



NIH Training Center Highlights



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

Learn...Discover...Grow

<http://trainingcenter.nih.gov>

Happy New Year from the NIH Training Center

Ring in 2014 by investing in your career and professional development. The NIH Training Center is committed to helping you pursue and reach your goals.

Are any of the following among your New Year's Resolutions? If so, we have a workshop that can help.

- Resolution 1 – **Mitigate my fear of public speaking**
- Resolution 2 – **Manage my time more effectively**
- Resolution 3 – **Help my team embrace and manage change**
- Resolution 4 – **Handle difficult conversations with ease**

Visit: <http://trainingcenter.nih.gov/list.aspx?catId=5> for a complete listing of professional development workshops.

Management Seminar Series: Starting the New Year Right

The Management Seminar Series (MSS) kicks off its new six-month series in January 2014 with a seminar focused on communicating to strengthen relationships. The seminar series, shaped primarily by NIH Management Interns and Presidential Management Fellows, targets high performing administrative and scientific employees at the GS 7-12 and non-supervisory GS-13 grade levels. Participation in the MSS requires approval by IC Executive Officers. Last year, the MSS drew an audience of over 170 employees, representing almost all NIH Institutes and Centers, who heard from senior leaders from across the NIH. Topics are geared towards enhancing management and leadership competencies through interactive activities, presentations, and discussions. The MSS also provides insight on the management and culture of NIH. We are looking forward to the new year and all the new learning in store. Check out the MSS 2014 lineup by visiting: http://trainingcenter.nih.gov/management_seminar_series.html.

Quote Of the Quarter

"Education is the most powerful weapon which you can use to change the world."
—Nelson Mandela

Join Hundreds of NIH Colleagues at the DDM Seminar Series!

Chances are you've at least heard about the DDM Seminar Series, and most of you have attended some seminars in the past. The DDM Seminar Series offers the NIH community engaging presentations that provide meaningful insights into leadership and management concepts, challenges, and solutions. We have the opportunity to advance our knowledge of best practices in a variety of leadership and management issues. Seminars are held from 11:00-12:30, in the Masur Auditorium, Building 10. If you can't join in person, each seminar is available via NIH videocast. Our schedule for this year is below:

February 13, 2014 — Shankar Vedantam

"The Hidden Brain"

Science Correspondent for National Public Radio (NPR) and author of "The Hidden Brain," which examines not only why we act the way we do, but also how we can affect these behaviors.

April 17, 2014 — Peg Neuhauser

"Breaking Down Silos"

Authority on breaking down silos in organizations, offering practical tips for actions to increase collaboration and improve relationships among colleagues.

New Date! June 26, 2014 — Jamie Nast

"Idea Mapping"

Expert in mind potential optimization and author of "Idea Mapping," which focuses on learning faster, remembering more, and achieving success in business.

The NIHTC Is on the Move

To stay informed of our relocation progress, please visit:
http://trainingcenter.nih.gov/nihtc_move.html.

2nd
Quarter
FY 2014

NIHTC Featured Course of the Quarter

Managing Effective Meetings (NIHTC4101)

Have you ever sat through a pointless meeting and calculated just how much money was being wasted as several well-paid professionals zoned out around a deathly boring conference table? This may be a team check-in, or department update, held every week or every month. A 2-hour meeting with 10 GS-13s costs your organization \$1,049.40; the tuition for this workshop is \$495. A rather small investment today will make a significant impact moving forward. Learn how to make all of your meetings more productive, valuable and engaging. Enroll today!

Keisha Berkley, NIH Training Center Program Manager, chats with Michelle Mock, facilitator of the NIH Training Center's new "Managing Effective Meetings" workshop.

Keisha: Why is this topic so important?

Michelle: I believe that staff and leadership desire meetings that are purposeful, participative, and result in meaningful mission-focused discussions and decisions. I think we all like to walk into a meeting with a clear idea of what will be discussed, shared, or collaborated upon. And, we know that leaving a meeting with a clear understanding of 'what's next' results in increased performance and overall employee satisfaction.

Keisha: What would you say is the biggest pitfall when leading a meeting?

