



# NIH Training Center Highlights

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

Learn...Discover...Grow  
<http://LearningSource.od.nih.gov>

## Happy New Year! Learn...Discover...Grow at the NIH Training Center

The NIH Training Center is your dedicated training resource! Consider beginning the New Year by investing in your professional development. Here are a few suggestions:

- Learn about the **competencies required for your position and assess yourself** to determine if there are skills gaps at <http://hr.od.nih.gov/competencies>
- Explore the **full range of NIHTC courses** available at <http://learningsource.od.nih.gov/default.asp>
- **Research Executive and Team Coaching** to explore how this can positively impact you and your organization. <http://learningsource.od.nih.gov/exec.html>
- **Thinking of a career change?** Interested in moving from the scientific to administrative arm of the NIH? Consider enrolling in the Management Intern Program. <http://internships.info.nih.gov/pimenu.html>
- If you are a manager in need of additional support, **consider securing an intern for a rotation in your department** (Presidential Management Fellow, Emerging Leader, Administrative Fellow, or Management Intern). <http://learningsource.od.nih.gov/career.html>
- Learn about the **Learning Management System (LMS)** and how this system will be useful to you as a one-stop training database. There are hundreds of **free** online Skillsoft courses available 24 hours a day! [http://learningsource.od.nih.gov/LMS\\_info.html](http://learningsource.od.nih.gov/LMS_info.html)
- Consider being a **mentor or mentee**. [http://learningsource.od.nih.gov/HHS\\_Mentoring.html](http://learningsource.od.nih.gov/HHS_Mentoring.html)

Do you want to learn more about NIHTC programs and services? Let us know! Program Managers are available for outreach opportunities. We are happy to meet with you to discuss how we can meet your needs. Schedule a visit today by calling 301-496-6211 or visit our main home page at <http://learningsource.od.nih.gov/>.

We look forward to learning with you in 2009.

## Announcing Microsoft 2007 Training!

As ICs begin migrating to the Microsoft 2007 software suite, the NIH Training Center is now offering Microsoft 2007 classes. Don't let all the new changes confuse you! Enroll today! For a complete course schedule, visit <http://learningsource.od.nih.gov/default.asp>. MS Office 2007 courses available this quarter are listed in the course offerings section of the newsletter (Page 4).

• <b>Introduction</b>	Microsoft Outlook 2007 Microsoft Word 2007 Microsoft Excel 2007 Microsoft PowerPoint 2007 Microsoft Project 2007
• <b>Intermediate</b>	Microsoft Word 2007 Microsoft Excel 2007

## Save the Date

### Deputy Director for Management (DDM) Seminar Series

The next DDM Seminar Series seminar will be held on February 19, from 11-12 at the Clinical Center (Building 10) Masur Auditorium. Joseph Grenny will provide the NIH community valuable information on "Crucial Conversations." Light refreshments will be served after the event and you will have an opportunity to meet 1:1 with Mr. Grenny. This is sure to be a worthwhile event that you will not want to miss! Visit <http://www.ddmseries.od.nih.gov/> for details about the DDM Seminar Series.

2<sup>nd</sup> Quarter  
FY 2009

## NIH-HHS Mentoring Program Update

NIH is excited to offer the HHS career mentoring program in 2009 as a tool for federal FTE's to develop their knowledge, skills and abilities. As part of NIH and HHS's commitment to promoting continuous development and enhancing performance at all levels, permanent federal employees are encouraged to participate. Building a confidential, interactive relationship is the cornerstone of this program. The program's emphasis on developing leadership and management competencies at various levels will ensure a beneficial experience for both mentors and mentees.

### Program Features

Program components include the following:

- Online search-and-match system to connect individuals more easily
- Mandatory mentor-mentee orientation (unless there is proof of participation in another mentoring program orientation within the past year)
- One-year relationship commitment
- Program events and resources to facilitate dialogue and growth (a combination of online Skillssoft training, HHS networking and training events targeting various leadership and management competencies, and NIH add-on activities/workshops)

Individuals can participate as both mentors and mentees, and can choose senior-to-junior or peer-to-peer mentoring relationships. Mentors can expect the 20-hour annual mentor time commitment to be very manageable, with opportunities for both mentors and mentees to be more involved in the program's educational activities. Events and online training will be posted on the LMS.

