

# NIH Training Center Highlights

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

Learn...Discover...Grow

<http://trainingcenter.nih.gov>

## Q & A with the LMS Instructor

Registration for NIH Training Center (NIHTC) classes is now conducted through the LMS (HHS Learning Portal) instead of NIHITS, as of July 2012. In preparation for this change, many new LMS administrators have recently been trained to manage LMS registration, maintain records of external training on the LMS transcript, and approve IC funds for training courses at the NIH Training Center.

To assist with the high demand for training, the NIHTC offered innovative virtual course sessions as alternatives for staff for whom the standard 4-hour classroom course was not convenient or prohibited by travel. We will continue educational efforts to ensure that the transition to using the LMS across NIH is a smooth one.

As IC's adjust to this change, the LMS team and NIH Training Center have fielded innumerable questions. To date, some of the most common questions and their responses are listed below.

### Q Do I need any special permissions or training to do approvals in the LMS?

Yes and no. Managers and alternate managers do not need training, and have default permissions. Manager approval tip sheets are sent in the notifications they receive that guide them through the approval process. In contrast, Additional Approvers on Order, those responsible for obligating funds, do require training as a Local Learning Administrator before obtaining permissions for approving training requests.

### Q How do I get permissions as a Local Learning Administrator?

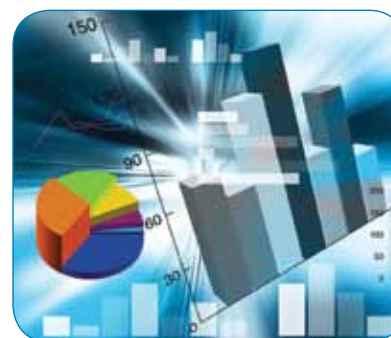
Permissions as a Local Learning Administrator are gained through taking a 4-hour classroom training or the equivalent of four virtual classes and the self-paced online LMS Overview training module. Directions for submitting a permissions request afterwards can be found here: [http://trainingcenter.nih.gov/lms\\_courses.html](http://trainingcenter.nih.gov/lms_courses.html).

### Q Are LMS administrators the only people who can create a registration for a staff member?

No. All staff with an LMS account can initiate their own registration. Managers can register their direct reports for courses as well.

*See LMS Q&A, pg. 2*

## Ring in the New Fiscal with Microsoft Office 2010



Have you heard that many NIH ICs are transitioning employee computer software from Microsoft Office 2007 to 2010?

To support this rolling IC initiative, the NIH Training Center has launched new Microsoft Office 2010 classes for the community.

If you're looking to see

what's new, consider enrolling in the Microsoft 2010 New Features class (#6629) that highlights enhanced functions in Word, Excel, PowerPoint, and Outlook. Those newer to Microsoft Office will benefit the most from Introductory Microsoft Excel (#6647) or Microsoft Project (#6649).

Experienced end users can also ensure that they are getting the most out of the program by enrolling in Intermediate Microsoft Word (#6646) or Intermediate Excel (#6648). For more information, visit our course schedule on Page Four or see the full list of Computer Applications courses at <http://trainingcenter.nih.gov/list.aspx?catId=3>.

## Tuition Decrease! NBS Acquisitions Classes

The NBS Tuition increase that affected the NBS Acquisition Management classes in FY12 will not be in effect for FY13. Through the collaboration between NIHTC, OALM, and the NBS, costs were reduced....

*See Tuition Decrease, pg. 2*

1<sup>st</sup> Quarter  
FY 2013

## NIHTC Featured Course of the Quarter

### Introduction to Risk Management

This one-day course provides a comprehensive overview of the National Institutes of Health (NIH) Risk Management Program and its Risk Management Methodology. It will provide participants across the GS 7 – 15 levels with an overview of the NIH Risk Management Framework and discuss how risks are identified, scored, and managed by various IC offices. Additionally, the course will provide participants with an overview of the NIH Risk Management Policy (Manual Chapter 1750), the chance to review and use program tools, a walk-through of actual risk scenarios, and relevant risk management exercises and case studies.

