NIH Supervisory Refresher Training Resources
September 15, 2011

All newly appointed or first-time NIH supervisors selected in December 2009 and thereafter must receive formal training during their first year of appointment to a supervisory role. Details on mandatory new supervisory training can be found at http://trainingcenter.nih.gov/mandatory_supervisory_training.html.

Once the initial training requirement has been met, supervisory refresher training is then required every three years to satisfy OPM regulation: 5 CFR Parts 410 and 412. Supervisors in supervisory roles prior to December 2009 must also receive refresher training every three years. Thus, this group of supervisors will report their completion of supervisory refresher training by December 2012.

In addition, HHS is in the process of implementing a policy requiring that the refresher training be sixteen hours required every two years. Additional details on the status of this policy can be found at the above link.

Every three years, supervisors must take refresher training addressing the required OPM topic areas and any desired NIH leadership and management competencies. The OPM topic areas can be found in the NIH Guidance document at the above link. For a list of the NIH leadership and management competencies, visit http://hr.od.nih.gov/workingatnih/competencies/default.htm. Below is a list of some of the available supervisory development opportunities. In addition individual IC's or vendors may offer other courses or programs that meet the criteria. Please ensure that the opportunities you select map directly back to the NIH leadership and management competencies.

General

Training Resource	Site Location
NIH Leadership Development	http://trainingcenter.nih.gov/audience-supermgr.html
Lecture Series	o Deputy Director for Management Series (DDM): http://www.ddmseries.od.nih.gov/ o Management Seminar Series (MSS): http://trainingcenter.nih.gov/management_seminar_series.html
Online options	o LMS: http://trainingcenter.nih.gov/lms_info.html o Webcasts/videocasts: http://videocast.nih.gov/ o OEODM Training for Managers and Supervisors - http://oeodm.od.nih.gov/training/supervisor/index.aspx o Telework 101 for Managers - http://oeodm.od.nih.gov/training/supervisor/index.aspx
Mentoring Programs	o NIH-HHS Mentoring Program (open to all federal employees) http://trainingcenter.nih.gov/hhs_mentoring.html
Self Guided Learning	o Books 24x7 (in the LMS: http://trainingcenter.nih.gov/lms_info.html)
Federal Executive Institute	http://videocast.nih.gov/
Graduate School USA	http://graduateschool.edu/
Other development opportunities meeting the requirements may be available, such as	o Conferences o Workshops o Committee Participation o Newsletters o Speaking Engagements o Mentoring/Coaching Opportunities o Retreats

Extramural

Training Resource	Site Location
Extramural Science Administrators (ESAs) training:	http://odoerdb2.od.nih.gov/oer/training/esa/esa_leadership.htm
Extramural training mechanisms:	http://grants.nih.gov/training/extramural.htm
Office of Extramural Research staff training opportunities:	http://odoerdb2.od.nih.gov/oer/training/training.htm

Intramural

Training Resource	Site Location
Office of Intramural Training and Education:	https://www.training.nih.gov/
Office of Clinical Research Training and Education:	http://www.cc.nih.gov/training/crtp/crtp.html

NOTES:

- To determine position specific mandatory training, visit the Mandatory Training Inventory (MTI: http://mandatorytraining.nih.gov/)