



NIH Training Center Highlights

Department of Health and Human Services
National Institutes of Health
Office of Strategic Management Planning
Workforce Support & Development Division

Learn...Discover...Grow

<http://LearningSource.od.nih.gov>

Announcing the 2007-2008 Deputy Director for Management (DDM) Seminar Series

The NIH Training Center, in partnership with the Office of the Deputy Director for Management (DDM), is proud to announce the 2007-2008 DDM Seminar Series schedule.

In July, the DDM Seminar Series Planning Committee invited the NIH community to nominate presenters. More than 60 speaker nominations were received and five were selected to be a part of the series. Sessions will be held from 11-noon in the Masur Auditorium (Building 10) with a light reception to follow. Each program will be available via videocast. Please mark your calendars for the following dates:

February 14, 2008

Al Siebert, *Undergoing Change*

April 17, 2008

Jim Sorenson, Ph.D., *Personal Accountability*

June 12, 2008

Samuel Betances, Ph.D., *Workforce Diversity*

Response to the 2006-2007 NIH DDM Seminar Series has been extremely positive. We hope to exceed the expectations of the NIH community again this year. Thank you for your continued support of the DDM Seminar Series. For additional information, please visit: <http://www.ddmseries.od.nih.gov/>

Upcoming DDM Seminar Series Event

Lynne Lancaster & David Stillman

What a Difference a Generation Makes

Thursday, November 29, 2007, 11:00-12:30*

*no reception following this event



As 80 million Baby Boomers prepare to move into retirement, they've got more on their minds than signing up for golf lessons. With only 46 million Generation Xers coming along behind them, who is going to take over the reins of federal organizations? What

do administrators need to do to recruit, restructure, communicate, and prepare for this massive generational shift? How will critical knowledge be transferred? And what should Gen Xers do to prepare to take on new roles?

Don't miss this high energy, insightful, and practical session delivered by generations experts Lynne Lancaster and David Stillman. Lynne and David literally wrote the book on generational differences in the workplace. Co-founders of the consultancy BridgeWorks, they are the co-authors of *When Generations Collide: Who They Are. Why They Clash. How to Solve the Generational Puzzle at Work* (HarperCollins 2003). The pair has appeared on CNN, CNBC, and in TIME Magazine in addition to other broadcast and print media. Don't miss this event!

1st
Quarter
FY 2008

NIH Welcomes the Class of 2009 Interns

Please join us in welcoming the NIH's 2009 class of Interns. These motivated men and women represent the best, the brightest, and the future leaders of the NIH.

These interns were selected to participate in one of four prestigious programs, the Presidential Management Fellows Program, (PMF), the Emerging Leaders Program (ELP), the Management Intern Program (MI), and The Administrative Fellows Program (AFP). For the next two years, they will learn about NIH and its mission; meet with senior level employees and former interns, and have the opportunity to network as they complete rotational assignments across the NIH and HHS. All interns also have mentors at NIH, receive career counseling from the NIH Training Center, and attend a wide variety of training opportunities.

The NIH has utilized these Intern Programs throughout the years to hire and/or develop innovative, energetic employees interested in administrative positions. Throughout their programs, interns are required to complete many objectives including coordinating the Management Seminar Series, attending Brown Bags, maintaining an Individual/Career Development plan, rotational assignments, undergoing training and participating in intern activities and committees. The Interns Programs provide participants many opportunities to explore the various career paths available at the NIH, while also enabling Interns to grow professionally.

Following the completion of program requirements, Interns convert to many different roles including, but not limited to, Contract Specialists, Management/Program Analysts, Budget Analysts and Administrative Officers. The Intern Programs have allowed the NIH to recruit highly motivated and talented individuals and, in turn, the NIH has benefitted from the innovation, dedication and knowledge that these Interns bring to their work.

The class of 2009 Interns looks forward to a rewarding experience while supporting the NIH mission to extend healthy life and reduce the burdens of illness and disability. For further details about internship opportunities at NIH, visit <http://internships.nifo.nih.gov>. If you have a substantive project and are interested in having an intern rotate through your office, please contact the NIH Training Center at 301-496-6211.

Can't Find What You Want?

If there is a course that you would like to see the NIH Training Center offer, let us know! Tel: (301) 496-6211 TTY: (301) 594-2696, or visit us on the web: <http://learningsource.od.nih.gov/requestform.asp>

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Learning Management System (LMS) Update

The new HHS Learning Management System (LMS) is designed to serve as a one-stop-shop for handling the training needs of all HHS employees and contractors.

