NIHTraining Center
Highlights

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

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

3rd Quarter FY 2012

Results We Can All Be Proud Of

To paraphrase Gloria Steinem, "The truth will set you free, but first it will tick you off."

The search for truth in all aspects of our professional, personal, and spiritual lives is an admirable one. Nevertheless, once we learn the truth, it can often come as a shock! We can be "ticked off" when we realize our limits of awareness. Whatever the reason that conceals this reality, it is by addressing the root – the "truth" of an issue – that we can begin to solve it.

By working together with what we have, we are able to reach our goals. Finding the truth means constantly exploring and learning – about ourselves, our professions, and those alongside we work or live. This can sometimes require accepting the reality of difficult times and strategically planning for future successes.

How can we do this in our daily lives? As we exercise our interpersonal communication skills at a meeting, we can continually search for the truth of the matter. When someone we care about is talking to us, we can seek to understand the core of the speaker's message. Strong communication requires thinking critically about our role and our mission in every aspect of our lives.

Tools for Growth

Through learning, discovering, and growing, the truth can set us free! If we happen to be a little "ticked off" in the process, it's a small price to pay for results we can all be proud of. To support your journey towards enhanced interpersonal communications skills and critical thinking, consider joining one of our leadership development programs, getting an executive coach, or enrolling in one of the following courses:

Course Title/Code	Date(s)	Tuition
Making Effective Presentations: 4006	4/2, 7/18	$750
Managing up: Communicating with Your Boss: 1019	7/18	$450
Problem Solving for Results: 1022	7/19	$450
Time Management and Organizational Skills: 5110	7/17	$575

Registration is available via NIHITS at **https://nominate.od.nih.gov/.** 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.

NIHITS to Give Way to LMS

You have likely heard for a few years about the legacy NIH Integrated Training System (NIHITS) transitioning to the Learning Management System (LMS), also called the HHS Learning Portal. Well, that far-off date has arrived! NIHITS will be decommissioned in mid-July 2012. Over the next several months, a great deal of change management will take place as the LMS replaces many of the functions of NIHITS. Starting this summer, you will be able to register for NIH Training Center classes directly through the LMS.

In order to have every IC ready, an LMS change management working group is being formed to help guide NIH through the transition and share information to adapt your IC business process for training nominations. NIH employees and stakeholders can stay tuned for more information via these channels over the coming months. Meanwhile, LMS users, managers, and administrators can enjoy several enhancements following the March LMS upgrade:

- Streamlined team management for managers
- Advanced blended-learning features
- New registration options for certifications and curricula
- Sequenced learning modules
- New "informal learning" activities for competencies

For questions and troubleshooting on routine LMS use, please contact the NIH LMS Team at LMSSupport@mail.nih.gov. For questions about your IC's transition to LMS, contact your IC LMS administrator, located on the LMS Resources page at **http://trainingcenter.nih.gov/lms_resources.html.**
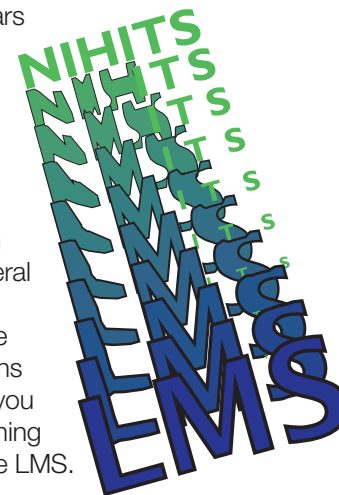
NIHTC Featured Course of the Quarter

Supervisory Refresher

This two-day interactive program provides refresher training for NIH supervisors and managers who have been on the job for one or more years. Participants will:

- Review the hiring process
- Learn how to use the performance management process to develop as well as rate staff
- Learn creative ways to engage, motivate and reward employees
- Address work-life balance issues
- Discuss difficult employee relations issues and how to resolve them
- Explore the challenges of "managing from the middle"
- Learn ways to mentor and coach staff on an ongoing basis

Taking this course meets OPM and HHS mandatory supervisory training requirements for experienced supervisors.

For details and to register, visit
http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC9561
Dates: June 11-12 & August 30-31 Location: Executive Plaza South
Course ID#: 9561 • Tuition: $700

Have you heard…? Acquisitions Training Update

Have you heard about the revisions made to the Department of Health and Human Services' current Federal Acquisitions Certification requirements for Contracting Officer's Representatives (FAC-COR)? The new requirements, effective January 25, 2012, comprise a **new three-tiered FAC-COR (formerly called COTR) certification program**, increasing the minimum standards for learning credits at each level.

