

# NIH Activities and Resources

## NIH-HHS Mentoring Program

Key: \*Indicates that registration in the HHS Learning Portal (LMS) is required at <https://lms.learning.hhs.gov/Saba/Web/Main> in order to attend. Many educational events and resources in the HHS Mentoring Program require use of the NIH Learning Management System (LMS) to take an online course or register for classroom training.

Date	Activity/Event	Time	Location and Notes
1/29/2009	HHS Mentoring Month Kickoff	11-1 p.m.	Hubert Humphrey building, Washington, DC
2/26/09	Online registration and matching open to mentees		
3/2009	Matching and confirmation process between mentor and mentee		
3/31/2009	HHS Mentoring Program Orientation (online) available in LMS.  <i>Orientation is mandatory for participation. Online training takes roughly 30 minutes and must be completed before participation in any program events. As an alternative, participants can register for HHS instructor-led orientation sessions.</i>		The HHS Mentoring Program Orientation, classroom format, is occasionally available on various dates.*  Be sure to "check off" having completed it within your HHS Mentoring account profile.
4/15/2009	Deadline for all matching to be completed for participation in NIH April 2009 cohort.		If you were not able to establish a relationship by this date, you are invited to participate in the next program cohort of pairs in October 2009.
4/22/2009	IDP Development Workshop for NIH-HHS Mentoring	9-11 a.m.	Rockledge II, room 9112-9116*  One of two offerings of this course.
4/16/2009	DDM Seminar Series Event (recommended): Leadership, Change, and Connecting with Others	11 a.m. -12 p.m.	Building 10/ Masur Auditorium  Stop by to sign in at the entryway so we can meet you!
5/6/2009	IDP Development Workshop for NIH-HHS Mentoring	9-11 a.m.	Natcher E1/E2*  One of two offerings of this course.
6/18/2009	DDM Seminar Series Event (recommended): Dealing with Difficult People	11-12	Building 10/Masur Auditorium  Stop by to sign in at the entryway so we can meet you!

7/29/2009	<i>Networking Smart for Career Success Workshop</i>  Course ID: NIHTCMENTORING1003	1-3 PM	31/6C Room 6 <a href="#">Registration Required through LMS</a> (click here)
8/13/2009	<i>NIH Mentor Shadow Day!</i>	Time: Decided individually by mentor/ mentee pairs with supervisor's consent	At the mentor's location (individual activity)
8/26/2009	<i>Managing the Team Workshop</i>  Course ID: NIHTCMENTORING1004	9-11 AM	31/6C Room 6 <a href="#">Registration Required through LMS</a> (click here)
9/1/2009- 10/15/09	Recruitment and matching for October 2009 cohort ( <i>Internal registrants only</i> )		
9/23/2009	Find-a-Mentor-or-Mentee Speed Mixer! A last chance for registrants to find someone if the electronic method is not working for you.	1-2:30 PM	31/6C 7  RSVP required: Email <a href="mailto:nihhsmentoringprog@mail.nih.gov">nihhsmentoringprog@mail.nih.gov</a>
10/15/2009	HHS Six-Month Progress Evaluation (April 2009 cohort)		
10/15/2009	Deadline for all matching to be completed for participation in NIH October 2009 cohort  <i>New matches: Orientation is mandatory for any further participation following matching. Online training takes roughly 30 minutes and must be completed before participation in any program events. Be sure to keep up with your HHS Program requirements via your HHS Account Checklist. See the <a href="#">LMS</a> for HHS Program Orientation.</i>		
10/28/2009	HHS Brown Bag Lunch: Strengthening Your Mentoring Relationship	11-1	Great Hall of the HHS Hubert Humphrey building, Washington DC. No registration required.
12/3/2009	DDM Seminar Series Event (recommended): Topic: TBA	11 – 12 AM	Building 10/Masur Auditorium  Stop by to sign in at the entryway so we can meet you!
12/8/2009	IDP Development Workshop for NIH-HHS Mentoring	1-3 PM	31/6C Room 7 <a href="#">Registration Required through LMS</a> (click here)
1/12/2010	Healthy Ambition: Safeguarding Your Health While Stretching Your Career	11-12 AM	TBD, Main campus. Check back for registration through LMS.
2/15/2010	HHS Mentoring Program Completion (NIH April 2009 cohort) and exit interviews/evaluations		

2/18/2010	DDM Seminar Series Event (recommended): Topic: TBA	11 – 12AM	Building 10/Masur Auditorium
4/15/2010	DDM Seminar Series Event (recommended): Topic: TBA	11 – 12AM	Building 10/Masur Auditorium
4/15/2010	HHS six-month progress Evaluation (October 2009 cohort)		
6/17/2010	DDM Seminar Series Event (recommended): Topic: TBA	11 – 12AM	Building 10/Masur Auditorium
7/7/2010	<i>NIH Mentor Shadow Day!</i>	Time: Decided individually by mentor/ mentee pairs with supervisor's consent	At the mentor's location (individual activity)
10/15/2010	HHS Mentoring Program Completion (NIH October 2009 cohort) and exit interviews/evaluations		

For more background information about the HHS learning portal and your IC Learning Management System contact, visit [http://trainingcenter.nih.gov/LMS\\_info.html](http://trainingcenter.nih.gov/LMS_info.html)

## HHS-wide Networking and Training

- <https://mentoring.hhs.gov/Networking.aspx> posts its schedule of HHS-wide competency-based training and networking events that will be offered to Mentoring Program participants.
- Competency-based online training is located at <https://mentoring.hhs.gov/OnlineTraining.aspx>.

## Other Recommended Educational Resources (free)

- Course: "Effective Mentoring" for mentors in the program. Online at HHS Learning Portal, <https://lms.learning.hhs.gov/Saba/Web/Main>. Search for exact course title and launch it. Course takes 3-3.5 hours and can be completed in segments at different times. Completion credit provided in your training transcript.
- Course: "Achieving Success with the Help of a Mentor" for mentees in the program. Online at HHS Learning Portal, <https://lms.learning.hhs.gov/Saba/Web/Main>. Search for exact course title and launch it. Course takes 3-3.5 hours and can be completed in segments at different times. Completion credit provided in your training transcript.
- Videocast: Deputy Director for Management (DDM) Seminar Series: November 20, 2008 Featuring David Stillman: "Knowledge Is Power...For Every Generation." Clues to cross-generational mentoring issues. Available via NIH VideoCasting <http://videocast.nih.gov/>.

For more information about NIH Competencies and your IC Competencies contact, visit <http://hr.od.nih.gov/competencies/faqs.htm>.