NIH Training Center Highlights

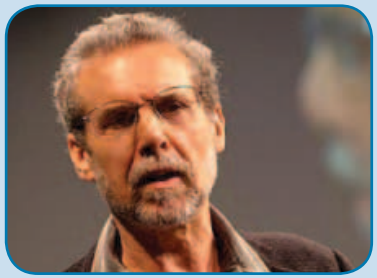
National Institutes of Health
Workforce Support & Development Division
Office of Human Resources

Learn...Discover...Grow
http://trainingcenter.nih.gov

2nd Quarter FY 2013

DDM Seminar Series Returns for 2012-2013

Over the last six years, the Deputy Director for Management (DDM) Seminar Series has built a reputation as one of the best free-of-charge training opportunities at NIH. Bringing together diverse members of the NIH community, this year's series will deliver cross-cutting topics applicable to scientists and administrators alike. The seventh annual series promises a valuable learning experience and big name speakers. In addition, in-person attendees receive 1.5 hours of supervisory training credit, and the training will also go on their official transcript in the Learning Management System (LMS).



Our second seminar features **Daniel Goleman,** who will speak on emotional intelligence. Daniel Goleman has transformed the way the world educates children, relates to family and friends, and conducts business. His first book was titled *Emotional Intelligence;* in his follow-up bestseller, *Working With Emotional Intelligence*, he examined the concepts of E.I. in the workplace, outlining its importance in achieving success in any professional setting. In 2011, Goleman published *Leadership: The Power of Emotional Intelligence,* tying together two decades of research, excerpts from his books, and Harvard Business Review articles into one comprehensive volume. Goleman is a co-founder of the Collaborative for Academic, Social, and Emotional Learning.

Mark your calendars! You can attend in-person or virtually via NIH videocast. (Videocast attendees should email their IC's training liaison to receive credit.) All seminars are held from 11am-12:30pm in Building 10, Masur Auditorium.

- February 14, 2013 - Daniel Goleman, "Emotional Intelligence"
- April 18, 2013 - Stephen Shapiro, "Accelerate the Way You Innovate"
- June 20, 2013 - Dr. Carol Kinsey Goman, "Collaborative Leadership"

The full schedule and links to past seminars are available on the DDM Seminar Series website: **http://www.ddmseries.od.nih.gov/**. Sign language interpreters will be provided. Individuals with disabilities who need reasonable accommodation to attend should contact the NIH Training Center's main office at 301-496-6211 or the Federal Relay Service at 1-800-877-8339.

NIH Management Intern Program
Unlock a New Career Path!

Interested in reaching your potential? Searching for a career transition? The Management Internship (MI) Program at NIH may be just the answer. The NIH Training Center is pleased to announce the advent of the new recruitment season, which will culminate in a **vacancy announcement period of April 8 through April 14, 2013.**

The Management Intern Program has been developing highly motivated NIH employees for more than 50 years! This two-year career development program gives NIH employees the opportunity to take rotations of three to six months targeting various administrative career tracks at NIH. Management Interns (MI's) gain valuable experience and insight into the inner workings of the NIH through rotation tracks in such things as budget and finance, program and management analysis, grants management, contracts/procurement, information technology, human resources, and general administration.

Some of the additional benefits to MI's include access to a senior-level NIH mentor, an individual training budget, an opportunity to contribute to challenging projects and committees, and the chance to meet with NIH leaders. Graduates of this program transition into vital administrative careers, and many former interns have gone on to hold high-level managerial positions at NIH.

MI's come from a variety of backgrounds, ranging from travel planners to bench scientists. Current GS-7 through GS-12 NIH employees are invited to apply. If you are passionate about the NIH mission and are interested in an administrative career, please visit us at **http://trainingcenter.nih.gov/intern/mi** for program FAQs and details on eligibility, recruitment, and placement.

See MI Program, pg. 2

NIHTC Featured Course of the Quarter

Increasing Individual Productivity (5110)

- ☑ Have you recently been asked to do more with less?
- ☑ Do you feel that there are not enough hours in the day to accomplish your tasks?
- ☑ Are you drowning in paper? Is your email inbox cluttered and unmanageable?
- ☑ Do you find it difficult to effectively multitask?
- ☑ Is it hard for you to delegate?
- ☑ Do you have trouble saying "no" and promise more than you can effectively deliver?

If you answered "yes" to any of these questions, consider enrolling in Increasing Individual Productivity.