Michelle: That's a great question. Three key groups of questions come to mind when I think about what can 'make or break' a meeting:

1. **Pre-meeting** – Are the right people in attendance? Is there a clear agenda? Are people meeting for the purpose of reporting out, delegating plans, collaborating, or making decisions?
2. **Meeting** – Is the group comfortable and ready to participate? Do they have the necessary resources? Is the facilitator or leader in a mindset that will generate the needed energy and participation from the group? Is time managed appropriately? Is the facilitator prepared to manage barriers and challenges? Did everyone engage and make a contribution?
3. **Post meeting** – Did everyone leave clearly understanding their responsibilities and commitments? Who else needs the information that was shared in the meeting?

Keisha: What is the biggest takeaway from this workshop?

Michelle: Practice, practice, practice. During the workshop, participants will practice planning, facilitating, and developing a 'post-meeting plan.' Our goal is that they will learn and practice new skills and tools, and become more confident in leading effective meetings.

Keisha: Can you share any tips or suggestions for those who are unable to participate in this workshop?

Michelle: Sure. I would suggest that anyone who manages meetings begin by self-assessing the following areas: meeting planning, meeting management, closing meetings with clear agreements, and meeting follow-up. Identify areas of competence and those that require improvement. Then, set a goal regarding skills that need practice. Before each meeting, take time to review your goal and be intentional about practicing it during the meeting. At the end of the meeting, reflect on your successes and challenges. Then set another goal for the next meeting and KEEP PRACTICING. Building skills requires creating new ways of thinking (new neuropathways) and new behaviors (new muscle memory). So I suggest that you take on a mindset of curiosity and have fun learning! ””

For more information or to register, visit:

<http://trainingcenter.nih.gov/ShowDetails.aspx?cidv=NIHTC4101-FY14>

Date: February 24, 2014 • **Time:** 9:00 am - 4:30 pm • **Tuition:** \$495

Reminder! OPM Mandatory Refresher Training for Existing Supervisors

All HHS Supervisors are required to receive 16 hours of training every three years as long as they remain in a supervisory role. This requirement applies to current supervisors who have served at least one year as a supervisor since December, 2009. The NIHTC has developed several courses that, when taken, can satisfy this mandatory requirement. Below are a few examples of courses you can select from to customize your training approach to gain the 16-hour requirement.

For a comprehensive course list, visit:

- Supervisory Training Courses:
<http://trainingcenter.nih.gov/list.aspx?catId=5>
- Professional Development Training Courses:
<http://trainingcenter.nih.gov/list.aspx?catId=7>

Or you can attend the 2-day Supervisory Refresher Training that will satisfy the requirement all in one course.

- Supervisory Refresher Training (2 days, covers all required topics and # of hours needed)
- Supervisory Essentials Training (3 days, covers all required topics and # of hours needed for new supervisors)

If you have any questions regarding this mandatory requirement or would like to discuss the customization of your training approach, please contact Sandy Whalen at swhalen@nih.gov or (301) 402-3096.

Are you interested in obtaining your NIHTC Blended Supervisory Certificate? Visit http://trainingcenter.nih.gov/supervisory_certificate.html.

NIH Management Intern Program: Unlock a New Career Path!

Interested in reaching your potential? Ready for a career transition? The Management Internship (MI) Program at NIH may be just the answer you're looking for. The NIH Training Center is pleased to announce the new recruitment season culminating in a vacancy announcement between April 7 and April 11, 2014.



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 MIs the opportunity to take rotations of three to six months targeting various administrative career tracks at NIH. MIs gain valuable experience and insight into the inner workings of the NIH through tracks in budget and finance, program and management analysis, grants management, contracts/procurement, information technology, human resources, and general administration.

Some of the additional benefits of the program include access to a senior-level mentor, a modest training budget, opportunities to participate in challenging projects and committees, and the chance to work alongside NIH leaders. Graduates of this program move into vital administrative careers, and many former interns have gone on to hold high-level managerial positions at NIH.

