

# NIH Training Center Highlights

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

Learn... Discover... Grow

<http://trainingcenter.nih.gov>

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

Are you interested in a career transition or fast track at NIH? The NIH Training Center is pleased to announce its recruitment season for Management Interns. The Management Intern Program has been developing highly motivated NIH employees for more than 50 years! This two-year career development program gives employees the opportunity to take rotations of three to four months in various career tracks in NIH public service. Graduates of this program move into new career paths, and many former interns have gone on to hold high-level managerial positions at NIH.

Management Interns gain valuable experience and insight into the inner workings of the NIH in career tracks in budget and finance, program and management analysis, grants management, contracts/procurement, information technology, human resources, and general administration, as well as other electives such as science policy and communications. Management Interns come from both the administrative and scientific fields, from travel planners to biologists.

The MI Program job vacancy announcement for GS 7, 9, and 11 slots opens on February 25, 2011 and closes on March 25, 2011. For program FAQs, details and eligibility, the MI hiring process, application information, recorded info sessions, and to join the recruitment listserv, please visit <http://www.jobs.nih.gov/intern/mi.html>.

### Information Sessions

To learn more, we strongly encourage you to attend one of the upcoming interactive information sessions, all from **12-1 pm**. Registration is not necessary, but appreciated; let us know which session you plan to attend at [MI\\_Info@mail.nih.gov](mailto:MI_Info@mail.nih.gov):

- **February 8**, Natcher Balcony A
- **February 14**, Rockledge 2 9112/9116\*
- **March 3**, Bldg. 10, Lipsett Amphitheater

\*NIEHS employees interested in calling into the February 14 information session can write [MI\\_Info@mail.nih.gov](mailto:MI_Info@mail.nih.gov) to register.

*Individuals with disabilities who need reasonable accommodations to participate in this program should contact the NIH Training Center at 301-496-6211, the TTY at 301-594-2696, at least five days before the event.*

## Staying In the Zone: Olympic Medalist to Speak at NIH

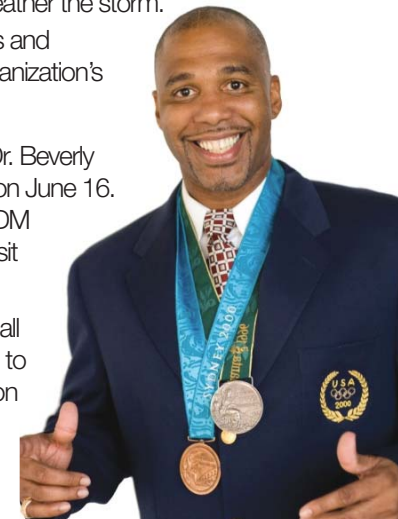
On behalf of Colleen Barros, Deputy Director for Management (DDM), the NIH Training Center announces the second seminar of the 2010-2011 DDM Seminar Series, featuring Mark Crear on February 17, 2011. He will present "*Staying In the Zone... by Maintaining a Winning Team Attitude!*" to address perseverance, teamwork and mutual respect.

Dr. Mark Crear is not only a two-time Olympic medalist, but also an entrepreneur, motivational speaker, consultant, author and ordained minister. He first captured attention by winning the 1996 Olympic Silver Medal with a broken arm and the 2000 Olympic Bronze Medal with a double hernia. He has presented inspirational messages to various organizations around the world. Mark's proven successful program is based on his methodology, which he refers to as the 4P's: Purpose, Power, Priorities, and Permission. Attendees will learn how to:

- Build and maintain motivation in yourself.
- Improve team cohesion and teamwork, and develop a championship attitude.
- Overcome hurdles of life and weather the storm.
- Uncover the attitudes, behaviors and beliefs that are stunting your organization's performance.

The 2010-11 series continues with Dr. Beverly Kaye on April 14 and Rick Searfoss on June 16. For more information, and to view DDM Seminar Series videocasts, please visit <http://www.ddmseries.od.nih.gov>.

The DDM Seminar Series is open to all NIH employees and there is no need to pre-register for the event. Participation will be recorded in the HHS Learning Management System (LMS) for those that sign-in and attend.



2<sup>nd</sup> Quarter  
FY 2011

## Pre-Retirement Seminars Take Hold!

Do you know when you want to retire? Are you concerned about whether you have all the information you need to be ready on the future date? Conversely, are you hoping to retire soon and want to make sure that you understand all the details? If you answered yes, then you should register for the NIH Training Center's (NIHTC) new retirement classes!

