

NIH Training Center Highlights

Department of Health and Human Services
National Institutes of Health
Office of Strategic Management Planning
Employee Support & Development Division

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<http://LearningSource.od.nih.gov>

New Staff at the NIH Training Center

The next time you visit the NIH Training Center, you will surely see lots of new faces:

- Melanie Keller, former director of the NIH Training Center, is now the Acting Director, Employee Support & Development Division in the Office of Strategic Management Planning.
- Debbie Butcher has assumed the role of Acting Director at the NIH Training Center and provides overall management of facility operations.
- In addition, we've hired two new Program Managers—Keisha Berkley and Judith Phillips. Both have extensive backgrounds in training coordination and leadership development.

We have also selected CISglobal as our contractor to assist us in managing the daily operations of the training center. The CISglobal team includes:

- Alvin Vincent Allen—Training Coordinator
- Charlotte Fredell—Training Coordinator
- Brian Hughes—Training Coordinator
- Natasha Shamone-Gilmore—Program Support Specialist
- Gertie Williams—Project Manager
- Donald Wooten—Program Support Specialist

Facilities Management is not new to CISglobal. CISglobal managed the NASA Goddard Visitor Center in Greenbelt and the Wallops Island Visitor Center for more than ten years. CISglobal brings a wealth of knowledge, skills and work-force integration experience with them and we are excited to have CISglobal working with us to help meet your training needs.

Our goal is to find innovative approaches to address your training requirements. We appreciate the opportunity to assist you in enhancing your professional development and career growth.

We are always seeking new ways in which we can be of greater value to you. If there are additional training classes you would like to see that would benefit the NIH community, or if you have any questions or feedback regarding our services, please contact us at 301.496.6211 or training1@od.nih.gov. We look forward to hearing from you!

NEW: Knowledge Management and Human Capital Class at the NIH Training Center

The NIH Training Center introduces a new class to its growing course catalog: Knowledge Management and Strategic Human Capital. This class is taught by renowned John's Hopkins University professor and author of "Addressing the Human Capital Crisis in the Federal Government, A Knowledge Management Perspective," Dr. Jay Liebowitz. The pilot offering was held in July, 2005 at Executive Plaza South, with a class of eager learners. Dr. Liebowitz did not disappoint! Many attendees left the class with fresh ideas and new techniques that they are ready to implement.

This class provides an overview of knowledge management and strategic human capital management techniques from a federal government perspective. The course provides applications of knowledge management and highlights knowledge sharing techniques, methodologies and approaches relevant to NIH's interests.

The next class will be offered on October 20, 2005. Don't delay. Register today!

1st Quarter
FY 2006

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://learningsource.od.nih.gov/requestform.asp>

NIH Training Center staff

Debbie Butcher, Acting Director
Marysheyla Alvarez, Assistant to the Director
Sharon Ballard, Program Manager
Keisha Berkley, Program Manager
Judith Phillips, Program Manager

Gregg Tabachow, Program Manager
Linda Tran, Training Assistant
Gertie Williams, Project Manager
A. Vincent Allen, Training Coordinator
Charlotte Fredell, Training Coordinator

Brian Hughes, Training Coordinator
Natasha Shamone-Gilmore, Program Support Specialist
Donald Wooten, Program Support Specialist
Kathy Hardin, Technical Project Manager
Dale Pearlman, Senior Technical Consultant
Sean Sommers, Technical Consultant

Contact us

NIH Training Center
6120 Executive Plaza South, Suite 100, Bethesda, MD 20892
Tel: 301-496-6211 Fax: 301-480-3197 TTY: 301-594-2696
E-mail: training1@od.nih.gov

Highlights Contributors

Keisha Berkley, Managing Editor
Debbie Butcher
Sharon Ballard
Gregg Tabachow
Donald Wooten

Off-Site Meetings and Tailored Workshops— A Roadmap to Achieving Enhanced Organizational Performance

NIH is a dynamic workplace. Numerous days are spent in important meetings, on urgent conference calls, and responding to critical e-mails. Ensuring that these responsibilities are fulfilled is mission critical. It is also important to build strong and effective teams. This often is best achieved outside of the office away from daily distractions.

