



# NIH Training Center Highlights



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

Learn... Discover... Grow

<http://trainingcenter.nih.gov>

## Now Recruiting! NIH Management Intern (MI) Program



Interested in reaching your potential? Ready for a career transition? Revved up for the fast track at NIH? The Management Intern (MI) Program at NIH may be just the answer you're looking for. The NIH Training Center is pleased to announce the opening of the new recruitment season for Management Interns. This year's NIH MI Program job vacancy announcement opens February 24 and closes March 19.

The MI Program is a highly competitive, two-year administrative management career development program for current NIH employees. MIs come from a variety of backgrounds ranging from travel planners to scientists. Current GS-7 through GS-12 NIH employees are invited to apply. Over the two-year internship period, MIs rotate among and explore various administrative positions of their choice. Career track options include general administration, budget and finance, contracts and procurement, grants management, human resources, information technology, as well as other electives such as communications, program and management analysis, and science policy. Upon completion of the program, graduates move into a new career field and are appointed to a professional job series. Many MI Program graduates have gone on to become senior managers and leaders at NIH.

### Program Highlights and Eligibility

Since its establishment in 1957, the MI Program has produced highly respected administrative professionals by providing interns the opportunity to discover new career paths and gain invaluable insights into the NIH. The program is a key tool for NIH to retain its investment in some of the brightest minds and hardest workers in the country. Some of the many benefits of the program to the MIs include access to a senior-level mentor, an individual training budget, opportunities to participate on challenging projects and committees, and the chance to meet with NIH leaders.

For program FAQs - as well as details on the program, eligibility, recruitment, and placement - please visit: <http://www.jobs.nih.gov/intern/mi.html>.

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## February 16, 2012 DDM Seminar Featuring... Michael Roberto

**Don't miss this leading authority on how to improve strategic decision making and avoid hidden catastrophes.**

The DDM Seminar Series offers the NIH community engaging presentations that provide meaningful insights into leadership



and management concepts, challenges, and solutions. The seminars provide NIH employees the opportunity to advance their knowledge of best practices in a variety of leadership and management issues.

Michael Roberto is a preeminent authority on strategic decision-making, senior management teams, and neutralizing hidden threats to your organization. He has studied how interpersonal dynamics cause catastrophic

organizational failures (such as the Columbia Space Shuttle accident and the 1996 Mount Everest tragedy) and how to structure decision-making processes for success.

Join us as Mr. Roberto, author of the book, *Know What You Don't Know*, discusses how business leaders can find and prevent problems before they happen, with practical techniques for recognizing hidden signs of trouble and for defusing the potential threat. Professor Roberto shows how to manage the interpersonal dimensions of decision making—the social, political and emotional aspects that so often determine success.

To learn more about this seminar or the DDM Seminar Series, please visit us on the web at:

<http://www.ddmseries.od.nih.gov/>.

2<sup>nd</sup> Quarter  
FY 2012

## NIHTC Featured Course of the Quarter

### Introduction to the NIH Budget Process (ID#5260)

Mission accomplished! Collaboration within the NIH budget community has led to the development of a new course, *Introduction to the NIH Budget Process*. This course is designed for learners new to budgeting as well as those not directly involved in the budget process who would still like an overview. The class will go over the NIH federal budget process, budget operations, systems, and the role of key budget management and stakeholders. Participants will learn everyday NIH business terms, how NIH gets its budget, and activities that range from learning the basics on how to assign common accounting number (CAN) to fiscal year-end close out. This one day class is complete with hands-on exercises and brief discussions.

This course is a must have for AOs, Budget Analysts, Administrative Lab Managers, and Administrative Techs. Mark your calendar and enroll in one of the following offerings:

- Thursday, February 23, 2012 - Executive Plaza North
- Wednesday, March 14, 2012 - Natcher, Main Campus
- Wednesday April 18, 2012 - Executive Plaza North

For details and to register visit <http://trainingcenter.nih.gov/> and enter course ID 5260 in the Course Catalog search box or contact the NIHTC at 301.496.6211 • Course ID#: 5260 • Tuition: \$380

## People are talking...

### On Classes...

"...the training was excellent and the instructor's vast experience with federal employment law and use of case history was fascinating the entire day."

### On Leadership Programs...

"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 part of our formation."

### On Classes...

"One of the best classes I have taken in my 31 years in government."

NIHTC offers many courses and programs to enhance your professional development. Visit our website at <http://trainingcenter.nih.gov> to learn more.

## January is National Mentoring Month



*"Mentoring is a brain to pick, an ear to listen, and a push in the right direction."*

- John Crosby

Employees interested in becoming a mentor or a mentee, should visit the HHS Mentoring Program website at [http://trainingcenter.nih.gov/HHS\\_Mentoring.html](http://trainingcenter.nih.gov/HHS_Mentoring.html), to learn more about the program.

