



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://trainingcenter.nih.gov>

NIH Management Intern (MI) Program Recruits Class of 2012

The NIH Training Center is pleased to announce its recruitment season for Management Interns. The Management Intern Program has been grooming and developing highly motivated NIH employees for more than 50 years! This two-year career development program gives employees the opportunity to take rotations of three to six months in various career tracks in NIH public service. Graduates of this program move into new career paths, and many former interns have gone on to hold high-level managerial positions at NIH.

Management Interns gain valuable experience and insight into the inner workings of the NIH in career tracks in budget and finance, program and management analysis, grants management, contracts/procurement, information technology, human resources, and general administration, as well as other potential areas such as science policy and communications. Applicants will be considered from both the administrative and scientific realms, from travel planners to biologists.

The MI Program job vacancy announcement opens on February 12, 2010 and closes on March 12, 2010. Positions are offered at the GS-5, 7, 9 and 11 grade levels. Additional eligibility guidelines, FAQs and application information are available at <http://www.jobs.nih.gov/intern/about.html>.

To learn more, potential applicants can attend one of the upcoming information sessions, all from **12-1 pm**:

- **February 5, Rockledge II room 9112/9116**
- **February 10, Bldg 10 Hatfield 2 room 3330**
- **February 17, Bldg 31 room 6C10**
- **February 23, Neuroscience/B1-B2 (6001 Executive Blvd)**
- **March 2, Bldg 31/6C06, with NIEHS/Bldg 101 in North Carolina, live videoconference (Sign-up from NIEHS by writing MI_Info@mail.nih.gov)**

Individuals with disabilities who need reasonable accommodations to participate in this program should contact the NIH Training Center at 301-496-6211; the TTY at 301-594-2696 or the Federal Relay at 1-800-877-8339.

Turn Your New Year's Resolution into Action

It's a brand new year—a time when you still have a bold New Year's resolution up your sleeve. Chances are, your vision involves some form of self-improvement. How can you ensure you follow through with your plans? Get the edge on turning your 2010 goals into reality this year!



If you know what changes you want but have a difficult time articulating how to make it real, writing down specific actions and measurable results can carry you further. You can start with developing or updating an **Individual Development Plan (IDP)**. List what book you are going to read and by when, what next career step you seek and what competencies you need to attain it. More information on IDP's is available at <http://hr.od.nih.gov/workingatnih/competencies/idps/>.

To jumpstart your learning, **sign up for a class** at the NIH Training Center, which offers a wide range of courses to scientists and administrators in managerial and leadership development, administrative systems, computer systems, procurement, and other professional development areas. Check out the catalog of new classes and old favorites at <http://trainingcenter.nih.gov/default.asp>.

Sometimes, everyone needs more than individual development activities and self-help books to move forward. Other people can test your perceptions and provide vital feedback on your regular practices and newly learned rituals. Profes-

continued on page 2

2nd
Quarter
FY 2010

New Year's Resolution, *continued*

sional **executive coaches**, as well as **mentors**, are personal resources available for providing perspectives you may overlook. For more information on executive coaching, go to <http://trainingcenter.nih.gov/coaching.html>. The NIH-HHS Mentoring Program is recruiting in January 2010; you can find more information on the program at http://trainingcenter.nih.gov/hhs_mentoring.html.

It can be scary to move beyond the status quo and test your new skills and perspectives. Consider taking small risks by starting with small **on-the-job**

projects. Ask your supervisor what you can do to help out in the office on a new committee to enhance your skill set! Finally, keep track of your progress by returning to your IDP at regular intervals as you work closer towards developing your ideal personal and professional self.

For more information on developmental resources to help you achieve your goals, go to <http://trainingcenter.nih.gov/> and see what is available to NIH employees for 2010!

DDM Seminar Series Summons Diversity Dialogues

On behalf of Colleen Barros, Deputy Director for Management (DDM), we are pleased to announce the next presentation in the DDM Seminar Series on February 18, 2010, featuring Dr. Steve L. Robbins. Dr. Robbins is the author of *What If?: Short Stories to Spark Diversity Dialogue* and the Editor of *Inclusion Insights*.



Dr. Robbins brings insightful perspectives to the NIH community on issues of diversity and inclusion. Drawing upon a compelling life journey, his talks and workshops are filled with intriguing stories, laugh-out-loud humor and a keen understanding of the human condition in a 21st century world.