### Registration and Mentor-Matching

Registration and matching will take place online at the central HHS program site, <https://mentoring.hhs.gov/index.aspx>. When an employee registers to be a mentee, his/her supervisor automatically receives a notification e-mail from the system.

Mentees can search for mentors by competency-framed strengths, geographical location/OPDIV, and professional goals/career path, and initiate contact with up to 3 potential mentors at a time to discuss the potential of matching. Upon receiving an e-mail to discuss the possibility of a mentoring relationship, a prospective mentor can choose to communicate with or immediately decline the mentee. When a match is deemed possible after verbal discussion and agreement, the mentee records the relationship confirmed with the mentor via the online system.

### Recruitment

We are actively recruiting for mentors, in order to enlist a wide range of mentors in the HHS online matching system. Mentees will be invited to register at a later date.

## 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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### Comparison to Other NIH Mentoring Options

The HHS Mentoring Program does not supplant the NIH scientific mentoring or customized IC leadership mentoring programs that are available to employees in some Institutes and Centers. It is separate from the extensive multi-year intern programs which include mentoring as one of their many components. Instead, it fills an existing need and enables NIH-wide or even cross-OPDIV relationships. We encourage those interested in being mentored or mentoring another individual at the NIH to discuss with their supervisors the possibility of participation in the 2009-2010 program.

### For More Information

A videocast of our information sessions and other key NIH-specific details can be found at the NIH-HHS Mentoring Program site at [http://learningsource.od.nih.gov/HHS\\_Mentoring.html](http://learningsource.od.nih.gov/HHS_Mentoring.html). Please check back here for the latest on recruitment and upcoming events.

FAQs, procedures and instructions about the general program are found at the central HHS program site (also linked to from the NIH page), located at <https://mentoring.hhs.gov/index.aspx>.

We appreciate your support of this program!

## Over 50 Years of Developing Leaders— Management Intern Program 2009 Recruitment

The NIH Training Center is about to begin the recruitment process for the 52nd class of Management Interns. The Management Intern (MI) Program—a highly competitive 2-year rotational training opportunity—has been successful in identifying and training future NIH leaders to manage in the public sector. The program offers an opportunity to explore different administrative career fields, gain invaluable insight and train for leadership roles. Many program graduates now hold high level managerial positions with NIH and other Federal agencies. Recruitment will open on February 13 and close March 13. Positions are offered at the GS-5/11 levels. During the two year MI program, individuals complete rotational assignments that introduce them to potential administrative career tracks in budget and finance, public liaison, legislative analysis, program planning and evaluation, grants and contracts, information technology, human resources management, central services management, science policy, program and management analysis and general administration.

In order to find out more about the Management Intern program, potential applicants are invited to attend one of the information sessions (see below). The application process and the schedule of information sessions can also be found online at <http://internships.info.nih.gov>. For more information contact Cheronn Collins, (301) 594-2507.

### Informational Sessions

*All info sessions are from 12-1pm*

February 6	Rockledge II/9112
February 13	Clinical Center/Magnuson 2C116
February 20	31/6C10
February 27	Neuroscience/B1B2, 6001 Executive Blvd
March 4	31/6C6 (NIEHS Videoconferencing Bldg 101)
March 6	Executive Plaza South/Classroom 9



### The 2009 and 2010 Management Interns

Back Row L-R,  
Sheria Washington,  
Fred James, Aaron  
Bell, Alan Jackson,  
Debbie Pettitt,  
Fettina Bryant.