The key to any comfortable retirement is planning for and understanding the many facets of retiring from the federal government. The NIH Training Center now offers three courses to familiarize you with the retirement process. These classes are very similar to those which HHS used to offer, and deliver the same quality content and instruction:

### Pre-Retirement (CSRS/FERS)

This is an in-depth 3-day workshop on the many components of retirement, from the retirement plan and annuity calculation to financial planning, as well as the impact of the retirement transition. Students often first take this course as many as 5 years before their desired retirement date. For a detailed course description and upcoming dates, please view the NIHTC's website for CSRS and FERS classes.

### Mid-Career Retirement (FERS)

This 2-day class covers the FERS retirement plan, including topics such as the retirement benefits package, calculating annuities, and exploring the financial components of retirement. For more details, visit [http://trainingcenter.nih.gov/app/show\\_details.aspx?cd\\_crs=5814](http://trainingcenter.nih.gov/app/show_details.aspx?cd_crs=5814)

### Retirement at a Glance (FERS)

This 1-day class is developed to acquaint you with the retirement process. Topics will include requirements for retirement eligibility, annuity calculations and TSP benefits. More information is available at [http://trainingcenter.nih.gov/app/show\\_details.aspx?cd\\_crs=5816](http://trainingcenter.nih.gov/app/show_details.aspx?cd_crs=5816)

### Spouses Can Attend

Retirement is a critical point in one's life and affects an employee's entire family. As such, invite your spouse to attend a seminar with you at no cost. Due to space limitations, spousal attendance is on a first request, first served basis. If you are already registered in a retirement course and would like your spouse to attend, please send an email with your name, class date, course name and spouse name to the NIH Training Center's email box at [training1@od.nih.gov](mailto:training1@od.nih.gov).

To register, please visit our course catalog or log-in directly to your NIHITS account to initiate a nomination.

## COTR Training: Keep Up-To-Date with the NIHTC!

The NIH Training Center has received an overwhelming response to launching a new, full range of Project Officer/COTR training. Contracting Officer's Technical Representatives (COTRs) play a vital role in acquiring equipment, systems, and support services by contracting for the NIH. If you review, guide and direct a contractor's performance, your program success relies upon providing informed and timely input.

Educate and/or refresh your certification today by completing your training! The courses below fulfill the FAC-COTR training requirements\* and use scenarios that have been selected to be specifically relevant to NIH. Classes are open for registration via NIHITS @ <https://nominate.od.nih.gov/login.pl>.

Course Title	ID	Tuition	Duration/CLPs
Introduction to Basic Project Officer/COTR	9546	\$ 955	40 hours
COTR Refresher	9547	\$ 495	8 hours
Simplified Acquisition for COTRs	9548	\$ 655	16 hours
COTR Management of IT Service Contracts	9549	\$ 655	16 hours

For more information on COTR certification and comprehensive refresher requirements, visit <http://oamp.od.nih.gov/Division/acp/POTraining/FACCOTR/COTR-FAC-CERT.asp>.

## NIHTC Featured Course of the Quarter

### Influencer

Drawing from the skills of many of the world's best change agents and combining them with five decades of social-science research, Influencer training creates a powerful and portable model that anyone can learn and apply across NIH working relationships. This is a fifteen-hour course that uses extensive in-class practice, group participation, and personal planning sessions to instruct participants in strategies for resolving tough issues. Learn how to:

- ✓ Diagnose the web of causes behind any problem and create powerful strategies for driving change.
- ✓ Identify a handful of high-leverage behaviors that, if changed, will lead to desired results.
- ✓ Rely less on formal authority and more on ways to motivate and enable others to alter their behavior.
- ✓ Use the powerful Influencer Model to develop and apply a robust influence strategy to anything from small- to large-scale cultural transformations.

### Who should attend

This course is ideal for individuals, teams, and organizations looking to enhance their professional influence and overcome resistant problems in their organization, team, or personal life. The training provides individuals at any level of an organization with the skills to develop an effective and comprehensive influence strategy to overcome challenges.

For details and to register, visit:

[http://trainingcenter.nih.gov/app/show\\_details.aspx?cd\\_crs=9412](http://trainingcenter.nih.gov/app/show_details.aspx?cd_crs=9412)

Dates: January 26 & 27 (2-day course) \* Location: Executive Plaza South (EPS)

Course ID#: 9412 \* Tuition: \$990

## Leadership Development Corner

### NIH Executive Leadership Program (ExLP) Graduates First Cohort

On September 22, twenty distinguished leaders completed The National Institutes of Health's first competitive leadership program geared towards aspiring and existing "Top 5" leaders: The NIH Executive Leadership Program (ExLP). The commencement ceremony featured Dr. Lawrence Tabak, NIH Principal Deputy Director, as well as Colleen Barros, NIH Deputy Director for Management.