#### Key Topics:

- Understanding the Importance of Risk Management
- Risk Management Frameworks
- Roles and Responsibilities
- Risk Management Methodologies
- Assessment, Management, Monitoring, and Reporting Risks
- Prioritizing Risks
- HHS Program Integrity Initiative

For more information and to register, visit:

[http://trainingcenter.nih.gov/show\\_details.aspx?cId=NIHTC9543](http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC9543)  
or contact the NIHTC at 301-496-6211.

Date: November 13, 2012 • Course ID#: 9543 • Tuition: \$350

### Quote Of the Quarter

There are some things you learn best in calm, and some in storm.

~Willa Cather

### Tuition Decrease! NBS Acquisitions Classes (cont. from pg. 1)

In addition, central funds were approved to cover remaining system fees for FY13 and beyond. Therefore, these classes are now back in line with other NIHTC class fees.

Students can observe a significant decrease in tuition across the mandatory NBS training offerings for the following courses: NIH Purchase Card Training, NIH Internal & External Requisitioner, NIH Simplified Acquisition & Delegated Procurement, NIH Buyer Contracts, and Introduction to NIH Property Management. Please visit <http://trainingcenter.nih.gov/list.aspx?catId=1> for more course information.

### LMS Q & A (cont. from pg. 1)

#### Q Are non-FTE status employees allowed to use the LMS?

A Yes. Non-FTE status employees, such as contractors and fellows, may use the LMS once an account has been created for them.

#### Q When I need help with LMS-related issues, where can I get help?

A For LMS “How-do-I-do-this?” questions, please use the tip sheets and manuals posted on NIHTC’s web site at [http://trainingcenter.nih.gov/lms\\_tip\\_sheets.html](http://trainingcenter.nih.gov/lms_tip_sheets.html). There are also recorded webcasts for learners, approvers and administrators found at [http://trainingcenter.nih.gov/lms\\_info.html#webcasts/](http://trainingcenter.nih.gov/lms_info.html#webcasts/).

For LMS technical problems and system access, please contact the HRSS Help Desk at 301-451-1436 or [hrsystemssupport@od.nih.gov](mailto:hrsystemssupport@od.nih.gov).

Your feedback is valuable for improving the user experience with the LMS. Please share your thoughts here: <http://www.surveymogizmo.com/s3/372871/LMS-User-Survey>.

### Recruiting for a Learning Organization

Would you want to work somewhere that encourages your development? We think so. That’s why on August 29, the NIH Training Center supported the **3rd Annual NIH Veterans and Persons with Disabilities Hiring Event**. What better way to attract qualified applicants than to inform them of the education and training available to NIH employees?

The NIH Veterans and Persons with Disabilities Hiring Event attracted qualified applicants from across the United States. Together with the Office of Human Resources Corporate Recruitment Unit, the NIH Office of Equal Opportunity Diversity Management collaborated with partners in the local community to identify qualified veterans and persons with disabilities. Of 250 people who submitted applications for the event, 91 were invited to register and engage in interviews with NIH offices for positions such as Program Analysts, Engineers, Food Service Workers, Purchasing Agents, and High Voltage Electricians.

Though the NIH hiring event is annual, the NIH employs veterans and persons with disabilities year-round. Visit <http://www.jobs.nih.gov/> to find employment information specific to veterans and persons with disabilities. In addition, current federal employees with disabilities may be interested in Federal Employees with Disabilities (FEDs), a private membership organization ([www.FEDsFirst.com](http://www.FEDsFirst.com)) that is dedicated to education, and advocacy to assist the Federal Government in fulfilling its promise to become a model employer for employees with disabilities. For information on other special interest groups hosted by NIH, visit: <http://www.jobs.nih.gov/life@nih/groups.htm>.

NIH is a learning organization. As we continue to share our opportunities with prospective employees, we hope that you also take advantage of the resources available to you as valued staff.

## Leadership Development Corner

### FY 13 Leadership Programs: Throw Your Name in the Ring!

The NIH Training Center invites IC leadership and employees to begin planning strategic participation in two FY 13 NIH leadership programs: The **NIH Senior Leadership Program** and the **NIH Mid-Level Leadership Program**. Each of these programs is part of the NIH Continuum of Leadership Programs that support NIH efforts to build leaders. Deadlines and directions for each are as follows:

#### NIH Senior Leadership Program (SLP)

The NIH Training Center, in collaboration with the University of Maryland School of Public Policy, is entering the thirteenth year of offering this cornerstone NIH program. Highly praised by both senior scientists and administrators for its relevant content, experiential learning activities and exceptional faculty, the program focuses on leadership competencies that are essential to the achievement of NIH's scientific goals. Twenty-eight managers will work with a select group of peers and scholar-practitioners and develop a strong trans-NIH cohort in four program sessions.

