



# 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>

## Your Learning Management System Is Here!

Did you know that hundreds of free online Skillssoft courses are available to you through the HHS Learning Portal right now?

Federal civilian employees and Commissioned Corps Officers throughout NIH already have accounts in the new HHS Learning Portal (LMS). Log in instructions are available at <https://hhsu.learning.hhs.gov/lms/logon.asp>. To access the main page, visit <http://lms.learning.hhs.gov/>.

We anticipate that all NIH staff (including contractors) will have HHS Learning Portal accounts by the end of April, 2008. If you need help or are unsure of your account information, visit [http://learningsource.od.nih.gov/LMS\\_help.html](http://learningsource.od.nih.gov/LMS_help.html) for assistance.

### LMS Features:

- Access online Skillssoft and HHS courses and register for HHS University classroom training
- Use a course catalog search (simple and advanced) and browse by category options
- Add external training completions to your official transcript
- Access your enrollments, transcript, and printable certificates of completion
- Create a learning plan/individual development plan (IDP) and track your progress
- Participate in shared collaboration space with other learners in the same training or who share an interest

As we move forward with implementing the new HHS Learning Portal across NIH, additional features and training will be available. Eventually, all NIH mandatory training courses will be available to you through this one system, as well as online and classroom courses managed by the ICs. NIH competencies will also be integrated into the system and will be available for self-assessment and career development planning. The HHS Learning Portal will eventually replace NIHITS, which will be steadily phased out over the next year.

Stay tuned—we will share additional information about the LMS in future editions of Highlights. For more information regarding NIH's implementation of the HHS Learning Portal, please contact the NIH Training Center at 301-496-6211, or [NIHTC@mail.nih.gov](mailto:NIHTC@mail.nih.gov).

## Do You Know the “Fish Philosophy?”

- ✓ **Be There**—Be attentive, be present, and listen to others.
- ✓ **Play**—Redefine the playing field.
- ✓ **Make Their Day**—Ask yourself... What can I do to make this person happy?
- ✓ **Choose Your Attitude**—Make a choice to be positive, energetic and excited!

Interested in Learning More? Watch the FISH! Seminar, featuring John Christensen, co-author of Fish!

Available online: <http://videocast.nih.gov/> (archived as shown on March 11, 2008).

Special Note: Portions of the video will not appear as they are copyrighted materials.

If you are interested in having this seminar for your organization on-site, contact the NIH Training Center at (301) 496-6211 or [training1@od.nih.gov](mailto:training1@od.nih.gov).

## Deputy Director for Management (DDM) Seminar Series

Please join us on April 17, 2008 at the Masur Auditorium (Building 10-Clinical Center) from 11 am-Noon as Jim Sorenson offers insight on “The Power of Fierce Accountability.”

For more information and to access previous DDM Seminar Series videocasts, visit <http://www.ddmseries.od.nih.gov>

### Save the Dates

- April 17 • Jim Sorenson • The Power of Fierce Accountability
- June 12 • Dr. Samuel Betances • Celebrating Workforce Diversity

3<sup>rd</sup>  
Quarter  
FY 2008

## NIH Training Center's Featured Course of the Quarter: Concepts of Biotechnology for the Non-Scientist

The NIH Training Center recently announced its new course "Concepts of Biotechnology for the Non-Scientist." Instructor Dr. Collins Jones provided an interview to Training Center Program Manager, Liz Rowe.

### Meet the Instructor: Collins Jones, Ph.D.

Dr. Collins Jones, a former intramural scientist at NIH, has been an instructor and scientific advisor since 2002. Dr. Jones is also the coordinator for the Biotechnology Program at Montgomery College. Working closely with a number of leading companies in the biotechnology industry including BioReliance, Human Genome Sciences, Qiagen and Entremed, Dr. Jones develops and implements training courses that are current and industry relevant. These courses address the areas of proteomics, genomics, immunology, tissue culture, biomanufacturing including bioprocessing and high-throughput methods. Prior to his appointments, Dr. Jones spent almost ten years as a research scientist at the National Institutes of Health in Bethesda, Maryland. During his tenure at NIH he first investigated the relation between hepatic drug metabolism and liver tumor promotion at the National Cancer Institute. Subsequently he was awarded a National Research Council grant and assisted in the development of an in-vivo imaging method to measure phospholipid-mediated signal transduction in the brain at the National Institute of Aging.



### **You are a former NIH Employee. Can you explain what you used to do for NIH and how you think this experience will aid you in communicating with our population?**

I worked at NIH in two different Institutes as a research scientist and still maintain ties with some of my former colleagues currently at NIH. I feel I understand the culture of NIH. Because I now work in academia and very closely with the Biotech industry I am able to notice the similarities and differences between each of these types of organizations with respect to their philosophies and objectives.