### SOME THINGS TO DO IN JANUARY

in honor of National Mentoring Month:

- Become a mentor.
- Learn more about mentoring.
- Tell five friends about National Mentoring Month.
- Think about the mentors in your life and post a tribute to them online.
- Read the latest research and find resources on mentoring.
- Serve your community on MLK Day of Service by deciding to become a mentor.
- Go to YouTube on Thank Your Mentor Day™ (January 26) and make the National Mentoring Month videos the most popular of the day.
- Explore ways to help children succeed academically through mentoring.

Visit <http://www.nationalmentoringmonth.org/> for additional information.

## Quote Of the Quarter

If your actions inspire others to dream more, learn more, do more and become more, you are a leader.

John Quincy Adams

## Leadership Development Corner

### NIH Executive Leadership Program – Second Cohort Graduates



Left to Right: Dr. Alan Willard (NINDS), Dr. Lawrence Tabak (OD), Dr. Bruce Androphy (NIEHS), Dr. Susana Serrate-Sztejn (NIAMS), Stacy Charland (OD), Dr. Sheryl Brining (NCRRL), Tim Wheelles (NHLBI), Dr. Chyren Hunter (NIA), Dr. Debbie Winn (NCI), Jenny Czajkowski (CIT), Dr. Pamela Collins (NIMH), Gary Mays (NIAID), Dr. Daniel Gallahan (NCI), Dr. Cheryl Boyce (NIDA), Dr. Kenton Swartz (NINDS), Dr. Pamela Starke-Reed (NIDDK), Dr. David Bluemke (CC), Sheila Stokes (OD), Keith Lamirande (NIAAA), Dr. Joni Rutter (NIA). Not Pictured: Dr. Germaine Buck Louis (NICHD)

The 2011 NIH Executive Leadership Program (ExLP) came to a close on September 22 and culminated with a reception at The Cloisters Chapel. Dr. Lawrence Tabak, Ms. Colleen Barros, Dr. Michael Gottesman, Dr. Sally Rockey, and numerous IC Directors, IC Deputy Directors, Executive Officers, and other NIH leaders attended in support of the graduates. ExLP participants completed Action Learning Projects and shared recommendations with NIH senior leadership on how best to approach four critical challenges impacting NIH including property management; the management of NIH policies and procedures; diversity within the intramural program; and engaging IT to accelerate data sharing, scientific discovery and translation.

Dr. Tabak provided inspirational remarks to participants, inviting them to utilize everything they learned and to continue to collaborate with each other. Dr. Tabak indicated, "Be glad you're prepared. I can almost guarantee that you will need to use what you've learned in this program in a tangible way in the next few months. If you do three things, your ExLP training will always stay fresh in your mind: contribute, connect, communicate."

Congratulations to the 2011 class. The 2012 ExLP begins in February. Additional information about the ExLP is available at: <http://trainingcenter.nih.gov/ExLP.html>

## Now Recruiting! NIH Management Intern (MI) Program, *continued from pg. 1*

### Information Sessions

Another way to learn more is by attending one of the upcoming MI Program information sessions. Registration is not necessary, but is appreciated. To register, send an email to [MI\\_Info@mail.nih.gov](mailto:MI_Info@mail.nih.gov) and specify which session you plan to attend. Unless noted, all sessions will be held from 12:00-1:00 p.m. in the following locations:

- Feb 6 - Bldg. 31, 6C Room 6
- Feb 7 - 6001 Executive Blvd., Room 3103 (Videocast and 12:30-1:30pm)
- Feb 16 - Bldg. 10, Lipsett Amphitheater
- Feb 23 - Rockledge II, 9100/9104

During the information session, a member of the NIH Administrative Training Committee (ATC) will describe how the program works, an OHR representative will discuss eligibility, and the MI Program Manager will discuss the application process. Additionally, both past and current MIs will share their experiences with applying to the program and managing their MI careers.

To learn more about the ATC and see a list of current MI Subcommittee Members, please visit: [http://www.jobs.nih.gov/intern/atc\\_list.html](http://www.jobs.nih.gov/intern/atc_list.html).

Individuals who need reasonable accommodation to participate in the sessions should call the NIH Training Center at (301) 496-6211, TTY (301) 594-2696 or the Federal Relay (1-800-877-8339) at least 5 days before the event.