MIs come from a variety of backgrounds ranging from travel planners to scientists. Eligible NIH employees are invited to apply. If you are passionate about the mission of the NIH and are interested in an administrative career, then please visit us at <http://trainingcenter.nih.gov/intern/mi/> for program FAQs as well as details on eligibility, recruitment, and placement.

Please note that the MI Program will be hosting a number of information sessions throughout the month of March. Please consider attending one of these to hear directly from current Management Interns and to learn specifics of the program. Times and dates of the sessions will be posted on the MI website and announced via email by early February. You may also join the MI listserv (MI-RECRUITMENT-INFO) to receive periodic updates and announcements.

LMS Users – Are You Aware of the Success Plan?

All LMS users have access to the Success Plan. This LMS tool allows users to add training requirements and goals to their personal training plan that shows progress made, deadlines missed, and goals completed. Not only can users manage their Success Plans, supervisors may access and manage the Success Plans of their direct reports. For more information on how to use the Success Plan, refer to one of the following LMS manuals:

- ☑ LMS Learner/User Guide: <http://hr.od.nih.gov/hrsystems/benefits/lms/documents/LMSUserGuideV3.pdf>
- ☑ LMS Supervisor Manual: <http://hr.od.nih.gov/hrsystems/benefits/lms/documents/LMSManagerUserGuideV3.pdf>

Interested in Securing an Executive Coach?

Have you ever considered obtaining a coach, but have been unsure about how to begin or better yet, if coaching is really the answer? Working with a coach is a powerful tool if you are committed, open to change and are realistic about your strengths and weaknesses.

The top 5 reasons NIH employees utilize coaching:

1. To help scientists transition from working individually in labs/ research to supervising & leading others.
2. To prepare employees as they adjust to new roles/transitions
3. To help enhance leadership “presence” and communications skills
4. To provide senior leaders a sounding board and conversation partner
5. To help leaders become more adept in leading organizations through change and transition

What NIH coaching clients have to say about their coaching engagements:

“My experience was very good and I had a coach who was well suited to my problems and who helped me by being direct and resourceful as I encountered issues.... I feel that I obtained exactly what I needed in this experience.”

“I could not have made it through several, very difficult work situations with the support and counsel of my coach.”

“My coach was an important compass and sounding board for my thoughts and ideas. Not only did she help me navigate difficult waters, but her positive feedback gave me the confidence to put my pre-NIH experience to work at this institution.”

“I find that my behavior has been modulated to the point where people are commenting.”

The NIH Training Center offers the following coaching packages:

Package A	Package B	Package C
6 hours/3 month span	12 hours/6 month span	24 hours/12 month span
\$3,290	\$5,270	\$9,229

**Pricing includes NIHTC administrative fees and overhead. Supervisory approval is required.*

Each coaching experience is different. Like any relationship, a successful coaching experience is built on trust and mutual respect. Coaching can be done via telephone, in person, or a combination of both. The coaching engagement often begins with an assessment/interview with your manager to establish an initial framework. Together, you and your coach determine the appropriate length and scope of the relationship.

For more information about Executive Coaching or to explore working with a coach, please complete the online Executive Coaching Request form, available at <http://trainingcenter.nih.gov/coaching.html>.

Attention Travel Planners - GovTrip Will Soon Transition to the CGE Travel System

The GovTrip transition to the Concur Government Edition Travel System is scheduled to occur in spring 2014. System-based training will be provided to current GovTrip users prior to this change. Travel policy will remain the same, so we encourage you to continue your training efforts to ensure a smooth transition between these two systems. For updates regarding the CGE Travel System Transition, please log into my.nbs.nih.gov. Click on "NBS Travel" and view uploaded documentation on the right panel under "New Concur Government Edition (CGE) Travel System." For questions regarding the CGE implementation, please contact Jennifer Martin (martinj1@mail.nih.gov) or Kiel Robinson (robinsonki@mail.nih.gov). For a complete listing of available Travel training and to register for a course, please visit the NIH Training Center Website at <http://trainingcenter.nih.gov/list.aspx?catId=2>.

