

NIH Training Center Highlights



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

Learn... Discover... Grow
<http://trainingcenter.nih.gov>

Project Officer, Pre-Retirement, and New Acquisitions Classes Arrive at NIHTC

You may notice a number of standard acquisitions courses and pre-retirement workshops are no longer available through HHS University this year. Never fear; NIH is bringing these high-demand courses to you! Now you can fulfill your Basic Project Officer or Simplified Acquisitions requirements, up through expert-level FAC-P/PM essentials, directly through the NIH Training Center. We're excited to be able to offer training in these high-demand topics that will be geared to an NIH audience and offered locally.

Below are these new FY 11 courses, cross-referenced with their former HHSU ID:

Course Title	NIHTC ID	HHSU ID
Pre-Retirement Workshop – CSRS	5812	CR2215C
Pre-Retirement Workshop – FERS	5810	CR2215F
Basic Simplified Acquisitions	9530	AQ9002
Advanced Simplified Acquisitions	9532	AQ9003
Contracting Officers' Technical Representative (COTR) / Basic Project Officer Training	9546	AQ9050
Advanced Leadership III (Senior/Expert FAC-P/PM)	9528	AQ9056
Advanced Acquisition Management (Senior/Expert FAC-P/PM)	9536	AQ9053
Advanced Project Mgmt III (Senior/Expert FAC-P/PM)	9516	AQ9059
Advanced Government Specifics III (Senior/Expert FAC-P/PM)	9545	AQ9055
Advanced Earned Value Mgmt & Cost Estimates III (Senior/Expert FAC-P/PM)	9550	AQ9054

At time of print, some titles may not yet be open for registration, but they are all in the works. Refer regularly to the latest posted course catalog and schedule at <http://trainingcenter.nih.gov/default.asp>. Register via NIHITS @ <https://nominate.od.nih.gov/login.pl>.

DON'T DELAY... REGISTER TODAY!

Class of 2012 Interns: Ready to Serve!

If you see some eager new faces around your office lately, you are not alone. The NIH intern Class of 2012 has begun its two-year tour of duty, serving various administrative needs and collaborating on projects to enrich the NIH community. The intern experience provides unique opportunities for NIH career advancement to highly motivated, talented individuals.

This year, a group of Administrative Fellows, Management Interns, Presidential Management Fellows, and an Emerging Leader joins our ranks. They will be engaging in rotations (details), networking with senior leaders, and learning about various aspects of NIH.

The NIH is dedicated to fostering the development of the next generation of administrators. If you are interested in learning more about NIH intern programs, please go to <http://www.jobs.nih.gov/intern/>.



Management Interns Class of 2012 - Ned Culhane, Jr., Stephanie Bonhomme, Debra Thangarajah, James Richards

Interns, continued on pg. 3

1st Quarter
FY 2011

Tailored Group Training: Customized, Cost-Effective

Did you know the NIH Training Center can bring training courses on-site to your team or division, customized for your specific purpose? Some little-known benefits of tailored courses include the following:

- You pay a reduced flat rate (per course) for up to 25 participants, which is more cost-effective than paying numerous individual tuition fees.
- Participants receive consistent, customized messages as staff hears the same thing, at the same time, by the same instructor.
- Team members participate in training together, which facilitates collaboration and teambuilding among staff.
- Training is offered at a time and place most convenient to staff.
- You determine the training duration. Half-day sessions or multiple sessions over an extended period of time are options available.

All open-enrollment NIHTC courses are available in tailored format. Additionally, NIHTC offers tailored classes addressing your specific needs from negotiation skills to teambuilding, customer service techniques to 360 assessments. Just a sampling of courses we can coordinate is below. Name your topic and call us!



To discuss the possibilities, request a consultation at **(301) 496-6211** or send a line to training1@od.nih.gov.

Students Rave!

The NIHTC trained more than 4,600 employees this fiscal year. What did our students say about some of our classes?

Space & Funding, with instructors Sam Falcone and Cyrena Semins:

"The presence of Cyrena Semins was excellent. She has a tremendous knowledge base. Cyrena was a huge asset."