The DDM Seminar Series is open to all NIH employees and there is no need to pre-register for the event. Participation will be recorded in the HHS Learning Management System (LMS)

for those that sign-in and attend.

February 18 • Masur Auditorium (Bldg 10) • 11:00am-12:30pm

For those that are unable to attend, the presentation will be available via NIH Videocasting, <http://videocast.nih.gov/>, both during and after the event. For additional information about the DDM Seminar Series and to view previous lectures, please visit <http://www.ddmseries.od.nih.gov/>.

Sign Language Interpreters will be provided. Individuals with disabilities who need reasonable accommodation to participate in this program should contact the NIH Training Center at 301-496-6211; the TTY at 301-594-2696 or the Federal Relay at 1-800-877-8339.

Upcoming DDM Seminar Series: Save the Dates!

April 15, featuring Betsy Myers

June 17, featuring Mitchell Ditkoff

NIHTC Featured Course of the Quarter

Build Your Dream Team

Managers and leaders in the federal government have a responsibility to create the best possible team environment, and nothing a leader does is harder or takes more focus than creating the environment for team success. How do leaders learn to trust their subordinates? How do they handle conflict between subordinates or with another team? How do they set effective goals that further the aims of the organization and help people feel valued and respected?

This workshop provides practical, useful methods for creating the best possible team. Through small and large group discussion, complemented by a series of interactive, energizing, and challenging activities, leaders will gain an understanding of their roles and responsibilities in creating strong teams. This is not leadership "by the numbers." Participants will be able to take the practical learning in the classroom directly back to the workplace and make an immediate impact.

About the Instructor: Amy Hymes, PhD, has provided training to public and private sector clients on issues ranging from strategic HR planning to organizational development and leadership development. Her particular focus is on leadership development at all levels in the organization. Dr. Hymes also hosts a weekly radio talk show on Voice of America addressing professional, personal, and leadership development.

Audience: NIH managers and supervisors who have managerial authority
Register through NIHITS: <https://nominate.od.nih.gov/login.pl>
February 10-11 • 8:30 a.m.-4:30 p.m. • Executive Plaza South (EPS)
Course Number: 4005 • Tuition: \$587

Leadership Development Corner

A New Leadership Opportunity for NIH Senior Executives

The NIH Training Center has launched a new program designed specifically for NIH leaders who currently occupy “Top 5” positions, as well as those likely to compete for senior executive roles within the next 1-5 years: the NIH Executive Leadership Program (ExLP).

Annually, a cohort of 20 high performing leaders will be selected to participate in this program. Working with current NIH leaders and academic experts in collaboration with coaches, participants will tackle real-world organizational challenges, better enabling them to produce extraordinary results for the NIH, the scientific community, and the nation.

The NIH is partnering with the Brookings Institution and Washington University in St. Louis to deliver the program. Faculty teaching this program will include accomplished professors from recognized organizations including Harvard University, the University of Virginia, Washington University in St. Louis, and the U.S. Department of Health and Human Services. In addition, participants will have an opportunity to connect with NIH senior leadership through panel discussions, lectures, shadowing opportunities, and mentoring.

Formal program activities take place between March 10 and September 22, 2010. For a full schedule and list of topics, please go to the official program brochure at http://trainingcenter.nih.gov/pdf/ExLP/ExLP_Brochure.pdf. Please visit <http://trainingcenter.nih.gov/ExLP.html> for additional program details.

Keep this program in mind for next year’s deadlines! For general program questions, please contact Keisha Berkley, Deputy Director, NIH Training Center, at 301.451.7303 or by e-mail to berkleyk@od.nih.gov.

Now Mandatory: Supervisory Skills for New Supervisors

On December 10, 2009, OPM issued a regulation requiring that agencies strengthen their leadership development programs. The rule, implementing provisions in the 2004 Federal Workforce Flexibility Act, requires agencies to train managers within one year of their appointment to a supervisory position. Required topics include mentoring and employee development, improving employee performance, conducting performance appraisals, and dealing with poor performers. Refresher training would be required at least every three years. Agencies also are asked to set up a comprehensive management succession program, to groom employees to replace current managers.

The Federal Supervisor Training Act of 2009 is also pending in Congress and would strengthen the OPM requirements to specify a number of actions, including additional training topics and formal mentoring of new supervisors.

The NIH Training Center offers training which meets the new OPM mandate: **Holding Employees Accountable** (Course #9511) and **Effective Communication Skills for Managers** (Course #9521) include all required content. For those who have experienced the highly rated NIH Supervisory Skills Training, these courses are simply a breakout of the sessions from each of the two instructors for that course.