Contact Us

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2nd Quarter FY 2014 Course Offerings

Course Title	Length	Start Dates	Course #
Acquisitions Management			
COR Refresher	1 day	1/7	NIHTC9547
Price Reasonableness in Simplified Acquisitions	1 day	1/8	NIHTC2617
ID/IO Contracting Techniques	2 days	1/9	NIHTC9562
Federal Appropriations Law	3 days	1/13	NIHTC6521
Purchase Card Training (NBS)	3 days	1/27, 2/24, 3/26	NIHTC9512
Professional Services	1 day	1/30	NIHTC6512
Internal & External Requisitioner (NBS)	1 day	1/31	NIHTC9516
Basic COR Training	5 days	2/3	NIHTC9546
Simplified Acquisition & Delegated Procurement (NBS)	5 days	2/3	NIHTC9513
Negotiation Strategies for Simplified Acquisitions	1 day	2/13	NIHTC6513
Multi-Year Contracting at the NIH	1 day	2/20	NIHTC2640
Basic Simplified Acquisitions	5 days	3/3	NIHTC9530
COR Management of IT Service Contracts	2 days	3/4	NIHTC9549
Administrative Systems & Policy			
ITAS for Supervisors & Leave Approv. Officials	1 day	1/3	NIHTC2627
Basic ITAS for Timekeepers	2 days	1/13, 2/18, 3/24	NIHTC2624
Capital HR Systems Training	1 day	1/21, 3/18	NIHTC4009
Advanced ITAS for Timekeepers	1 day	2/13	NIHTC2626
Computer Applications			
Advanced Microsoft Excel 2010	1 day	1/9, 3/6	NIHTC6699
Intermediate Microsoft Excel 2010	1 day	1/16, 3/5	NIHTC6648
Introduction to Microsoft Excel 2010	1 day	2/7	NIHTC6647
Introduction to Microsoft Project 2010	1 day	2/14	NIHTC6649
Intermediate Microsoft Word 2010	1 day	3/10	NIHTC6646
Management, Supervision & Leadership Skills Development			
Supervisory Essentials Training	3 days	1/27	NIHTC9511
Supervisory Refresher	2 days	2/19	NIHTC9561
Professional Development			
Gray Matters - Critical Thinking and Decision-Making	1 day	1/6	NIHTC4401
Leadership Skills for Non-Supervisors	1 day	1/7	NIHTC1017
Managing Up: Communicating with your Boss	1 day	1/8	NIHTC1019
Increasing Individual Productivity	1 day	3/17	NIHTC5110
Managing Change	1 day	1/13	NIHTC4103
Writing & Managing Executive Correspondence	2 days	1/16	NIHTC2115
Project Management	2 days	1/21	NIHTC9414
Writing Statements of Work	2 days	1/22	NIHTC8801
Managing Effective Meetings	1 day	2/24	NIHTC4101
Delivering Effective Presentations	1 day	2/28	NIHTC4006
Handling Difficult Conversations	1 day	3/7	NIHTC4201
Holding Employees Accountable	1 day	3/18	NIHTC9531
Retirement			
Pre-Retirement Workshop (FERS)	3 days	1/27, 2/10, 3/10	NIHTC5810
Mid-Career Retirement Workshop	2 days	2/18	NIHTC5814
Pre-Retirement Workshop (CSRS)	3 days	2/24	NIHTC5812
Travel			
Domestic Travel (GovTrip Travel System)	3 days	1/6, 2/10, 3/10	NIHTC2700
Domestic Travel Refresher (GovTrip)	1 day	1/10, 3/17	NIHTC2706
Sponsored Travel (GovTrip)	1 day	1/24, 3/7	NIHTC2702
Foreign Travel (GovTrip)	2 days	2/20	NIHTC2701
Travel for AOs & Approving Officials (GovTrip)	1 day	2/27	NIHTC2703
Foreign/Sponsored Travel Refresher (GovTrip)	1 day	2/28, 3/21	NIHTC2707
Learning Management System (LMS)			
LMS Local Learning Administrator	1/2 day	1/22, 2/21, 3/24	NIHTC1001
LMS Learning Administrator	2 days	1/7, 3/3	NIHTC1003
LMS People Administrator	2 days	2/3	NIHTC1002

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>