Front Row L-R,  
Jen Dreier,  
Monique Ndenecho,  
Reaya Reuss,  
Jessica Ryan  
(not pictured,  
Christine Salaita)

### NIHTC Featured Course of the Quarter

## Leading During Times of Change **Course Number:** 9400

This program is an innovative design which includes two full-days of experiential classroom learning and two 90-minute group coaching sessions. The classroom learning will offer proven strategies for managing the challenges of an ever-changing workplace. The coaching sessions will provide participants with the ongoing support necessary to implement those strategies in the workplace and fine-tune the change management skills to address the specific needs of their teams.

### Key Topics

Understanding the distinction between “change” and “transition”

Strategies for keeping morale and employee engagement high during times of change

5 step strategy for leading during times of change

Case studies and role plays to practice change leadership skills

Designing and implementing a personal change leadership development plan

**Audience:** NIH managers and supervisors

**Dates/Time:** February 24 & March 24 / 8:00am-4:30pm **Tuition:** \$750

**Location:** Executive Plaza South

## LMS Update: Things to Know...

The greatest obstacle for NIH staff is that the LMS, being a Department-wide system, does not use the username and password we are all used to in accessing NIH systems. We are working on resolving this. In the interim, we developed LMS log-in instructions specifically for NIH staff. Visit: [http://learningsource.od.nih.gov/LMS\\_info.html](http://learningsource.od.nih.gov/LMS_info.html).

If any of the log-in steps do not work for you, there are several sources of help. You should try them in this order:

- 1 Contact the LMS Help Desk – 1-866-246-5440 or [DHSHelp@gpworldwide.com](mailto:DHSHelp@gpworldwide.com)
- 2 Contact a Local Learning Administrator at your IC. A listing of IC LMS Administrators is available at [http://learningsource.od.nih.gov/LMS\\_info.html](http://learningsource.od.nih.gov/LMS_info.html)
- 3 Send an email to the LMS team: [lmssupport@mail.nih.gov](mailto:lmssupport@mail.nih.gov)
- 4 View videocasts of the LMS Learner Information Sessions, which were held in November & December. [http://learningsource.od.nih.gov/LMS\\_info.html](http://learningsource.od.nih.gov/LMS_info.html)

### Competencies Assessments and the Learning Management System

The LMS is bringing a new dimension to competencies. There is now the option of self-assessment, supervisory assessment or multi-rater assessment (similar to a 360 assessment). A gap analysis is also immediately available to illustrate areas of enhancement. Employees can now easily identify training and developmental opportunities with a click of a button!

# 2nd Quarter FY 2009 Course Offerings

## Administrative Systems & Policy

Course Title	Length	Start Dates	Course #
Advanced Time & Attendance Using ITAS	1/2 day	1/5	2626
NIH Domestic Travel (NBS Travel System)	3 days	1/5, 1/21, 2/9, 2/17, 3/2, 3/16	2601
Basic Time & Attendance Using ITAS	2 days	1/6, 1/22, 2/24, 3/2	2624
NIH Foreign Travel (NBS Travel System)	2 days	1/8, 1/12, 2/23, 2/24, 3/9	2605
C.A.T.S.-I - New User Class	1/2 day	1/8, 1/15	1014
NBS Sponsored Travel	1 day	1/21, 2/19, 2/25, 3/18	2616
Fellowship Payment Systems	1/2 day	1/22, 2/2	2646
ITAS for Supervisors and Leave Approving Officials	1/2 day	1/23, 3/23	2627
Introduction to NIH Property Management	4 days	1/26, 2/2, 3/2	9517
Most Efficient Organization (MEO) Watch Training	1/2 day	1/29	5221
Capital HR System Training	1 day	1/29, 2/26, 3/26	4009
NIHITS II Basic and Super User Training	1/2 day	2/1	5882
Travel for Administrative Officers & Approving Officials	1/2 day	2/3	2608
NBS Travel System for Organizational Administrators	2 days	2/10	2614
NIH Travel Refresher (Hands On - Full Day)	1 day	3/27	2618