The implementation of LMS was previously managed in phases by HHS University. Since June 2007, several OPDIVs have migrated to LMS. Once all OPDIVs migrate, the LMS will serve as the single point of entry for HHS staff's internal and external training. The system will allow the NIH community to manage course registrations, as well as host web-based and virtual classes. In addition, the system will offer a centralized repository for NIH employees' training activities, NIH-wide and IC-specific competencies, and Individual Development Plans (IDPs).

What does this mean for NIH? NIHITS will eventually be replaced with the new LMS. ICs can benefit from a one-stop-shop that will better manage employee training records and will allow users to print training certificates once they have successfully completed a course. We are especially excited about the prospect of all mandatory training being tracked in one location.

For more information on LMS or to be added to the IC Training Coordinators distribution list, please contact Marisa Sheelor at 301-594-2600 or via e-mail at Sheelorm@mail.nih.gov. For problems with LMS user accounts contact the HHSU help desk at 1-866-246-5440 or via e-mail at DHHSHelp@gpwworldwide.com.



Meet the NIH Training Center Staff

Kristen Dunn-Thomason
Director, NIH Training Center

Kristen joined the NIH Training Center in July. Previously, she was the Section Chief with the CIT Computer Training Program.

Over the years, Kristen has worked closely with the NIH Training Center and the NIH training community, at-large, on a variety of projects. Some of the most recent initiatives include the Learning Management System (LMS); the Training A-76 study, (where she was on the preplanning and requirements document committees as well as the committee that stood up the MEO (More Efficient Organization); and the Training Collaborative Forum, where she was a regular presenter. Kristen has developed numerous contacts across ICs over the years, where she regularly solicited volunteer instructors to offer free computer training to the NIH community. Kristen has participated in the HHS Distance Learning Committee, the Public Health Council Distance Learning Working Group, and the NIH Learning Technology Committee. She has also been an instructor in the CIT Training Program, teaching courses in PowerPoint, Photoshop, HTML, and web searching. She is currently an officer on the Executive Board of the Training Officers Consortium (TOC), an organization of training professionals across the federal government. She is a regular speaker at their conferences and ran their Annual Institute in 2005.

One of Kristen's major priorities as Director is to foster enhanced collaboration across the ICs. She is excited to make the Training Collaborative Forum even more robust and is eager to find innovative ways to help the ICs share information.

Kristen holds an MA from the University of Chicago in Ethics and a BA from Hiram College in Social Sciences. She also has certificates in Instructional Design and Project Management.

Back by Popular Demand—NIH Supervisory Skills Training

Are you a manager, supervisor, or team lead? Do you find it difficult to communicate effectively when discussing an employee's performance and conduct? Would you like to know more about the leadership competencies at NIH and acquire enhanced skills in developing performance plans? If so, this course is for you! Enhance your delegation, coaching and mentoring skills so that you can continue to retain your highest performers. Don't Delay! Register Today! For details, visit: http://learningsource.od.nih.gov/_show_details.asp?cd_crs=9511



Meet the Workforce Support & Development (WSDD) Staff

Bonnie Malkin, Director,
Workforce Support & Development Division

Bonnie has been the Director of Workforce Support & Development Division (WSDD) at NIH for only a few months and is already making changes to improve the organization, management and overall productivity of the NIH Training Center, the NIH Transition Center and the NIH Work/Life Center. Both teamwork and customer service are strong priorities as she sets direction for the Division.

Bonnie comes to NIH with more than 27 years of experience at the Food and Drug Administration (FDA). During her tenure, she served as the Director of Planning and Evaluation, the Director of Training & Assistance and the Director of Professional Practices in the Center for Devices and Radiological Health. Her FDA career culminated with her service as a Special Assistant in the Office of the FDA Commissioner. She received her B.S. in Education from the University of Maryland and was a teacher before joining the FDA. After retiring from the FDA, Bonnie worked for 4 years as an Organizational Management Consultant, before coming on board with NIH.

As a dynamic leader, Bonnie is making sure that WSDD continues to provide NIH staff with the highest quality service related to coaching, transition support, establishment and management of Institute retreats, and award programs.

Bonnie is also overseeing a major project to roll out competencies in the NIH community. Competencies are key to helping employees identify the areas in which they should focus their learning and development to help them succeed in their current and future jobs. Additionally, supervisors often make better hiring decisions when they evaluate if the applicant has the necessary competencies required to be successful in the position. Finally, WSDD will be using competencies to better tailor training to meet the needs of NIH Institutes.

Finally, Bonnie is having the NIH Training Center work in collaboration with a consulting firm to survey the various career and leadership development programs being offered throughout the agency. A primary purpose of the project is to identify best practices and opportunities for collaboration among the Institutes and Centers. The consulting firm will also take a look at best practices and current trends in leadership development across the federal government and evaluate the Training Center's programs against those. The results of the sixteen week project will assist the Training Center in providing quality, comprehensive developmental programs to the NIH population.