March 11 * 8:30am - 5:00pm * Executive Plaza South (EPS) * $570

Additional details about the course are available at:
http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC5110

Back by Popular Demand! Favorite Instructors Continue with NIHTC

The NIH Training Center is pleased to kick off 2013 with another round of winning selections of new and continuing instructors.

One of our most sought-after instructors, Julie Taitt, garners superb student evaluations on her Basic COR Training course. Participants speak highly of her deep knowledge of the material, ability to keep the class engaged, and the unique anecdotes she shares, helping participants to internalize the material. Cynthia M. Haggerty, a Lab Manager in the National Cancer Institute, recently commented on her experiences in a class with Julie: "I just took the COR class through NIH Training Center. The class was excellent. Tough material. Excellent teacher. I learned A LOT!"

For more information on NIH Acquisitions training and its star team of instructors, please visit the NIHTC Acquisitions Management Course Catalog at **http://trainingcenter.nih.gov/list.aspx?catId=1.** For a peek at real-time availability of all NIHTC courses currently accepting enrollment, visit the new **web calendar feature** at **http://trainingcenter.nih.gov/calendar**/.

Do you have a favorite NIH Training Center instructor? Let us know about it! Contact the NIHTC at **training1@od.nih.gov.**

Quote Of the Quarter

It is not the strongest of the species that survive, nor the most intelligent, but the one most responsive to change ~ Charles Darwin

Achieve Your Potential with IDP Consulting

Have you taken stock of your development goals and dreams? If you need support doing so, our experienced consultant can help! New for FY13, the NIHTC is offering confidential one-on-one Individual Development Plan consulting packages to help you address your personal and professional goals. If you're ready to build an IDP based on your greatest strengths, address any weaknesses that make it difficult to do your job, or otherwise create a powerful action plan for your goals, please visit **http://trainingcenter.nih.gov/idp_consulting.html**.

Now Available! Writing and English Consulting

The NIH Training Center is offering a targeted one-on-one workshop series for employees seeking to improve their written communication. Target your most urgent needs via 2 individualized sessions—at your convenience!

Session content is customized to an employee's unique needs, and is facilitated by a published health writer and experienced English instructor. Your own workplace feedback, written documents, and current writing assignments in progress will be instrumental to individual assessment and instruction. Sessions can tackle either native or non-native English writing and communication challenges. For more information on writing instruction, please visit **http://trainingcenter.nih.gov/writing_consulting.html**.

Training Professionals News

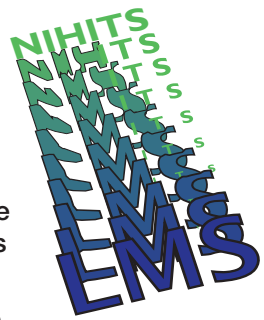
The NIH Training Center (NIHTC) convened its quarterly **Training Collaborative Forum** (TCF) on December 6, 2012, discussing the latest developments in training requirements, training procurement, and Learning Management Systems (LMS). Ellen Rolfes and Jeanette Smith of NHGRI kicked off the forum by sharing best practices for leveraging resources to fulfill mandatory HHS and OPM supervisory training requirements. The group also bid a final farewell to NIHITS with Kristen Dunn-Thomason's presentation on procuring training at NIH. Finally, Carlye Fuller and Brian Hughes of the LMS Team provided tips on improving training registration and processing in the LMS. The NIHTC invites all training and workforce development professionals to attend future Training Collaborative Forums, which facilitate knowledge sharing and collaboration across the NIH. **For more information**, please visit: **http://trainingcenter.nih.gov/training_collaborative_forum.html**.

NIH MI Program, continued from pg. 1

Next Steps

The MI Program will offer information sessions throughout March. There, you can hear directly from current Management Interns and learn specifics of the program. Information sessions will be posted on the MI website and announced via NIH-wide email in early 2013. You can also join the MI listserv (MI-RECRUITMENT-INFO), located at **http://trainingcenter.nih.gov/intern/mi**, to receive periodic updates.

LMS Instructor's Corner



In this edition of Highlights, we will address many of the questions we receive about training approvals and how they are now handled in the LMS. Here are the most popular questions rippling across NIH discussions this season:

Q: I get notifications from the LMS instructing me to approve training for people I didn't have to approve before. Why is this happening?