### Congratulations to 2010 ExLP Alumni



**2010 ExLP Graduates: Front Row (left to right)** - Maryland Pao (NIMH), Dexter Collins (NICHD), Andy Baxevanis (NHGRI), Heng Xie (NCRR), Wendy Liffers (OD), Gwen Collman (NIEHS), Michael Krause (NIDDK), Redonna Chandler (NIDA), Anna Ramsey-Ewing (NIAID), Doug Stenger (CIT), Valerie Florance (NLM). **Back Row (left to right)** - Petra Kaufmann (NINDS), Chris O'Donnell (NHLBI), Patricia Powell (NIAAA), Molly Wagster (NIA), L. Michelle Bennett (NHLBI), Mark Rotariu (NIDCD), Emmeline Edwards (NCCAM), Rene Etcheberrigaray (CSR), Bob Carter (NIAMS).

### About the ExLP

The ExLP is a rewarding leadership experience that integrates the hands-on involvement of senior NIH executives and the academic experience of NIH's educational partners, Brookings Executive Education and the Washington University in St. Louis. Key features of the upcoming program include the following:

- Content themes: "Leading at the Top," "Executive Communications," "Policy Making on the Hill" and "Leading in Networks"
- Opportunities to participate and/or lead high-priority workgroups and committees
- Peer advising/mentoring
- Leadership coaching/360 assessments
- Access to NIH executives in the form of panel discussions, themed lectures, and special events

For additional information about the ExLP, please visit <http://trainingcenter.nih.gov/ExLP.html> or contact Keisha Berkley, NIH Training Center Program Manager, at 301-496-6211.



Dr. Tabak delivering closing remarks

## Making Dynamic & Persuasive Work Presentations

Tired of butterflies and anxiety before you make a work presentation? Do you spend hours trying to figure out what should be included or left out of your briefing? Do you wonder if the audience is really paying attention? If so, it's time for you to enroll in the NIH Training Center's class:

**Course:** Making Dynamic & Persuasive Work Presentations  
**ID #4006**

**Date:** March 18  
**Tuition:** \$646

This one-day class will provide the skills necessary to present and brief effectively in both scientific



and management settings. Enrollment for this class is intentionally limited to ten or fewer to maximize practice time and individual feedback.

This seminar focuses on instruction and practice in organization, using audience involvement techniques to increase rapport and persuasiveness, delivery skills, visual design, and question-and-answer techniques. You will learn how to overcome nervousness, anxiety, and distracting mannerisms to project control and confidence.

### Quote Of the Quarter

"Learning is not attained by chance, it must be sought for with ardor and attended to with diligence."

-- Abigail Adams



## Travel for Travelers

### Conferences, Trainings, or Symposia.....Oh My!

The NIH Travel for Travelers class is recommended for any NIH employee going on official government travel. It offers three hours of guidance that will aid you in ensuring safe, timely and accurate travels. This class discusses topics such as per diems and how they are used, avoiding improper and overspending. The use of federal credit cards and ATM features is also explained, in addition to the voucher process required for reimbursement once travel is completed. The use of privately owned, rental and federal vehicles is also a topic that is often misconstrued, yet demystified in this class. Don't delay, register for this class today!

## Contact Us

NIH Training Center  
6120 Executive Plaza South, Suite 350, Bethesda, MD  
20892 Tel: (301) 496-6211 Fax: (301) 480-3197 TTY:  
(301) 594-2696 E-mail: training1@od.nih.gov



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

## Highlights Contributors

Elena Juris, Managing Editor  
Kristen Dunn-Thomason, Editor  
Kathy Clinesmith-Trupp, Designer