Back row (left to right): James Richards (MI2012), Matt Brown (MI2013), Ned Culhane (MI2012), Chris Maurer (MI2013) Front row (left to right): Debra Thangarajah (MI2012), Hana Smith (MI2013), Kate Tepas Wise (MI2013), Stephanie Bonhomme (MI2012), Ranjini Iyengar (MI2013), Tiffany Kittrell (MI2013)

# NIHTC Announces OPM Mandated Supervisory Refresher Credits!

Did you know that a wide variety of courses and leadership programs offered by the NIH Training Center provide Continuous Learning Points (CLPs) that count toward fulfilling the OPM Supervisory Refresher Training requirements? Visit “NIHTC Supervisory Refresher Training CLPs” to learn more, and begin tracking your credits! For comprehensive information about the OPM Mandatory Supervisory Training requirements for both new and existing supervisors, go to [http://trainingcenter.nih.gov/mandatory\\_supervisory\\_training.html](http://trainingcenter.nih.gov/mandatory_supervisory_training.html).



## Contact Us

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U.S. Department of Health and Human Services  
National Institutes of Health  
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## 2nd Quarter FY 2012 Course Offerings

Course Title	Length	Start Dates	Course #
<b>Acquisitions Management</b>			
Negotiation Strategies for Simplified Acquisitions	1 day	1/4, 3/26	5513
Appropriations Law for Simplified Acquisitions	1 day	1/5, 3/27	5514
FAR Workshop			9667
Intro to Basic Project Officer/COTR	5 days	1/9, 1/23, 2/13, 3/5, 3/19	9546
Internal & External Requisitioner			9516
Purchase Card Training (NBS)	3 days	1/11, 2/6, 3/14	9512
Buyer Contracts (NBS)			9515
COTR Refresher	1 day	1/19, 2/10, 3/28	9547
NBS Pre-Ad Logs & Reconciliation (Refresher)			2635
Advanced Simplified Acquisition	5 days	1/23, 3/19	9532
COTR Management of IT Service Contracts			9549
Writing Statements of Work	2 days	2/8	8801
Professional Services			5512
Multi-Year Contracting	1 day	2/13	2640
Federal Appropriations Law			5521
Annual FAR Update	1 day	2/27	9568
Basic Simplified Acquisition			9530
Price Reasonableness in Simplified Acquisitions	1/2 day	3/5	2617
Simplified Acquisitions & Delegated Procurement (NBS)			9513
Simplified Acquisition for COTRS	2 days	3/26	9548
NBS Buyer Acquisitions (Refresher)			5515
<b>Administrative Systems &amp; Policy</b>			
HR Data Analysis			4011
Basic Time and Attendance Using ITAS	2 days	1/4, 2/9, 3/26	2624
Basic WTS Reports for Admin Users			8606
Fellowship Payment System	1 day	1/13	2646
Title 42 at NIH			8810
Introduction to Property Management (NBS)	3 days	2/13	9517
Capital HR System Training			4009
Property Management Refresher	2 days	2/16	9520
Basic Records Operators			9525
Advanced Time and Attendance Using ITAS	1 day	3/5	2626
Moves of Office			8812
Maintenance and Construction	1/2 day	3/8	8814
Space and Funding			8815
ITAS for Supervisors and Leave Approving Officials	1/2 day	3/21	2627
<b>Computer Applications</b>			
Introduction to Microsoft Project 2007			6636
Intermediate Microsoft Word 2007	1 day	1/23	6631
Intermediate Microsoft Excel 2007			6634
Microsoft Office 2007 - New Features	1 day	2/1	6629
Introduction to Microsoft Excel 2007			6633
Introduction to Microsoft Word 2007	1 day	2/16	6630
<b>Learning Management System (LMS)</b>			
LMS Training Administrator			10003
LMS Human Capital Administrator	2 days	2/8	10002
LMS Local Learning Administrator			10002
<b>Management, Supervision &amp; Leadership Skills Development</b>			
Supervisory Essentials			9511
Holding Employees Accountable	2 days	1/23	9531
Supervisory Refresher			9561
Leadership Presence for NIH Executives	1 day	3/9	4012
<b>Professional Development</b>			
Project Management			9414
Introduction to the NIH Budget Process	1 day	2/23	5260
Leadership Skills for Non-Supervisors			1017
Time Management and Organizational Skills	1 day	3/9	5110
Managing Up: Communicating with Your Boss			1019
Problem Solving for Results	1 day	3/8	1022
<b>Retirement</b>			
Pre-Retirement Workshop - CSRS			5812
Pre-Retirement Workshop - FEES	3 days	1/9, 2/6, 3/14	5810
Mid-Career Retirement Workshop			5814
<b>Travel</b>			
Domestic Travel (GovTrip Travel System)			2700
Travel for Non-NIH Affiliated Travelers	1/2 day	1/24	2710
Foreign Travel (GovTrip Travel System)			2701
Sponsored Travel (GovTrip Travel System)	1 day	2/24, 3/27	2702

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