### **What do you find exciting about the content of the 2-day "Concepts of Biotechnology for the Non-Scientist"?**

Participants will benefit by achieving a greater biotechnology and scientific literacy. They will be able to converse more easily with colleagues, scientists, and industry clients. Students will walk away with a greater understanding of how different science disciplines and R&D entities interact. There will definitely be a newfound appreciation for the breadth of work being done at NIH.

## 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>

### NIH Training Center Staff

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### **What do you hope the participants walk away with at the end of the 2-days?**

For me the take home lesson is that Biotechnology is about creativity and opportunity and we are just beginning to understand the depth of potential of this field—it is important for everyone, including the non-scientist, to understand this field in order to be able to make informed choices and to be able participate. Biotech will truly be a dominant industry in the 21st century and in centuries to follow. The other concept would be that research and discovery is not a straightforward process—life is very complex and it is challenging to tease out the information needed to make new discoveries and advances, especially when it comes to healthcare.

### **We have many employees with a scientific and or medical background trying to decide if this class might benefit them, could you speak to that?**

My feeling is that individuals with a strong scientific or medical background would not find this course useful. This course has been specifically designed for the non-scientist—our target audience usually consists of accountants, human resources, procurement, lawyers, IT, facilities, and business development. The course content is not a rigorous, in-depth scientific review of current theories and methodologies—it is an introduction to the fundamental concepts of Biotechnology

If you are interested in finding out more about "Concepts of Biotechnology for the Non-Scientist" please contact Liz Rowe at (301) 301.496.0264 or [rowel@mail.nih.gov](mailto:rowel@mail.nih.gov).

## Leadership Development Corner

*“The most dangerous leadership myth is that leaders are born—that there is a genetic factor to leadership. Myth asserts that people simply either have certain charismatic qualities or not. That’s nonsense; in fact, the opposite is true. Leaders are made rather than born.”—Warren Bennis*

The NIH Training Center is committed to providing leadership development opportunities to all NIH employees. We are proud to announce two new training programs: Essentials of Team Leadership and Communications for Leaders in a Scientific Setting: The 90 Percent Rule.

### Essentials of Team Leadership (Course # 4005)

Over the years, the Training Center has received many requests from managers who are not official supervisors seeking relevant training on how to lead, inspire and motivate co-workers. In February, 2008, we responded by developing this course specifically for the Human Capital Group Client Services Division. The pilot was overwhelmingly successful and now this 2-day program is available NIH-wide.

If you are responsible for leading a team, project or committee, this course is for you!

**Dates: June 24-25, August 5-6.** For additional information, visit:  
[http://learningsource.od.nih.gov/\\_show\\_details.asp?cd\\_crs=4005](http://learningsource.od.nih.gov/_show_details.asp?cd_crs=4005)

### Communications for Leaders in a Scientific Setting: The 90 Percent Rule (Course #4006)

In an earlier edition of the NIH Senior Leadership Program, this particular session received rave reviews. Many participants indicated that this should be a course available as part of our standard offerings. We responded!

This one-day class will provide both emerging and current leaders with the insight and skills necessary to address the communication challenges that leaders face in scientific settings like NIH. It will demonstrate that as much as ninety percent of daily communication is nonverbal. Consequently, a leader’s command of nonverbal communication is crucial to creating meaning between people and hence to a leader’s success. Participants will gain a deeper understanding of how verbal and nonverbal cues must mesh; how scientific discipline leads people to rely on certain communication styles; how communication functions in large organizations; and how to approach the differences among organizational sub-cultures. Research in cognition and memory and careful definition of meaning, message and medium will provide insight into what people of all cultural backgrounds have in common. It will also show how to build, send and receive messages that are memorable.

**Date: May 22.** For additional information, visit:  
[http://learningsource.od.nih.gov/\\_show\\_details.asp?cd\\_crs=4006](http://learningsource.od.nih.gov/_show_details.asp?cd_crs=4006)

The NIH Training Center is here to assist you in enhancing your leadership capacity. Our goal is to ensure that both managers and aspiring managers are armed with the knowledge, skills and ability to exceed expectations at the NIH. Below are additional leadership development opportunities coordinated at the NIH Training Center:

### The NIH Senior Leadership Program

Nine-day intensive leadership development program for GS 14, GS 15, SES, and Title 38/42 NIH managers. Highly selective program.

### Executive Coaching

1:1 individual coaching on a wide variety of issues. Improving interpersonal skills is a common area of focus. Engagements are typically 6 months to a year.

### Team Coaching

Group coaching designed to develop team functionality, assimilate team members, meet strategic goals, and facilitate change.

### NIH Supervisory Skills Training

Three-day program for managers at the NIH. Focus is on leadership competencies required at the NIH and improving skill in developing performance plans. Performance and conduct are specific areas of focus, in addition to demonstrating how to have productive conversations with employees about these issues.

### Staying Prepared for Staff Turnover at the NIH

One-day program focusing on succession planning strategies and knowledge management.