For more information on supervisory skills course offerings, please visit our course catalog at <http://trainingcenter.nih.gov/default.asp> or contact Shelley Lanier, Program Manager, at laniers@od.nih.gov.

Are You Managing Your Teleworkers Productively?

Telework might be your answer to ensuring productivity during icy winter weather, reducing absenteeism, and increasing employee retention and morale! Join us at *Manage for Success: Advancing Your Telework Knowledge & Skills*. Facilitated by the Division of Emergency Preparedness & Coordination (ORS), the class will engage in critical discussion about Emergency Preparedness to empower you to implement your own office plan! Much more than the basic online training, this class can provide perspective on how to...



- ✓ Establish trust between you and your teleworker
- ✓ Implement effective communication plans
- ✓ Become results-focused and performance oriented
- ✓ Apply technology to increase remote collaboration

Class Feedback

Ellen Rolfes, Director of Office of Intramural Management, NHGRI, attests: “Seventeen NHGRI managers and administrative staff participated in a two-hour telework training session. This session provided a good overview of telework terminology, policies, and helpful guidance to determine when telework will work for both the manager and the employee. After the two-hour session, several managers were interested in starting a telework pilot within their areas, and this was due to them obtaining sufficient knowledge to feel comfortable to give it a try.”

Manage for Success: Advancing Your Telework Knowledge & Skills

Audience: Managers/Supervisors

Register through NIHITS: <https://nominate.od.nih.gov/login.pl>

February 11 • 9:00 a.m.-4:00 p.m.