The NIH Training Center is working closely with the Office of Acquisition and Logistics Management (OALM) to support the changing needs of those seeking acquisitions training. If you're looking to become a standard COR/COTR within the new tiered system, a simple remedy would be to take the following two NIHTC courses to satisfy the 60-hour requirement: Intro to Basic Project Officer/COR (COTR) and Writing Statements of Work. Guidance on the additional two tiers added to the acquisitions certification program, as well as a summation of the new FAC-COR policy, is available at:
http://oamp.od.nih.gov/Division/acp/POTraining/faccotr/cotr-fac-cert.asp

Many NIHTC acquisitions classes contribute towards FAC-COR credits. Visit: **http://trainingcenter.nih.gov/acq-training-nihtc.html** for more information.

Quote Of the Quarter

It's what you learn after you know it all that counts.

~Attributed to Harry S Truman

Room Rentals Available!

Need a computer or regular classroom for a meeting, training, or brainstorming session? The NIHTC rents out its traditional and computer classrooms on a half-day and full-day basis for groups and individuals across the NIH who are in need of quality space. For more information, visit **http://trainingcenter.nih.gov/room_rentals.html** or call 301-496-6211.

Update! HHS Mandatory Supervisory Training Policy Released

As expected, HHS recently released policy complementing the OPM mandatory supervisory training policy issued in December 2009. To date, the NIH Supervisory Training Committee has been actively involved in communicating this evolving guidance to the NIH community.

The policy, used for succession and performance management strategies, confirms that all new supervisors must receive formal training in the initial twelve months of their new roles. Training must at a minimum cover actions, options, and strategies addressing unacceptable performance, mentoring employees, employee performance improvement and productivity, and conducting employee performance appraisals. The HHS policy adds the following additional mandatory training topic areas:

- Human resource staffing
- PMAP
- Performance management
- Employee and labor relations
- Leave administration
- HHS enterprise systems
- Work life quality
- Employee viewpoint input

Leadership Development Corner

Hats Off to NIH Leadership Programs!

Thinking of nominating your staff – or applying yourself – to participate in an NIH leadership development program? To choose which program is right for you and plan ahead, let your GS-level and position scope be your guide – since all of our programs have received excellent feedback. Here are just a few comments from satisfied participants:

NIH Executive Leadership Program

"Very much enjoyed the program and found much of the content inspiring. It's an incredibly valuable effort for those of us in science, who typically receive none of this training as a part of our formation."

"Overall it was a wonderful program and I feel honored to have been a part of it."

"Keep up the program and the good work."

"Excellent program. I am very happy that I had the opportunity to participate."

NIH Senior Leadership Program

"I was able to develop skills in areas of leadership that I didn't have before."

"I received many practical ideas and strategies for moving my workplace ahead with vision, values, innovation….Bravo."

"This program has had a big impact on how to become a better leader, with tools and technologies to be employed when I return."

"The program has renewed my faith and slightly decreased my cynicism about leadership at NIH."

"This program saved my job."

NIH Mid-Level Leadership Program

"I was really, really impressed with the quality of the instruction and its appropriateness for this specific audience. Excellent stuff!"

"My conflict management skills have improved."

"I now have increased awareness of my hesitations on the decision making process; increased my flexibility when it comes to making decisions."

"The exercises/tasks were enjoyable and enlightening. Look forward to applying them."

For more information on how the NIHTC can help you build leaders for today and tomorrow – and pick the program that is right for you – visit our leadership program guide at **http://trainingcenter.nih.gov/continuum_of_leadership.html**

NIH Mentoring Program: Join Our Ranks

Attention, Federal staff interested in serving as learners and advisors across the NIH community! We invite you to join the April 2012 cohort of the NIH Mentoring Program. "Partnering for Excellence" and building confidential, interactive relationships are the foundations of this program. The program's emphasis on developing core, leadership, and management competencies at various levels will ensure a beneficial experience for both learners and advisors. Program components include:

- Senior-to-junior and peer-to-peer mentoring relationships
- Online application and matching system to connect individuals
- Mentor-mentee online orientation
- One-year mentoring relationship commitment
- Professional development events and activities.

As a tool in employee development, the NIH Mentoring Program does not supplant the NIH scientific mentoring and customized IC leadership mentoring programs that are available to employees in some Institutes and Centers. Instead, it is intended to fill any gaps where those programs do not exist and enables NIH-wide or even across HHS relationships.

The **deadline** for online registration and matching is **April 30th.** For more information, including links to online registration and upcoming information sessions, see the NIH Mentoring Program website at **http://trainingcenter.nih.gov/hhs_mentoring.html.**

Update! HHS Mandatory Supervisory Training Policy Released (continued from page 2)

In addition, 16 hours of refresher training are required every three years. To simplify the guidance, the NIH Training Center and NIH Supervisory Skills Committee have developed NIH-specific guidance, which you can find at **http://trainingcenter.nih.gov/mandatory_supervisory_training.html.**

NIHTC Delivers Your Supervisory Training Needs

The NIH Training Center already offers two courses that meet all of these requirements: *Supervisory Essentials* and the *Supervisory Refresher Program*. For more information on these courses, please visit **http://trainingcenter.nih.gov/list.aspx?catId=5.** The NIHTC also offers a list of courses, entitled *NIH Supervisory Refresher Training CLPs*, that are authorized to count towards the needed hours or Continuous Learning Points (CLPs).