Supervisory Skills / Holding Employees Accountable, with instructor Bill Wiley:

"This is one of the best classes I have taken in my 31 years in government. I would recommend it to any new or long-time supervisor. Great Instructor."

Moves of Office, with instructor Dargeelyn Loftin:

"Having experts in office was great."

These and many NEW courses are offered at NIHTC in FY 11. Check the course schedule on page 4, and find enhanced course descriptions online at <http://trainingcenter.nih.gov/default.asp>.

DDM Seminar Series ... Save The Dates!

The Deputy Director for Management, Colleen Barros, established the NIH DDM Seminar Series in 2006 to offer the NIH community engaging presentations, with an ultimate goal of introducing administrators to cutting-edge leadership and administrative management concepts and solutions.

Inviting speakers with diverse backgrounds in the private, academic, non-profit and public sectors offers a broad range of perspectives. This Series offers NIH employees a unique opportunity to interact and knowledge share with their colleagues in the exchange of ideas, questions and best practices.

FY11 Seminar Dates:

- Thursday, December 16, 2010
- Thursday, February 17, 2011
- Thursday, April 14, 2011
- Thursday, June 16, 2011

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

Please be on the lookout for an NIH broadcast message announcing the selected FY11 speakers! To see a list of previous speakers and view videocasts of many of the presentations, please visit http://www.ddmseries.od.nih.gov/Seminars_past.html.

Leadership Development Corner

OPM-Mandated Training for New Supervisors

You read in our last issue about NIH-wide activities in interpreting new OPM regulations on training of supervisors. This summer, a cross-IC Supervisory Training Committee formed to clarify and customize policies impacting existing and new NIH supervisors. Read all about Calendar Year 2010 requirements:

What Are the Terms?

All supervisors appointed since December 10, 2009 need to complete training within one year of assuming this role. Within three years of the same date, existing supervisors will need to have received refresher training. Experienced supervisors new to NIH will need to assess their previous training in terms of suitability to a federal context.

Where can I take supervisory training?

While a new course incorporating the OPM regulations and pending HHS guidance will be available later in 2011, the NIH Training Center already offers a one-stop shop course that meets the OPM supervisory requirements: NIH-Supervisory Skills Training. For more course information, please visit http://trainingcenter.nih.gov/app/show_details.aspx?cd_crs=9511. In addition, individual IC's may offer courses and/or programs meeting the above areas.

Keep Current!

For the latest centralized supervisory training guidance, recommended resources and pending activities, bookmark the website http://trainingcenter.nih.gov/mandatory_supervisory_training.html and check back regularly.

NIH Supervisory Skills Training Dates:

November 30-December 2
January 11-13
February 16-18
(ID #9511)

Class of 2012 Interns: Ready to Serve!, continued



Presidential Management Fellows Class of 2012 - L-R first row: Krysten Carrera, Mengfei Huang, Caira Woods, Liberty Bost, Katherine Saylor, Jenna Moran. L-R second row: Kelly Bennett, Tatiana Sims-Parker, Rachel Benkeser, Rebecca Roth, Samantha Ryan. Not Pictured: Allan Medwick



Administrative Fellows Class of 2012 - Terry Rhoderick, Kelvin Zeigler, Michael Wilkerson, Christopher Carlsen, Mark Lucano



Emerging Leader Class of 2012 - Chazeman Jackson

Find a Mentor, Be a Mentor! Starting October 2010

Mentoring and motivating others is an essential piece of the leadership development puzzle. To try your hand at leading others through this informal relationship, or to connect with a mentor who can share wisdom on leadership skills, join the NIH October 2010 cohort of the NIH-HHS Mentoring Program! The program is recruiting its 5th cohort of participants.

Go to http://trainingcenter.nih.gov/HHS_Mentoring.html to watch a program information session and access mentoring resources. And, if you are already a participant in the program but have not found a mentee/mentor yet, revisit your account preferences to ensure your future mentoring relationship is in line with your goals.

New Telework Training Course Available!