A: During the migration to the LMS, a name was required for the Additional Approver for Orders field. This is the person designated to approve funds for training. If the field was empty for someone, a default name from his or her organization was entered. Your name was selected as the default. Please contact the LMS Helpdesk (**http://intrahr.od.nih.gov/helpdeskform.htm**) for guidance on getting any necessary corrections made.

Q: Who can approve training in the LMS?

A: Approvals are made on two levels in the LMS. The first level is for managers and the second level is for funds approvers (Additional Approvers on Order, or AAO's). Non-FTE employees often do not have a manager assigned. For these individuals, the first and only approver will be the funds approver (AAO).

Q: Can a manager be added for non-FTE employees? If so, who can do this?

A: Yes, a manager can be added for a non-FTE employee by any Local Learning Administrator in your organization.

Q: The manager for a federal employee is not correct. How can I change this?

A: The manager field for Federal employees is populated by a data feed from ITAS. The last person to approve the timecard for the employee will be listed as the manager automatically. Check with your timekeeper to ensure the ITAS information is correct.

Q: Do managers need to be trained to approve classes?

A: No training or special permissions are required as long as the individual is listed as a manager or alternate manager in the LMS. Managers should follow the approval instructions in the approval tip sheet sent through a web link contained in the approval notification.

Do You Need to Take Training for Your LMS role?

Role	Yes	No	Required Training
Manager		X	None
Alternate Manager		X	None
Additional Approver on Order (AAO)	X		NIH LMS Local Learning Administrator (NIHTC1001)
Local Learning Admin (LLA)	X		NIH LMS Local Learning Administrator" (NIHTC1001)

Do You Approve Training in the LMS?

If you were recently notified about training approval responsibilities in the LMS, save this role-mapping chart for you and your colleagues!

Approver Role	Description
Manager	If you approve timecards in ITAS, then you are populated in the LMS as the 'manager' of any federal employee whose timecard you approve. Manager, in this case, does not necessarily reflect your organization's training approval structure and cannot be updated. Approving an order moves it from the Manager's approval queue (and the queues of any Alternate Managers), to the AAO for approval.
Alternate Manager	If manually added to a student's LMS profile, an Alternate Manager can approve the student's training order. If this information is incorrect, an LLA or LMS People Administrator can update it in the LMS. Approving an order moves it from the Alternate Manager's approval queue (and the queues of any other Alternate Managers, as well as the Manager), to the AAO for approval.
Additional Approver on Order (AAO)	All NIH staff have a default AAO assigned to their LMS profile. This is a training order's final approver and is often considered the 'funds approver' of an order. IMPORTANT! If you are designated this role, you must complete NIH Training Center course "NIH LMS Local Learning Administrator" (NIHTC1001). The current schedule is available on the NIHTC website: **http://trainingcenter.nih.gov/show_details.aspx?cId=NIHTC1001** Prior to approval of an employee's training, an AAO must verify that a CAN number is manually added to the order in the correct format and location.
Local Learning Admin (LLA)	While not officially designated in a student's approval chain, an LLA may locate an order in the Order History and take action. Actions taken on an order by an LLA should be documented in the" Notes" section of the order. All AAO's must also be LLA's; however, all LLA's are not AAO's.

Want to see which courses are still accepting enrollment for LMS and other training? Visit the new monthly NIHTC calendar: **http://trainingcenter.nih.gov/calendar**.

How to Pay for Training

FY13 brought big changes in how training procurement and NIH Training Center registration are handled. Are you in the know? Visit **http://trainingcenter.nih.gov/payment.html** for answers to all of your questions on how to pay for training.

Did You Know?

The NIH Training Center serves a diverse range of customers, near and far. Here are two services for your use:

- ☑ We offer **remote access** to our on-site training classes for distant learners! To be eligible for remote training, your office or duty station must be located outside of the Washington Metropolitan area. For more information on how to participate in remote training, visit: **http://trainingcenter.nih.gov/remote_participation.html**.
- ☑ We support **special accommodations** for participants with disabilities. If you have a software license you'd like us to install, please notify the Training Center at least 12 business days before the first day of the scheduled class to ensure proper set-up and support. It is the responsibility of the IC to assume the costs of transportation and to arrange for sign language interpreters. For more information, please visit our Special Accommodations Webpage: **http://trainingcenter.nih.gov/accomodations.html**.