Course Number: 5516 • Tuition: \$365

2nd Quarter FY 2010 Course Offerings

| Administrative Systems & Policy | Course Title | Length | Start Dates | Course # |
|---------------------------------|--|---------|-----------------------------------|----------|
| | Foreign Travel (GovTrip Travel System) | 2 days | 1/4, 1/19, 2/11, 2/22, 3/11, 3/25 | 2701 |
| | Domestic Travel (GovTrip Travel System) | 3 days | 1/6, 1/25, 2/1, 2/16, 3/1, 3/22 | 2700 |
| | Basic Time and Attendance Using ITAS | 2 day | 1/11, 2/8, 3/9, 3/22 | 2624 |
| | Introduction to NIH Property Management (NBS) | 4 days | 1/11, 2/1, 3/2 | 9517 |
| | LMS Training Administrator | 2 days | 1/13, 3/8 | 10003 |
| | ITAS for Supervisors & Leave Approv. Officials | 1 day | 1/19 | 2627 |
| | Sponsored Travel (GovTrip Travel System) | 1 day | 1/20, 2/16 | 2702 |
| | Travel for AOs & Approving Officials (GovTrip) | 1 day | 1/20, 3/10 | 2703 |
| | Property Management Refresher | 2 days | 1/21 | 9520 |
| | Internal Controls: Meeting Federal Requirements | 2 days | 1/27, 3/10 | 5517 |
| | Advanced Time and Attendance Using ITAS | 1/2 day | 1/28 | 2626 |
| | Capital HR System Training | 1 day | 1/28, 2/11, 3/25 | 4009 |
| | LMS Local Learning Administrator | 1/2 day | 1/29, 2/10, 3/24 | 10001 |
| | LMS Human Capital Administrator | 2 days | 2/4 | 10002 |
| | Fellowship Payment System | 1 day | 2/9 | 2646 |
| | Basic WITS Reports Training for Admin Users | 1 day | 2/10 | 8606 |
| | Computer Applications | | | |
| | Microsoft Office 2007-New Features | 1 day | 1/11, 3/8 | 6629 |
| | Introduction to Microsoft Excel 2007 | 1 day | 1/15 | 6633 |
| | Intermediate Microsoft Excel 2007 | 1 day | 1/26 | 6634 |
| | Introduction to Microsoft Project 2007 | 1 day | 1/27 | 6636 |
| | Intermediate Microsoft Word 2007 | 1 day | 2/8 | 6631 |
| | Management, Supervision & Leadership Skills Development | | | |
| | Holding Employees Accountable | 2 days | 1/26, 3/16 | 9511 |
| | Leading Challenging Employees | 1 day | 2/9 | 9401 |
| | Building Your Dream Team | 2 day | 2/10 | 4005 |
| | Advance Your Telework Knowledge & Skills (Mgrs) | 1 day | 2/11 | 5516 |
| | Making Dynamic & Persuasive Work Presentations | 1 day | 2/17 | 4006 |
| | Influencer | 2 days | 2/23 | 9412 |
| | Effective Communication Skills for Managers | 2 days | 2/24 | 9521 |
| | Behavioral-Based Interviewing | 1 day | 3/31 | 5803 |
| | Procurement Management | | | |
| | Federal Supply Schedules | 1/2 day | 1/4, 2/2, 3/8 | 2609 |
| | Consolidated Purchasing Through Contracts | 1/2 day | 1/4, 2/2, 3/8 | 2610 |
| | Buying From Businesses on the Open Market | 1/2 day | 1/5, 2/1, 3/9 | 2611 |
| | Price Reasonableness in Simpl. Acquisitions | 1/2 day | 1/5, 2/1, 3/9 | 2617 |
| | Negotiation Techniques for Simpl. Acquisitions | 1 day | 1/8, 3/10 | 5513 |
| | Internal & External Requisitioner (NBS) | 1 day | 1/15, 2/5, 3/8 | 9516 |
| | Purchase Card Training (NBS) | 2 days | 1/19, 1/21, 2/1, 2/4, 3/1, 3/4 | 9512 |
| | Appropriations Law for Simplified Acquisitions | 1/2 day | 1/22, 2/4, 3/11 | 5514 |
| | Simplified Acq. & Delegated Procurement (NBS) | 5 days | 1/25, 2/22 | 9513 |
| | Professional Services | 1 day | 2/3 | 5512 |
| | Simplified Acquisitions for Offices of Acquis. | 1 day | 2/18 | 9519 |
| | NBS PCARD Logs & Reconciliation (Refresher) | 1 day | 2/19 | 2635 |
| | Buyer Contracts (NBS) | 3 days | 2/24 | 9515 |
| | NBS Buyer Acquisitions (Refresher) | 2 days | 3/25 | 5515 |
| | Professional Development | | | |
| | Writing Statements of Work | 2 days | 1/13 | 8801 |
| | Time Management and Organizational Skills | 1 day | 1/14 | 5110 |
| | Concepts of Biotechnology for Non-Scientists | 2 days | 1/28 | 5881 |
| | Leadership Skills for Non-Supervisors | 1 day | 2/16 | 1017 |
| | Problem Solving for Results | 1 day | 2/17 | 1022 |
| | Managing Up: Communicating with Your Boss | 1 day | 2/18 | 1019 |
| | Leading Science Meetings | 1 day | 2/24 | 8804 |
| | Negotiation and Conflict Res. for Scientists | 1 day | 2/25 | 8805 |
| | Scientific and Technical Writing | 2 days | 3/16 | 2154 |

See all classes at <http://trainingcenter.nih.gov/default.asp>  Indicates course customized for scientists

Join us at new INFLUENCER training

Named one of the Top Training Products of the Year for 2009 by Human Resource Executive Magazine, Influencer training is ideal for individuals, teams, and organizations looking to overcome profound, persistent, and resistant problems in their organization, team, or personal life. The training provides individuals at any level of an organization with the skills to develop an effective and comprehensive influence strategy to overcome these problems.

| | | | |
|---------------------|-------------------|-------|---------------------|
| Class dates: | February 23, 2010 | Day 1 | 8:30 a.m.-4:30 p.m. |
| | February 24, 2010 | Day 2 | 8:30 a.m.-4:30 p.m. |
| | August 31, 2010 | Day 1 | 9:00 a.m.-4:00 p.m. |
| | September 1, 2010 | Day 2 | 9:00 a.m.-4:00 p.m. |

For more information, please see http://trainingcenter.nih.gov/app/show_details.aspx?cd_crs=9412.

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://trainingcenter.nih.gov/requestform.asp>

Quote Of the Quarter

"All the world is a laboratory to the inquiring mind."
— Martin H. Fischer

Contact Us

NIH Training Center
6120 Executive Plaza South, Suite 350, Bethesda, MD 20892
Tel: (301) 496-6211 · Fax: (301) 480-3197 · TTY: (301) 594-2696
E-mail: training1@od.nih.gov

Highlights Contributors

Elena Juris, Managing Editor
Kristen Dunn-Thomason, Editor

Keisha Berkley
Nick DiCrosta
Janice Gonzalez
Liz Rowe