It's not all intuitive. Learn about best practices for adapting your work products and reporting mechanisms successfully to a telework environment with our new course:

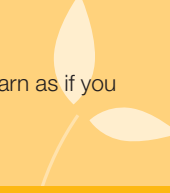


Advancing Your Telework Knowledge & Skills –
Employees' Training
(ID: 5518)

Quote Of the Quarter

“Live as if you were to die tomorrow. Learn as if you were to live forever.”

—Mahatma Gandhi



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1st Quarter FY 2011 Course Offerings

Course Title	Length	Start Dates	Course #
Acquisitions Management			
NIH-Buying From Businesses on the Open Market	1/2 day	10/4, 12/13	2611
NIH-Price Reasonableness in Simplified Acquisitions	1/2 day	10/4, 12/13	2617
NIH-Federal Supply Schedules	1/2 day	10/5, 12/14	2609
NIH-Consolidated Purchasing Through Contracts	1/2 day	10/5, 12/14	2610
NIH-Negotiation Strategies for Simplified Acquisitions	1 day	10/6, 12/15	5513
NIH-Appropriations Law for Simplified Acquisitions	1 day	10/7, 12/16	5514
NIH-Multi-Year Contracting at the NIH	1 day	10/8, 12/10	2640
NIH-Buyer Contracts (NBS)	3 days	10/18, 12/13	9515
NIH-Purchase Card Training (Policy & NBS)	2 days	11/8	9512
NIH-Internal & External Requisitioner (NBS)	1 day	11/12, 12/6	9516
NIH-Simplified Acq. & Delegated Procurement (Policy & NBS)	5 days	11/15	9513
Administrative Systems & Policy			
NIH-Title 42 at NIH	1.5 days	10/12, 11/9, 12/7	8810
NIH-Basic Time and Attendance Using ITAS	2 days	10/18, 11/16, 12/14	2624
NIH-Basic WITS Reports Training for Admin Users	1/2 day	10/21	8606
NIH-Introduction to NIH Property Management (NBS)	4 days	11/1	9517
NIH-Moves of Office, Labs and Personnel	1/2 day	11/2	8812
NIH-Maintenance and Construction	1/2 day	11/3	8814
NIH-Space and Funding	1/2 day	11/3	8815
NIH-Internal Controls	2 days	11/15	5517
NIH-Basic Records Operations	1 day	12/9	9525
NIH-Advanced Time and Attendance Using ITAS	1 day	12/13	2626
Competencies			
NIH-Coaching Employees for Competency Development	1/2 day	11/9/2010	5802
Computer Applications			
NIH-Introduction to Microsoft Excel 2007	1 day	11/3	6633
NIH-Intermediate Microsoft Excel 2007	1 day	11/9	6634
NIH-Microsoft Office 2007-New Features	1 day	11/10	6629
Learning Management System (LMS)			
NIH-LMS Local Learning Administrator	1/2 day	10/13, 11/18, 12/16	10001
NIH-LMS Human Capital Administrator	2 days	10/18, 12/6	10002
NIH-LMS Training Administrator	2 days	11/2	10003
Management, Supervision & Leadership Skills Development			
NIH-Adv Your Telework Knowledge & Skills (Mgrs)	1 day	10/20, 12/1	5516
NIH-Behavioral-Based Interviewing	1/2 day	10/21	5803
NIH-Leadership Skills for Non-Supervisors	1 day	11/18	1017
NIH-Supervisory Skills Training	3 days	11/30	9511
NIH-Holding Employees Accountable	2 days	12/14	9531
Professional Development			
NIH-Problem Solving for Results	1 day	11/17	1022
NIH-Time Management and Organizational Skills	1 day	12/8	5110
NIH-Writing Statements of Work	2 days	12/8	8801
NIH-Concepts of Biotechnology for Non-Scientists	2 days	12/9	5881
Travel			
NIH-Domestic Travel (GovTrip Travel System)	3 days	10/18, 11/08, 12/6	2700
NIH-Travel for Non-NIH Affiliated Travelers	1/2 day	11/5	2710
NIH-Sponsored Travel (GovTrip Travel System)	1 day	11/15	2702

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