Keisha Berkley  
Janice Gonzalez  
Micha Kemp

## 2nd Quarter FY 2011 Course Offerings

Course Title	Length	Start Dates	Course #
<b>Acquisitions Management</b>			
NIH-Simplified Acquisitions & Delegated Procurement (NBS)	5 days	1/10, 3/7	9513
NIH-Professional Services	1 day	1/18	5512
NIH-Internal & External Requisitioner (NBS)	1 day	1/27, 1/31, 2/10, 2/28, 3/17	9516
NIH-Purchase Card Training (NBS)	2 days	2/2, 2/7	9512
NIH-Buying From Businesses on the Open Market	1/2 day	2/7	2611
NIH-Price Reasonableness in Simpl. Acquisitions	1/2 day	2/7	2617
NIH-Advanced Simplified Acquisition	5 days	2/7	9532
NIH-Federal Supply Schedules	1/2 day	2/8	2609
NIH-Consolidated Purchasing Through Contracts	1/2 day	2/8	2610
NIH-Negotiation Strategies for Simplified Acq.	1 day	2/9	5513
NIH-Appropriations Law for Simplified Acquisitions	1 day	2/10	5514
NIH-Multi-Year Contracting at the NIH	1 day	2/11	2640
NIH-Buyer Contracts (NBS)	3 days	2/14	9515
NIH-Simplified Acquisition for COTRs	2 days	2/23	9548
NIH-COTR Refresher	1 day	3/3	9547
NIH-COTR Management of IT Service Contracts	2 days	3/7	9549
NIH-Intro to Basic Project Officer/COTR	5 days	3/14	9546
NIH-Writing Statements of Work	2 days	3/16	8801
<b>Administrative Systems &amp; Policy</b>			
NIH-Basic WITS Reports Training for Admin Users	1/2 day	1/5	8606
NIH-Basic Time and Attendance Using ITAS	2 days	1/10, 2/1, 3/7	2624
NIH-Introduction to NIH Property Management (NBS)	3 days	1/18, 3/7	9517
NIH-Capital HR System Training	1 day	1/20, 3/24	4009
NIH-Fellowship Payment System	1 day	1/27, 3/29	2646
NIH-Advanced Time and Attendance Using ITAS	1 day	2/4/2011	2626
NIH-Internal Controls: Meeting Federal Requirements	2 days	2/15	5517
NIH-Property Management Refresher	2 days	2/17/2011	9520
NIH-Basic Records Operations	1 day	2/17/2011	9525
NIH-ITAS for Supervisors & Leave Approv. Officials	1 day	2/24/2011	2627
NIH-Title 42 at NIH	1.5 days	3/10	8810
<b>Computer Applications</b>			
NIH-Microsoft Office 2007- New Features	1 day	2/8	6829
NIH-Introduction to Microsoft Excel 2007	1 day	2/9	6633
NIH-Intermediate Microsoft Excel 2007	1 day	2/15	6634
NIH-Intermediate Microsoft Word 2007	1 day	3/15	6631
<b>Learning Management System (LMS)</b>			
NIH-LMS Local Learning Administrator	1/2 day	1/12, 2/2, 3/23	10001
NIH-LMS Training Administrator	2 days	1/24, 3/15	10003
NIH-LMS Human Capital Administrator	2 days	2/16	10002
<b>Management, Supervision &amp; Leadership Skills Development</b>			
NIH-Supervisory Skills Training	3 days	1/11, 2/16	9511
NIH-Holding Employees Accountable	2 days	1/12	9531
NIH-Advancing Your Telework Knowledge & Skills (Managers)	1 day	2/15	5516
<b>Professional Development</b>			
NIH-Risk Mgmt for AOs (GS 7-12)	1 day	1/12	9543
NIH-Risk Mgmt for AOs (GS 13-15)	1 day	1/18	9544
NIH-Leadership Skills for Non-Supervisors	1 day	1/25	1017
NIH-Influencer	2 days	1/26	9412
NIH-Managing Up: Communicating with Your Boss	1 day	1/26	1019
NIH-Writing & Managing Executive Correspondence at NIH	2 days	1/26	2115
NIH-Advancing Your Telework Knowledge & Skills (Employees)	1 day	2/16	5518
NIH-Making Dynamic & Persuasive Work Presentations	1 day	3/18	4006
NIH-Problem Solving for Results	1 day	3/24	1022
NIH-Concepts of Biotechnology for Non-Scientists	2 days	3/11	5881
NIH-Leadership Skills for Non-Supervisors	1 day	1/25, 3/23	1017
<b>Retirement</b>			
NIH - Pre-Retirement Workshop - CSRS	3 days	2/1	5812
NIH - Pre-Retirement Workshop - FEES	3 days	3/21	5810
<b>Travel</b>			
NIH-Travel for Non-NIH Affiliated Travelers	1/2 day	1/14, 3/11	2710
NIH-Travel for AOs & Approving Officials (GovTrip)	1 day	1/26, 3/28	2703
NIH-Travel for NIH Travelers	1/2 day	2/10, 3/22	2644
NIH-Domestic Travel (GovTrip Travel System)	3 days	2/14, 3/14	2700
NIH-Foreign Travel (GovTrip Travel System)	2 days	2/22, 3/17	2701
NIH-Sponsored Travel (GovTrip Travel System)	1 day	3/14	2702

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