### Techniques for Managing the Generational Mix

One-day program that sets the foundation for a clearer understanding of the characteristics of the five generational groups currently represented in the workplace and how managers can use a working knowledge of their differences to be more effective at accomplishing organizational goals.

### Coming Soon:

**The NIH Senior Leadership Alumni Program:** Leadership development workshops and targeted events for graduates of the NIH Senior Leadership Program.

**Mentoring Program:** Pairing of employees with more senior staff to serve as informal coaches

For questions about leadership development opportunities available NIH-wide, please contact Keisha Berkley at (301) 451-7303 or [berkleyk@od.nih.gov](mailto:berkleyk@od.nih.gov)

## Meet the New NIH Training Center Staff



**Kim Hill, Program Manager**—Kim has been working for the Department of Health and Human Services (HHS) since 2000. At the Food and Drug Administration (FDA), she worked in the Office of Regulatory Affairs University, where she designed web-based training and helped revise FDA's new hire training program. From February 2006 to December 2007, Kim managed the Center for Instructional Technology at HHS

University and was the Project Manager for the Department-wide implementation of the new learning management system. Kim holds a B.A. in English from the State University of New York, and a M.Ed. from the University of Massachusetts. She also completed the Department of Defense's Instructional Systems Specialist career internship program prior to joining HHS. At the NIH Training Center, Kim now leads NIH's efforts to migrate to the new Learning Management System.



**Janice Gonzalez, Program Manager**—Janice recently transitioned to the NIH Training Center from the Benefits & Payroll Liaison Branch of the NIH Human Capital Group, where she was a Human Resources Specialist. Prior to her HR appointment, she supported the NIH Training Center as a Training Coordinator, and has spent multiple years in private education-focused institutions including the University of Maryland, the National Center on Education, Disability

and Juvenile Justice, and the Center for Adoption Support and Education. With her prior experience at the NIH Training Center and her knowledge in training development, Janice will manage various administrative courses, tailored events and programs.

### 3<sup>rd</sup> Quarter FY 2008 Course Offerings

Course Title	Length	Days	Course #
Intermediate Microsoft Access 2003	2 days	4/1	5339
Crucial Conversations	2 days	4/3	4007
Advanced Microsoft Excel	1 day	4/3	5340
Competency Training for Supervisors	1 day	4/3	5337
Basic Time and Attendance Using ITAS	2 days	4/3, 4/29, 5/20, 6/3, 6/26	2624
NIH Domestic Travel (NBS Travel System)	3 days	4/8, 5/5, 5/27, 6/2, 6/16	2601
NIHITS II Basic and Super User Training	1/2 day	4/8, 4/24, 5/15, 5/27	5882
NIH Purchase Card Training	2 days	4/10, 4/14, 4/21, 5/12, 6/19	9512
NIH Foreign Travel (NBS Travel System)	2 days	4/14, 5/1, 5/12, 6/5	2605
NBS Purchase Card Logs and Reconciliation	1 day	4/16	2635
Introduction to Microsoft Project 2003	2 days	4/16	5335
NBS Buyer-Acquisitions (Hands-On)	1 day	4/17	5510
NIH Supervisory Skills Training	3 days	4/22	9511
Introduction to MS Excel 2003	1 days	4/22, 5/20	5331
Techniques for Managing the Generational Mix at NIH	1 days	4/22	5905
Scientific and Technical Writing	2 days	4/23	2154
Intermediate MS Excel 2003	1 day	4/29	5332
Introduction to Property Management	3 days	4/30, 5/19, 6/18	2622
Staying Prepared for Staff Turnover	1 day	4/30	8800
Concepts of Biotechnology for Non-Scientists	2 days	5/1	5881
NIH Simplified Acquisitions Delegated Procurement	5 days	4/28, 5/5, 6/23	9513
Technology Transfer University	1 day	5/7	9510
NIH Internal and External Requisitioner	1 day	5/8, 6/23	9516
Fellowship Payment Systems	1 day	5/19, 6/11	2646
Communications for Leaders in a Scientific Setting	1 day	5/22	4006
Simplified Acquisitions Refresher	1 day	6/18	2607
Essentials of Team Leadership	2 days	6/24	4005

### The NIH Training Center invites you to NIHITS II Basic and Super User Training

This free course will provide you with:

- A basic understanding of the NIHITS II process and how it communicates with NBS and CAS
- How to generate database searches throughout NIHITS (employee course histories, nominations, etc.)
- Much More!

Dates: April 24, May 15, May 27

For additional information, visit [http://learningsource.od.nih.gov/\\_show\\_details.asp?cd\\_crs=5882](http://learningsource.od.nih.gov/_show_details.asp?cd_crs=5882)

### Quote Of the Quarter

"Celebrate what you've accomplished, but raise the bar a little higher each time you succeed"

—Mia Hamm