## Acquisitions Management & Systems

Course Title	Length	Start Dates	Course #
NIH Internal & External Requisitioner	1 day	1/9, 1/23, 2/12, 2/13, 3/20, 3/23,	9516
NIH Simplified Acquisition & Delegated Procurement Training Program	5 days	1/12, 2/9, 3/16	9513
Consolidated Purchasing Through Contracts	1/2 day	1/12, 3/16	2610
Buying From Businesses on the Open Market	1/2 day	1/12, 3/16	2611
Federal Supply Schedules	1/2 day	1/13, 3/17	2609
Negotiation Skills for Simplified Acquisitions at the NIH	1 day	1/15, 3/4	5513
Appropriations Law for Simplified Acquisitions at the NIH	1/2 day	1/16, 3/5	5514
Purchase Orders for Professional Services (Refresher)	1 day	1/23	5512
NIH Buyer Contracts	3 days	1/26, 3/24	9515
NIH Purchase Card Training	2 days	2/5, 2/17, 2/19, 3/12, 3/23,	9512
Price Reasonableness in Simplified Acquisitions	1/2 day	2/9	2617
Introduction to NBS Buyer Acquisition (Refresher Only)	2 days	3/9	5511
NBS Purchase Card Logs & Reconciliation Procedures (Refresher Only)	1 day	3/11	2635

## Computer Applications

Course Title	Length	Start Dates	Course #
Introduction to Microsoft Project 2007	1 day	1/5	6636
Introduction to Microsoft Outlook 2008	2 day	1/8, 2/6	6639
Introduction to Microsoft Word 2007	1 day	1/9, 2/23	6630
Introduction to Microsoft Excel 2007	1 day	1/26	6633
Introduction to Microsoft Excel 2003	1 day	3/19	5331
Intermediate Microsoft Excel 2003	1 day	3/20	5332
Microsoft Word 2003 - Templates, Macros & Automation	1 day	3/27	4546
Introduction to Microsoft Project 2003	2 days	3/30	5335

## Management, Supervision & Leadership Skills Development

Course Title	Length	Start Dates	Course #
Win-Win Negotiations	2 days	2/3	9402
Motivating and Retaining Employees	1 day	2/5	9405
Managing Challenging Employees	1 day	2/10	9401
The Art of Network Building - Creating Successful Partnerships	1 day	2/17	9407
NIH Supervisory Skills Training	3 days	2/17	9511
Increasing Emotional Intelligence	1 day	2/18	9411
Leading During Times of Change	2 days	2/24	9400
Enhancing Influencing and Persuasion Skills	1 day	2/24	9412
Presentation Skills/Briefing Techniques for Managers	1 day	2/25	4006
Problem Solving/Decision Making for Managers	1 day	2/25	9408
Conflict Resolution for Managers at the NIH	2 days	3/3	9404
Message and Media Training for NIH Managers	1 day	3/9	9406
Franklin Covey's The 7 Habits for Managers	2 days	3/11	9410
Essentials of Team Leadership	2 days	3/18	4005
Project Management Overview and Leadership	5 days	3/30	9403

## Professional Development

Course Title	Length	Start Dates	Course #
Internal Controls: Meeting Federal Requirements	3 days	1/12, 3/10	5112
Concepts of Biotechnology for Non-Scientists	2 days	1/15, 3/26	5881
Leadership Skills for Non-Supervisors	1 day	1/26	1017
Interpersonal Interaction: Communication for Results	1 day	1/27	1021
Problem Solving for Results	1 day	1/28	1022
Managing Up: Communicating with Your Boss	1 day	2/2	1019
Writing and Managing Executive Correspondence at the NIH	2 days	2/3	2115
Communicating in a Culturally Diverse Workplace	1 day	2/4	1020
Managing Difficult Conversations	1 day	2/10	1023
Writing Statements of Work	2 days	2/10	8801
Time Management and Organizational Skills	1 day	2/26	5110
Scientific and Technical Writing	2 days	3/2	2154
Cultivating a Learning Organization	1 day	3/4	1024
Delegation: Developing Others Through Shared Work	1 day	3/5	1025
Building and Managing Effective Teams	1 day	3/10	1026