Have you considered having an off-site meeting specifically designed and tailored with your team in mind? The NIH Training Center staff has planned and coordinated numerous off-site meetings for various Institutes and Centers, focusing on areas such as Time Management Techniques, Communications and Leadership Skills and Building Successful Teams. The topic possibilities are endless!

Benefits of Utilizing the NIH Training Center to Coordinate an Off-Site Meeting:

- Our expertise
- Our extensive vendor database and referral system
- Our proven reputation in the training community
- Our experience and portfolio of meeting facilities and accommodations
- We do all of the hard work and coordination—you simply make the decisions
- We take the guesswork out of the payment process

If your department simply cannot afford time away from the office, The NIH Training Center can bring the training directly to you, specifically developed with your particular team in mind. We can customize any of our open enrollment workshops exclusively for your division. Contact a Program Manager today for more information about off-site workshops and customized training classes.

If you are calling from	Please Contact
NIA, NEI, NIAMS, NIGMS, CSR	Debbie Butcher 301-435-6755
CC, NIAAA, NIDCD, NIMH, NLM	Sharon Ballard 301-496-0264
NCI, NIAID, NIBIB, NICHD, NIEHS, FIC, NCCAM, NCRP	Keisha Berkley 301-451-7303
NHGRI, NIDCR, NIDDK, NINR	Judith Phillips 301-451-7301
OD, NHLBI, NINDS, NIDA, CIT, NCHMD	Gregg Tabachow 301-451-7302

Meet the NIH Training Center Staff

Judith Phillips
Program Manager
NIH Training Center

Judith Phillips recently joined the NIH Training Center in August 2005, as a Program Manager/Training Specialist. Judith comes to NIH from the U.S. Government Printing Office, where she was a Human Capital Specialist (Workforce Development, Education & Training). Her prior work experience includes: Human Resource Specialist (Recruitment and Placement) at the U.S. Securities and Exchange Commission; Director of Career Planning and Placement at Johnson C. Smith University in Charlotte, NC and Career Program Specialist (Training and Marketing) at Georgia State University.

Judith holds a BA in Economics and MBA in Marketing. She comes to us with a diverse background and many transferable specialized skills.

Judith will manage both the Emerging Leaders and HR Specialist Intern Programs and will work with the NIH community in planning customized, off-site workshops and tailored training.



Class of 2007 NIH Management Interns, Presidential Management Fellows and Emerging Leaders

This past summer, three new classes of interns began a two-year journey of career and leadership development at NIH.

The Emerging Leader Interns entered into service on July 24, followed by the NIH Management Interns and Presidential Management Fellows on August 8. Each participant began their NIH careers at the NIH Intern Orientation Program, where they learned about the fascinating mission of NIH. They also learned about their specific intern programs and the myriad of resources and networking opportunities available to them as NIH interns.

The Emerging Leaders Program is an HHS program, in which NIH participates, that allows interns to explore the following diverse career fields:

- Science
- Public Health
- Information Technology
- Social Science
- Administrative

The Emerging Leaders Program allows interns to build upon their educational backgrounds and provides them with the skills and experience required for a long-term career with the Federal Government. During the first year, interns complete rotational assignments at a different OP/Div every 60-90 days. The second year is devoted to work in the interns selected career paths on a full time basis, at the NIH home office. Incorporated into the intern program is a robust training and development plan. Interns joining the program in 2005 are: Administrative: Rachel Banov, Jeanette Contreras, Zuheil Diaz-Rosa, Alok Doshi, Pedro Llanos-Morales; Information Technology: Sonja Gardner Clarke; Public Health: Anna Beitin, Kristen Finne, Laurencia Hutton, Chen-Tin Tsai; Science: Dr. Stacy Carrington-Lawrence, Dr. Chana Rabiner, Dr. Bridget Williams-Simmons; Social Science: Dr. R. Matthew Gladden. *Names are not listed in the order depicted below.*