Additional options for applying these regulations will be communicated in the future in coordination with IC leadership.

Sharepoint 2010 …Doing Business Better

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 customized SharePoint training for both novice and experienced end users -- and systems administrators. For a customized Sharepoint 2010 session for your operational area or for other Microsoft 2010 Office Suite training, please contact **Derrick Prather**, Program Manager, at 301-402-1129 or pratherd@mail.nih.gov.

The NIH Training Center will also begin offering open-enrollment **Microsoft Office Suite 2010** (and Sharepoint 2010) classes in summer 2012. Visit our Computer Applications course catalog page, **http://trainingcenter.nih.gov/list.aspx?catId=3,** for more information as classes are continuously scheduled.

Contact Us
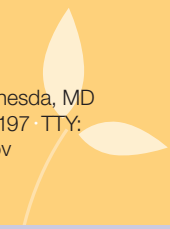
Highlights Contributors

3rd Quarter FY 2012 Course Offerings

Course Title	Length	Start Dates	Course #
Acquisitions Management			
Writing Statements of Work	2 days	4/2, 5/24	8801
Basic Simplified Acquisition	5 days	4/2, 6/18	9530
Intro to Basic Project Officer/COTR	5 days	4/9, 5/7, 6/18	9546
Buyer Contracts (NBS)	3 days	4/10, 6/6	9515
Source Selection for COTRs/CORs	2 days	4/23	9542
Purchase Card Training (NBS)	3 days	4/23, 5/21, 6/13	9512
Federal Appropriations Law	3 days	4/23, 6/25	5521
Internal & External Requisitioner	1 day	4/26, 6/11	9516
Professional Services	1 day	4/27, 6/12	5512
Simplified Acquisitions & Delegated Procurement (NBS)	5 days	4/30, 6/18	9513
Advanced Simplified Acquisition	5 days	5/21	9532
COTR/COR Management of IT Service Contracts	2 days	5/21	9549
COTR/COR Refresher	1 day	5/23, 6/15	9547
Appropriations Law for Simplified Acquisitions	1 day	5/29	5514
Negotiation Strategies for Simplified Acquisitions	1 day	5/30	5513
NBS P-card Logs & Reconciliation (Refresher)	1 day	6/4	2635
Price Reasonableness in Simplified Acquisitions	1/2 day	6/11	2617
Administrative Systems & Policy			
Basic ITAS for Timekeepers	2 days	4/16, 5/10, 6/7	2624
Introduction to Property Management (NBS)	3 days	4/16, 6/11	9517
Advanced Time and Attendance Using ITAS	1 day	5/1	2626
Fellowship Payment System	1 day	5/9	2646
Capital HR System Training	1 day	5/16	4009
Basic WiTS Reports for Admin Users	1/2 day	5/21	8606
Title 42 at NIH	1.5 days	5/22	8810
HR Data Analysis	1 day	6/26	4011
ITAS for Supervisors and Leave Approving Officials	1/2 day	6/26	2627
Computer Applications			
Introduction to Microsoft Excel 2007	1 day	4/5, 6/5	6633
Intermediate Microsoft Word 2007	1 day	5/14	6631
Intermediate Microsoft Excel 2007	1 day	5/24	6634
Introduction to Microsoft Project 2007	1 day	6/8	6636
Learning Management System (LMS)			
LMS Local Learning Administrator	1/2 day	5/9, 6/6	10002
LMS People Administrator	2 days	4/24, 6/20	10002
LMS Learning Administrator	2 days	5/22	10003
Management, Supervision & Leadership Skills Development			
Supervisory Essentials	3 days	5/16	9511
Supervisory Refresher	2 days	6/11	9561
Professional Development			
Making Effective Presentations	1 day	4/2	4006
Introduction to NIH Risk Management (GS 7-12)	1 day	4/25	9543
Introduction to NIH Risk Management (GS 13-15)	1 day	4/26	9544
Project Management	4 days	6/11	9414
Myers-Briggs Workshop	1/2 day	6/29	9590
Retirement			
Mid-Career Retirement Workshop	2 days	5/10	5814
Pre-Retirement Workshop - FERS	3 days	6/20	5810
Travel			
Foreign Travel (GovTrip Travel System)	2 days	4/10, 5/16, 6/12	2701
Travel for Non-NIH Affiliated Travelers	1/2 day	4/12, 5/24	2710
Domestic Travel (GovTrip Travel System)	3 days	5/2, 6/4	2700
Travel for AOs & Approving Officials (GovTrip)	1 day	5/23, 6/27	2703
Sponsored Travel (GovTrip Travel System)	1 day	6/18	2702

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