Contact Us

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HR

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2nd Quarter FY 2013 Course Offerings

Course Title	Length	Start Dates	Course #
Acquisitions Management			
Multi-Year Contracting at the NIH	1 day	1/7	2640
Basic COR Training	5 days	1/7, 2/11, 3/4	9546
Basic Simplified Acquisition	5 days	1/14	9530
Buyer Contracts	3 days	1/14, 3/18	9515
Negotiation Strategies for Simplified Acquisitions	1 day	1/23	5513
Price Reasonableness in Simplified Acquisition	1/2 day	1/24	2617
Professional Services	1 day	1/28	5512
Internal & External Requisitioner	1 day	1/29	9516
Purchase Card Training (NBS)	3 days	1/30, 2/20, 3/12	9512
Advanced Simplified Acquisition	5 days	2/4	9532
Simpl Acqs & Delegated Procurement (NBS)	5 days	2/4	9513
FAR Wokshop	3 days	2/6	9667
COR Refresher	1 day	2/8	9547
Property Management Refresher	2 days	2/12	9520
Federal Appropriations Law	3 days	2/25	5521
CON110 Mission Support Planning	5 days	2/25	9568
COR Management of IT Services Contracts	2 days	2/25	9549
ID/IQ Contracting Techniques	2 days	2/28	9562
Introduction to Property Management	3 days	3/4	9517
Peard Logs & Reconciliation (NBS)	1 day	3/21	2635
CON100 Shaping Smart Business Arrangements	5 days	3/25	9566
Administrative Systems & Policy			
Basic ITAS for Timekeepeers	2 days	1/28, 3/18	2624
Advanced Time and Attendance Using ITAS	1 day	1/30	2626
Fellowship Payment System	1 day	2/8	2646
Title 42 at NIH	1.5 days	2/12	8810
Capital HR Systems Training	1 day	2/14	4009
Computer Applications			
Introduction to Microsoft Excel 2010	1 day	1/14, 3/5	6647
Microsoft Office 2010 New Features	1 day	1/16, 3/6	6629
Intermediate Microsoft Word 2010	1 day	1/10, 3/4	6646
Intermediate Microsoft Excel 2010	1 day	1/11, 3/12	6648
Introduction Microsoft Project 2010	1 day	1/31, 3/25	6649
Introduction Microsoft Excel 2007	1 day	2/6	6633
Introduction Microsoft Project 2007	1 day	2/7	6636
Intermediate Microsoft Word 2007	1 day	2/20	6631
Intermediate Microsoft Excel 2007	1 day	2/21	6634
Introduction to Microsoft Excel 2010	1 day	3/5	6647
Management, Supervision & Leadership Skills Development			
Supervisory Essentials	3 days	2/27	9511
Supervisory Refresher	2 days	3/5	9561
Professional Development			
Project Management	4 days	1/14	9414
Writing & Managing Executive Correspondence	2 days	1/16	2115
Introduction to the NIH Budget Process	1 day	1/23, 3/22	5260
Risk Management	1 day	2/14	9543
Increasing Individual Productivity	1 day	3/11	5110
Successful Conflict Resolution	1 day	3/14	9404
Delivering Effective Presentations	1 day	3/19	4006
Retirement			
Mid-Career Retirement Workshop	2 days	1/24, 3/11	5814
Pre-Retirement Workshop - CSRS	3 days	1/28, 3/13	5812
Pre-Retirement Workshop - FERS	3 days	2/11	5810
Travel			
Sponsored Travel (GovTrip Travel System)	1 day	1/17, 3/14	2702
Domestic Travel (GovTrip Travel System)	3 days	1/23, 2/27, 3/27	2700
Foreign Travel (GovTrip Travel System)	2 days	2/4	2701
Domestic Travel Refresher (GovTrip & Policy)	1 day	2/11	2706
Travel for AOs & Approving Officials (GovTrip)	1 day	2/25	2703
Foreign /Sponsored Travel Refresher	1 day	3/15	2707
Learning Management System (LMS)			
LMS Local Learning Administrator	.5 day	1/11, 1/15, 2/12, 2/19, 3/6, 3/22	1001
LMS People Administrator	2 days	1/22	1002
LMS Learning Administrator	2 days	2/5	1003

See all the classes we offer: **http://trainingcenter.nih.gov/default.aspx**.
Check out our monthly calendar for courses still accepting enrollment: **http://trainingcenter.nih.gov/calendar**.