The Class of 2007 NIH Interns Graduates

The NIH Training Center announces the Graduation of the 2007 Intern Class. This year's class consisted of graduates from the following programs:

- HHS Emerging Leaders
- STRIDE
- Presidential Management Fellows
- Management Interns
- Administrative Career Development

Nearly two-hundred people (including those from the NIH, the Department, friends and family of the graduates and current interns) celebrated the event on October 22, 2007 at Lister Hill Auditorium. David Mineo, a former STRIDE intern and retired Chief Grants Management Officer at NIDDK provided the keynote address and Shannon K. Bell, former Presidential Management Intern and new Director of the Office of Advocacy Relations at NCI, presented congratulatory remarks. Members of the Administrative Training Committee and Mentors of the graduates were also recognized.

In addition, this year marked the inaugural presentation of the Administrative Internship Program Awards. These awards honored members of the NIH community for their dedication to and support of the graduating class. Awards were given in the following categories: Outstanding Mentor, Outstanding Colleague, Outstanding Supervisor and Outstanding Intern. **Stacy Vandor**, Planning Officer in the Division of Cancer Control and Population Sciences at NCI and Mentor to Christie Kaefer received the Outstanding Mentor Award. **Elaine Hauschildt**, Ethics Program Coordinator, NCI, nominated by Hillary Stevenson, received the Outstanding Colleague Award. Three supervisors received the Outstanding Supervisor Award including **Janet Dudrick**, Assistant Director for Management,

NIH, nominated by Janelle Barth; **Robyn Strachan**, Budget Officer, NIAMS nominated by Stephanie Kreider; and **Nicole Vennell**, former Program Analyst for the Division of Cancer Control and Population Sciences, NCI, nominated by Christie Kaefer. Finally, two graduates were presented the Outstanding Intern Award: **Stephanie Kreider**, nominated by Ellen Rolfes and Matthew Burr, Co-Chiefs Office of Management, NHGRI; and **Scott W. Jackson** nominated by Elizabeth Wilder, Acting Associate Director Office of Portfolio Analysis and Strategic Initiatives, NIH.



Front Row (on stairs, L to R): Rosemary Cerny (MI), Diane Breckenridge (MI), Kichelle Green (MI), Lesley Stewart (PMF), Janelle Barth (MI), Jennifer Miller Crowell (EL), Sonja Gardner-Clarke (EL), Bridget Williams-Simmons (EL), Stacey Carrington-Lawrence (EL), Zuhail Diaz-Rosa (EL), Jeanette Contreras (EL), Mimi Bishop (STRIDE), Christie Kaefer (PMF)
Back Row (L to R): Brooke Hardison Wang (PMF), Stephanie Kreider (MI), Hillary Stevenson (PMF), Cheryl Wagoner (ACD), Carlene Neil-Allman (ACD), Donna Perry-Lalley (ACD), Pedro Morales-Llanos (EL), Alok Doshi (EL), Travis Speck (PMF), Willie Postell (PMF), Scott Jackson (PMF), George Black (PMF)

1st Quarter FY 2008 Course Offerings

Course Title	Length	Days	Course #
Administrative Officer Competency Training	1/2 day	10/09, 10/11, 10/16	1108
Basic Time and Attendance Using ITAS	2 days	10/30, 11/6, 12/18	2624
Fellowship Payment System	1 day	11/29	2646
Giving and Receiving Performance Feedback	1/2 day	10/16, 10/25, 11/25, 11/1, 11/8	1016
Introduction to NIH Property Management	3 days	11/28, 12/17	2622
Knowledge Management and Strategic Human Capital	1 day	11/29	8800
NBS Sponsored Travel	1 day	11/08	2616
NIH Domestic Travel (NBS Travel System)	3 days	10/15, 11/05, 12/03	2601
NIH Foreign Travel (NBS Travel System)	2 days	10/23, 11/15, 12/06	2605
NIH Internal and External Requisitioner	1 day	11/14	9516
NIH Purchase Card Training	2 days	11/13, 11/15, 12/03, 12/05	9512
NIH Supervisory Skills Training	3 days	11/06, 12/04, 12/11	9511
Travel Refresher Course	1/2 day	12/10	2602
NIH Travel for Organizational Administrators	2 days	12/12	2614

Quote Of the Quarter

"Value your listening and reading time at roughly ten times your talking time. This will assure that you are on a course of continuous learning and self-improvement."

—Gerald McGinnis
President and CEO
of Resprionics, Inc.