supervisory Essentials	3 days	7/18	9511
Supervisory Refresher	2 days	8/30	9561
Professional Development			
Time Management and Organization Skills	1 day	7/17	5110
Managing Up: Communicating with Your Boss	1 day	7/18	1019
Problem Solving for Results	1 day	7/19	1022
Writing and Managing Executive Correspondence	2 days	7/30	2115
Introduction to NIH Risk Management (GS 7-12)	1 day	8/1	9543
Introduction to NIH Risk Management (GS 13-15)	1 day	8/2	9544
Making Effective Presentations	1 day	8/3	4006
Holding Employees Accountable	1 day	8/13	9531
Introduction to the NIH Budget Process	1 day	7/30, 8/14	5260
Retirement			
Mid-Career Retirement Workshop	2 days	8/1	5814
Pre-Retirement Workshop - FEERS	3 days	8/15	5810
Pre-Retirement Workshop - CSRS	3 days	9/28	5812
Travel			
Domestic Travel (GovTrip Travel System)	3 days	7/9, 8/27	2700
Foreign Travel (GovTrip Travel System)	2 days	7/17, 9/4	2701
Domestic Travel Refresher (GovTrip & Policy)	1 day	7/31	2706
Travel for AOs & Approving Officials (GovTrip)	1 day	8/7	2703
Travel for Non-NIH Affiliated Travelers	1/2 day	8/7	2710
Travel for AOs & Approving Officials (GovTrip)	1 day	9/11	2703
Sponsored Travel (GovTrip Travel System)	1 day	9/11	2702

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