

Ideas for Individual Development Plans at NIH



Training is only one option, other developmental ideas include:

- **READING/STUDYING**
- **DEVELOPING SOPs**
- **SPECIFIC ASSIGNMENTS/ON THE JOB TRAINING**
- **ROTATIONS WITH CUSTOMERS**
- **COMPLETING/LEADING SPECIAL PROJECT(s)**
- **MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS**
- **PARTICIPATING IN COMMITTEES**
- **SHADOWING**
- **MENTORING (BECOME A MENTOR!)**
- **VOLUNTEERING**
- **PEER COACHING**
- **CROSS-TRAINING (ALSO INTRAMURAL VS. EXTRAMURAL)**
- **LEARNING TEAMS**

Free Trainings

CIT Training

Free training programs focused around basic IT programs and NIH data tracking systems taught by NIH IT Specialists:

<http://training.cit.nih.gov/courselisting.aspx?Sort=Month>

Microsoft Office Training

The official training site of the Microsoft Office suite covers many topics and has separate pages for the 2003, 2007 and 2010 versions.

<http://office.microsoft.com/en-us/support/training-FX101782702.aspx>

NIH Library Resource Training

NIH Library offers training on how to effectively find, appraise and manage information using an array of electronic library resources. Topics include how to search the biomedical literature, access online journals, order and receive articles via email, set up a research update service, and use bibliographic management software to manage a personal library collection and format bibliographies.

<http://nihlibrary.nih.gov/ResourceTraining/Pages/default.aspx>

SkillSoft Training Courses

Thousands of free online training courses available in the LMS on topics such as IT programming and certifications, MS Office Programs, Business, Live learning, Legal information, and Federal programs:

<https://lms.learning.hhs.gov/Saba/Web/Main>

Alternative Developmental Options

NIH Specific Options

Comprehensive List of All Official NIH Forms

Contains a list of all official NIH forms and the official NIH Letterhead:

<http://forms.nih.gov/ListPDF.html>

Management Intern Program

The Management Intern Program offers outstanding NIH employees the opportunity to explore different administrative career fields, gain invaluable insight into the NIH, and to attain future administrative, leadership positions.

<http://www.jobs.nih.gov/intern/mi.html>

NIH Manual Chapters

Coordinated and maintained by the NIH Office of Management Assessment (OMA). Contains all of the official NIH wide Policies and Procedures, ICs may have additional policies and guidance:

<http://oma.od.nih.gov/manualchapters/>

NIH Mentoring Program

The NIH mentoring program was created to help federal employees develop their knowledge, skills, and abilities. Build a year-long relationship as either a mentor or a mentee, and participate in HHS and NIH program events, activities, and resources to facilitate personal and professional growth.

http://trainingcenter.nih.gov/hhs_mentoring.html

NIH Videocasting and Podcasts

Watch NIH Conferences and Seminars that are recorded live and then archived:

<http://videocast.nih.gov/>

Free Classes

Excel is Fun

Over 1600 videos teaching you the ins and outs of Excel. There are playlists dealing with Excel basics, pivot tables, finance and statistical functions, and much more.

<http://www.youtube.com/user/ExcelsFun>

Leadership Resources

A list of 25 free online leadership resources.

<http://people-equation.com/25-free-leadership-resources/>

iTunes University

A powerful distribution system for everything from lectures to language lessons, films to labs, audiobooks to tours — this is an innovative way to get educational content into the hands of students. More than 350,000 free lectures, videos, films, and other resources — from all over the world.

<http://www.apple.com/education/itunes-u/>

Open Courseware Consortium

The Open CourseWare Consortium is a collaboration of higher education institutions and associated organizations from around the world creating a broad and deep body of open educational content using a shared model. You can search for courses based on keywords, language, and source, or visit university homepages to find more courses.

<http://www.ocwconsortium.org/>

Languages

American Sign Language Online

ASL University is an online American Sign Language curriculum resource center. ASLU provides free self-study materials, lessons, and information.

<http://www.lifeprint.com/index.htm>

Free Language Lessons

Learning a language can sharpen your mind and broaden your horizons. This page has sites that will help you get started learning any of 40 different languages.

<http://www.openculture.com/freelanguagelessons>

UCLA Language Materials Project

The UCLA Language Materials Project (LMP) is a free on-line bibliographic database of teaching and learning materials for over 150 Less Commonly Taught Languages (LCTLs). They provide full bibliographic information for each item in the database, including detailed annotations that describe the content and other features of the material, intended to help you find the most appropriate materials to meet your individual teaching and learning needs.