Nominations are comprised of four to six managers within an IC from both the scientific and administrative communities. Please visit [http://trainingcenter.nih.gov/senior\\_leadership\\_program.html](http://trainingcenter.nih.gov/senior_leadership_program.html) for the full schedule and program overview.

**Eligibility:** GS 14-15 or equivalent staff, Senior Title 42 or 38 staff, or SES/SBRS staff

**FY13 Program Dates:** The 4 program sessions begin on the following dates: January 7 (Program 1), February 11 (Program 2), June 10 (Program 3), and August 12 (Program 4).

**Tuition: \$6,840 \*\* Reduced for FY 13!\*\***

*\*Off-site 3-day retreat food/beverages to be handled via IC participant per diem*

**Nominations and Registration:** The nomination deadline is Friday, October 12. All nominations are vetted at the Executive Officer level within each IC. We will notify selectees in mid-November.

**What do you do if you are interested in participating?** Let your supervisor know. Many leadership programs conduct the IC nominations process between September and October, so ensuring that your leadership knows of your interest in advance can help. Speak with your supervisor about any established internal selection process within your IC.

#### NIH Mid-level Leadership Program (MLP)

Filling a gap between junior-level development and senior/executive leadership



programs, the Mid-level Leadership Program (MLP) launched successfully in 2011. The program develops IC-nominated employees in GS 12-14 and equivalent positions. Rather than target technical supervisory skills, which are addressed through mandatory NIH Supervisory Training, the program provides employees with leadership skills and knowledge that will aid them in effectively leading from both supervisory and non-supervisory positions.

**Eligibility:** Supervisory and non-supervisory GS 12/13/14 and T42 equivalent scientists and administrators

**FY13 Program Dates:** FY13 launch dates are planned for January (Series 7), April (Series 8), July (Series 9), and September (Series 10).

**Tuition: \$5,200**

**Nominations and Registration:** Applications are initiated by the applicant, vetted through the supervisor, and submitted to IC Executive Officers for final ranking and submission. For more information, please see [http://trainingcenter.nih.gov/mid-level\\_leadership\\_program.html](http://trainingcenter.nih.gov/mid-level_leadership_program.html).

**What do you do if you are interested in participating?** Let your supervisor know, and visit the following website to prepare an application for review within your IC: [http://trainingcenter.nih.gov/mid-level\\_leadership\\_program.html](http://trainingcenter.nih.gov/mid-level_leadership_program.html).

**For more information** on the NIH Continuum of Leadership Programs, please visit [http://trainingcenter.nih.gov/continuum\\_of\\_leadership.html](http://trainingcenter.nih.gov/continuum_of_leadership.html) for a side-by-side comparison of program features and audiences.

## DDM Seminar Series ... Save the Dates!

The NIH Deputy Director for Management Seminar Series introduces 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 share knowledge with their colleagues in the exchange of ideas, questions and best practices.

Please be on the lookout for an NIH broadcast message announcing the selected FY13 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](http://www.ddmseries.od.nih.gov/Seminars_past.html).

### FY13 Seminar Dates

Thursday, December 13, 2012  
Thursday, February 14, 2013  
Thursday, April 18, 2013  
Thursday, June 20, 2013

**Clinical Center (Bldg 10),  
Masur Auditorium**

**11:00 am - 12:30 pm**



## Do You Know?

Do you know which mandatory courses you are required to take? Visit [http://trainingcenter.nih.gov/mandatory\\_training.html](http://trainingcenter.nih.gov/mandatory_training.html) to obtain your personal training profile through the Mandatory Training Inventory (MTI). The inventory is regularly updated on a rolling basis with new and altered mandates.

## NIHITS Retires

NIH bid farewell to the NIHITS legacy system in September 2012. For the latest information on how IC's can pay for training in FY 13, please visit <http://trainingcenter.nih.gov/payment.html>.