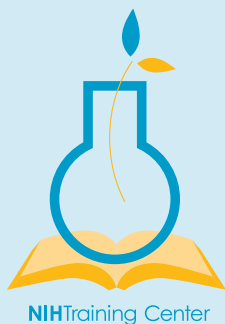
The NIH Management Intern Program, established nearly 50 years ago, provides a variety of experiences in numerous administrative career fields for highly-motivated NIH employees. Through a two-year series of rotational assignments, training, mentoring, and career planning, Management Interns gain hands-on experience in a variety of administrative fields. Many graduates of the Program have become senior administrators and leaders at NIH. NIH Management Interns joining the program in 2005 are: George Black, Diane Breckenridge, Rosemary Cerny, Janelle Everett, Claire Gooding, Kichelle Green, and Stephanie Kreider.

In addition to the Management Intern Program, NIH participates in the Presidential Management Fellows Program (PMF), administered by the U.S. Office of Personnel Management. The PMF Program targets men and women in graduate programs from the nation's leading colleges and universities who have an interest in leadership and management in the Federal service. During their two-year internship, PMFs explore rotational opportunities at NIH as well as other agencies within the Department of Health and Human Services. PMFs joining the program in 2005 are: Scott Jackson, Rachel Johnston, Willie Postell, Travis Speck, and Lesley Stewart.



L to R 1st row Lesley Stewart (PMF), Travis Speck (PMF); L to R 2nd row George Black (MI), Kichelle Green (MI), Rachel Johnston (PMF), Claire Gooding (MI); L to R 3rd row Rosemary Cerny (MI), Stephanie Kreider (MI), Janelle Everett (MI); L to R 4th row Scott Jackson (PMF), Diane Breckenridge (MI); Not pictured: Will Postell (PMF) and Brett Jortland (PMF)

The Class of 2007 Interns look forward to a rewarding experience while supporting the NIH mission to extend healthy life and reduce the burdens of illness and disability. You may access <http://internships.nifo.nih.gov> for more details about internship opportunities at NIH.



Our Mission The NIH Training Center advances the NIH research mission through the development of human capital. We deliver agency-specific training, career development programs, and customized consulting solutions to enrich learning and optimize individual, group, and organizational performance.

Our Vision The NIH Training Center is the recognized leader in training technology and customized solutions for enhanced organizational performance. Through our models of excellence, the NIH community considers us to be a strong resource in support of the NIH research mission. Through the development of partnerships, we have created continuity within the training community. Through our career and leadership development programs, we are an integral component of the NIH succession plan.

Our Values

- Excellence** We embody the highest level of excellence.
- Creativity and Innovation** We explore new ideas, stimulate discovery and foster innovation that leads to more effective ways of providing service.
- Respect** We embrace and foster diversity among people and their ideas as an inherent strength.
- Accountability** We take responsibility for our actions.
- Teamwork** We celebrate and capitalize on the strengths and contributions of others.
- Customer Service** We provide premier customer service.
- Integrity** We are ethical, fair, and honest in all we do.
- Learning** We cultivate lifelong learning.

1st Quarter FY 2006 Course Offerings

Course Title	Length	Days	Course #
NIH Domestic Travel (NBS Travel System)	3 days	10/17-19, 11/14-16, 12/5-7	2601
NIH Foreign Travel (NBS Travel System)	3 days	10/24-25, 11/29-30, 12/19-20	2605
Travel For Administrative Officers	1 day	10/12, 11/9	2606
Fellowship Payment System	1 day	10/26	2646
Basic Time and Attendance Using ITAS	2 days	10/11-12, 11/8-9, 12/13-14	2624
Purchase Card Training	1 day	10/31, 12/7	2636
Delegated Acquisition Training	4 days	11/1-4	2603
Simplified Acquisitions Refresher	1 day	12/5	2607
Professional Service Orders	1 day	12/8	2612
Using the Electronic Purchase Log and Reconciliation (previously referred to as NIH Purchase Card Processing System)	1 day	12/6	2635
Knowledge Management and Strategic Human Capital	1 day	10/20	8800

CORRECTION

from the FY 2005 4th Quarter Edition: Steve Wank was incorrectly identified as Steve Wang under the NIDDK participants in the 2005 Senior Leadership Program and Kevin Callahan should have been listed under the NCI participants.