<http://www.lmp.ucla.edu/>

Free Books

Books 24x7

Thousands of Free online books, concise summaries of today's foremost business books, live and on demand videos of preeminent thought leaders and business gurus, best practices from leading senior executives of Fortune 5000 companies. Available in the HHS LMS:

<https://lms.learning.hhs.gov/Saba/Web/Main>

Learn Out Loud

Learn Out Loud offers a selection of free audio books, lectures, speeches, and interviews on many different subjects.

<http://www.learnoutloud.com/Free-Audio-Video>

PubMed

PubMed comprises more than 21 million citations for biomedical literature from MEDLINE, life science journals, and online books. Citations may include links to full-text content from PubMed Central and publisher web sites.

<http://www.ncbi.nlm.nih.gov/pubmed/>

The National Library of Medicine

Bookshelf provides free access to over 700 texts in life science and healthcare. A vital node in the data-rich resource network at NCBI, Bookshelf enables users to easily browse, retrieve, and read content, and spurs discovery of related information.

<http://www.ncbi.nlm.nih.gov/books/>

Your Public Library ☺

Training Resources

Executive Coaching Program

Individual coaching sessions for executives, senior managers, middle managers, professional staff, and other key contributors. Executive coaching offers today's busy leaders the opportunity to pursue personal and professional development in a confidential and collaborative one-on-one environment.

<http://trainingcenter.nih.gov/coaching.html>

Foundation for Advanced Education in the Sciences (FAES)

The FAES Graduate School at NIH offers nearly 200 courses each year at both the graduate and undergraduate levels. FAES courses are certified by the Maryland Higher Education Committee and accepted for credit at most universities. The FAES Graduate School operates with the approval of the Maryland Higher Education Committee. Courses are open to members of the NIH community, other federal employees and the general public.

<http://faes.org/grad>

Mandatory Training Inventory

The MTI defines all mandatory training required for employees based on where you work at NIH and your job activities. After answering a few questions, the MTI provides a simple checklist of the training you are required to take. You are advised to review the checklist of training with your supervisor. In addition, this list does not include IC specific training.

<http://mandatorytraining.nih.gov/>

NIH Acquisition Management Training Resource Center

Combines NIH/HHS acquisition certification requirements with training options, FAQs, and additional resources:

http://trainingcenter.nih.gov/acquisition_mgmt_resource_ctr.html

NIH Training Center

The NIH Training Center is your dedicated resource for NIH-specific training, professional development programs and customized solutions:

<http://trainingcenter.nih.gov/>

Office of Extramural Research Training

An ever-growing compendium of information useful for program and review officials consisting of streaming video of past training events, reference documents and hyperlinked webpages critical to the appropriate and efficient performance of every Health Scientist Administrator's tasks. Materials include specific coursework and special training events for both new and experienced staff. This is an especially strong page for those new to NIH, and those seeking to expand their understanding of our policies and procedures: Ethics, Human Subjects, Animals, Stem Cells, Investigational New Drugs, Electronic Research Administration:

<http://odoerdb2-1.od.nih.gov/oer/training/training.htm>

Office of Intramural Training & Education

The NIH Office of intramural Training & Education's mission is to enhance the training experience of students and fellows on all of the NIH campuses. They work closely with the Training Offices in the NIH Institutes and Centers to help trainees in the Intramural Research Program (IRP; The intramural program is the sum of all the research projects carried out by NIH investigators and trainees in NIH facilities) develop scientific and professional skills that will enable them to become leaders in the biomedical research community.

<https://www.training.nih.gov/>

Free conferences

Collaborative Forums

Groups of professionals at NIH meet regularly to share best practices and information on various subjects.

DDM Seminar Series

The DDM Seminar Series offers the NIH community engaging presentations that provide meaningful insights into leadership and management concepts, challenges, and solutions. The seminars provide NIH employees the opportunity to advance their knowledge of best practices in a variety of leadership and management issues.

<http://www.ddmseries.od.nih.gov/>

Management Seminar Series

The Management Seminar Series (MSS) provides an opportunity for administrative and scientific staff to obtain or further strengthen management skills through discussions and presentations addressing core management issues and NIH-related matters.

http://trainingcenter.nih.gov/management_seminar_series.html

Staff Training in Extramural Programs (STEP)

STEP offerings are open to all HHS Employees at all grade levels and in all job categories. Dates, times, and places will be announced in The NIH Record, STEP web site, and by e-mail. Sessions do not require advance registration and are offered at no cost on a first-come, first-served basis, limited only by available seating capacity:

http://odoerdb2.od.nih.gov/oer/training/esa/esa_cotr_events.htm