## Contact Us

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

## 1st Quarter FY 2013 Course Offerings

Course Title	Length	Start Dates	Course #
<b>Acquisitions Management</b>			
Federal Appropriations Law	3 days	10/31	5521
Basic COR Training	5 days	11/5, 12/3	9546
Price Reasonableness in Simplified Acquisition	1/2 day	10/22	2617
Negotiation Strategies for Simplified Acquisitions	1 day	10/25	5513
COR Refresher	1 day	10/30, 12/7	9547
Internal & External Requisitioner	1 day	11/13	9516
Purchase Card Training (NBS)	3 days	11/14	9512
Simplified Acquisition for CORs	2 days	12/19	9548
Professional Services - <b>Look for it in 2nd Quarter!</b>	1 day	1/28	5512
Simple Acqs & Delegated Procurement (NBS) - <b>Look for it in 2nd Quarter!</b>	5 days	2/4	9513
Peard Logs & Reconciliation (NBS) - <b>Look for it in 2nd Quarter!</b>	1 day	3/21	2635
<b>Administrative Systems &amp; Policy</b>			
Basic ITAS for Timekeepers	2 days	10/23, 12/3	2624
Advanced Time and Attendance Using ITAS	1 day	11/1	2626
ITAS for Supervisors & Leave Approving Officials	1/2 day	12/5	2627
Capital HR Systems Training	1 day	11/14	4009
<b>Computer Applications</b>			
SharePoint 2010: Basic Features	1 day	11/6	6640
SharePoint 2010: Site Administration	2 days	11/15	6643
SharePoint 2012 Site Management	1 day	11/7	6641
Microsoft Office 2010 - New Features	1 day	10/30, 12/17	6629
Introduction to Microsoft Excel 2007	1 day	10/23, 12/4	6633
Introduction to Microsoft Excel 2010	1 day	10/31, 12/18	6647
Intermediate Microsoft Excel 2007	1 day	10/30, 12/11	6634
Intermediate Microsoft Excel 2010	1 day	11/9	6648
Intermediate Microsoft Word 2007	1 day	12/10	6631
Intermediate Microsoft Word 2010	1 day	11/8	6646
Introduction to Microsoft Project 2007	1 day	10/31, 12/5	6636
Introduction to Microsoft Project 2010	1 day	11/14	6649
<b>Learning Management System (LMS)</b>			
LMS Local Learning Administrator	1/2 day	10/16, 10/29	1001
<b>Management, Supervision &amp; Leadership Skills Development</b>			
Supervisory Essentials	3 days	11/14	9511
Supervisory Refresher	2 days	11/14	9561
Leadership Presence for NIH Executives	1 day	12/5	4012
<b>Professional Development</b>			
Introduction to the NIH Budget Process	1 day	11/12	5260
Risk Management	1 day	11/13	9543
Time Management and Organization Skills	1 day	12/3	5110
Leadership Skills for Non-Supervisors	1 day	12/4	1017
Problem Solving for Results	1 day	12/5	1022
Managing Up: Communicating with Your Boss	1 day	12/6	1019
Successful Conflict Resolution	1 day	12/6	9404
Holding Employees Accountable	1 day	12/11	9531
Delivering Effective Presentations	1 day	12/12	4006
<b>Retirement</b>			
Mid-Career Retirement Workshop	2 days	11/1	5814
Pre-Retirement Workshop - FERS	3 days	10/29, 12/10	5810
Pre-Retirement Workshop - CSRS	3 days	11/14	5812
<b>Travel</b>			
Domestic Travel Refresher (GovTrip & Policy)	1 day	12/12	2706
Domestic Travel (GovTrip Travel System)	3 days	10/22, 11/27	2700
Foreign Travel (GovTrip Travel System)	2 days	10/25, 12/10	2701
Foreign/Sponsored Travel Refresher	1 day	11/5	2707
Travel for AOs & Approving Officials (GovTrip)	1 day	11/20	2703
Sponsored Travel (GovTrip Travel System)	1 day	11/13	2702

**Additional classes are available! See all classes in real-time at <http://trainingcenter.nih.gov/de/default.aspx>**