



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>

NIH Senior Leadership Program

The Fall 2005 NIH Senior Leadership Program ended on December 1 at the University of Maryland, in College Park. There were 28 participants representing the following Institutes and Centers:

National Institute of Allergy and Infectious Diseases (NIAID)

Nancy Bridges	Leslie Johnson	Charles Hackett
Linda Coe	Catherine Laughlin	Mary Fanning
Nancy Saunders		

National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK)

John Connaughton	Rebekah Rasooly	Robert Kuczumarski
Patricia Robuck	Ronald Margolis	

National Library of Medicine (NLM)

Todd Danielson	Dianna McCucheon	Valerie Florance
Jack Synder	Sue Levine	

National Institute on Deafness and Other Communication Disorders (NIDCD)

Judith Cooper	Mark Rotariu	Craig Jordan
Melissa Stick	Chris Myers	

NIH Clinical Center (CC)

Sara Byars	Elizabeth Jones	Debra Byram
Jennifer Widger	Denise Ford	Joyce Yarrington

The NIH Senior Leadership Program offers a unique opportunity for key leaders within the NIH community to convene and collectively learn the principles of successful leadership in the Federal sector and in doing so, the focus is not on how to become better managers, but *exceptional* managers – the type of managers that inspire staff and colleagues to generate *outstanding* results. The program curriculum is developed and delivered by scholar-practitioners that have extensive backgrounds in management and the delivery format includes a robust combination of case study analyses, interactive discussions, and experiential learning.

Interested in the next NIH Senior Leadership Program Series? Recruitment for the Spring 2006 Program will begin within the next few months. Stay tuned!

For more information about the NIH Senior Leadership Program, please visit www.learningsource.od.nih.gov, or contact Keisha Berkley via phone at (301) 451-7303, or email at berkleyk@od.nih.gov

The STRIDE Program

The STRIDE Program is a three-year career development program designed to provide employees in a non-professional series an opportunity for career change and advancement, and help NIH meet its staffing needs. STRIDE's aim is to provide a combination of on-the-job training, academic courses, and selected short-term courses to prepare individuals for placement in targeted positions. Upon selection into the program, participants are placed in intern positions. STRIDE pays up to 30 credit hours of academic training and other short-term courses, which support the targeted position's qualification requirements. Upon completion of the program, Interns must meet the educational and experience requirements for placement into their target positions.

Are you interested in a career change? STRIDE may be the answer! For more information about the STRIDE Program, visit <http://learningsource.od.nih.gov/stride.htm> or contact Judith Phillips, Program Manager (301) 451-7301, phillipsj@od.nih.gov or Program Support Specialist, Donald Wooten (301) 435-3660, wootend@od.nih.gov

2nd
Quarter
FY 2006



Meet Christian Shaw Our 2005 Graduate

Prior to being selected as a STRIDE Intern, Christian (Chrissy) was a Secretary/Office Manager with the National Heart Lung and Blood Institute (NHLBI). As a STRIDE Intern, Chrissy was assigned to National Institute of Nursing Research (NINR) as a Management Assistant. As a Management Assistant, Chrissy attended training classes, seminars, and completed college courses in accordance with her Career Development Plan. Chrissy completed the program in August

2005, and reached her targeted position as a Program Analyst at the National Institute of Nursing Research.

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>

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Introducing Our Current STRIDE Participants



STRIDE Intern (L to R) Target Position:

Gina Thomas
Ronald Shaw
Novelette Williamson
Mimi Bishop

Technology Transfer Policy Assistant
Administrative Officer
Administrative Officer
Administrative Officer

New Courses: Don't Delay—Register Today

The NIH Training Center is proud to offer the following new courses:

Cultural Competence in Health Care (Course ID 4003)

Date: 2/10

With increasing diversity, clinical staff encounter patients of different cultural backgrounds who hold a broad range of perspectives regarding health. Cultural competency improves the effectiveness of patient-centered medicine. Cultural competence in health care involves an understanding of the importance of social and cultural influences on both the patients' and providers' health beliefs and behaviors and how these factors affect the outcome and quality of health care delivery to diverse patient populations. This class is specifically tailored for clinical and research nurses, medical doctors and staff that have extensive patient contacts.

Merging Minds: Special Expert Teams in Biological Science (Course ID 4101)

Date: 1/9

Special Expert Teams (SETs) create ideas for solving complex problems beyond the capacity of the most gifted individual. While two-person scientific collaborations have been successful, larger collaborations have not reached their potential. Special expert team success in other arenas point to great untapped potential in biomedical science. This workshop targets NIH scientists and shows how to further expand collaboration in science to achieve higher levels of intellectual performance through teamwork. Come learn how to recognize when special expert teams are appropriate and develop the art of execution.

Cultural Diversity at NIH (Course ID 4004)

Dates: 2/1; 5/23

Diversity encompasses both differences and similarities between individuals and groups. In this half-day course, an understanding of the concepts of diversity and a diverse workplace will be conveyed. Two major objectives of the course are to raise self-awareness about participants' worldviews and to improve communication skills when engaging with others in the workplace. This will be accomplished by reflecting on the values that shape an individual's worldview during the formative years and by introducing different communication styles and discussing their effect on daily communication and interaction with colleagues in the workplace, and NIH-wide. The overarching goal of this course is to help create a work environment that is more inclusive of diverse cultural backgrounds.

Writing Statements of Work: The Heart of Any Contract (Course ID 8801)

Date: TBA

Widely considered the "heart of the contract," the Statement of Work (SOW) is the foundation of the relationship between buyers and sellers. The purchase or sale of products and services can only be executed by skillfully creating the SOW document. This course is designed for practical use by requirements developers, in-house SOW team members and other project managers and contract managers whose responsibilities include properly identifying needs and turning them into quality contracts. It provides the essential information you'll need, including basic contract management concepts, to consistently develop and administer effective SOWs.

This course employs challenging team exercises and case studies that will take you through the process of building a solid statement of work. You will learn how outsourcing needs emerge within companies and how these needs are eventually recognized and articulated. You will identify methods by which needs are analyzed using proven tools to yield contract objectives that generate logic, flow and consistency in the resulting SOW. This course defines the essential ingredients of the SOW, which include the scope and background statements, comprehensive listing of responsibilities for both buyers and sellers, deliverables and their schedules, acceptance criteria and special terms and conditions of performance.

You will also learn techniques for managing performance against the SOW requirements, including organizing responsibilities, monitoring obligations on both sides of the bargain, and taking corrective actions and resolving disputes. The skills learned in this practical course can be immediately applied by anyone involved in writing, negotiating, awarding or administering SOWs.

Review and Update on EEO Policies and Complaint Processing Laws (Course ID 4301)

Dates: 1/31; 3/6; 5/1; 7/10; 9/11

Interested in learning more about the NO FEAR Act and Whistleblower Protection Laws? Do you want to receive an update on discrimination case law and the strategies available to assist Managers and Supervisors in ensuring a workplace free of all forms of discrimination, including harassment? Are you aware of

responsibilities as they relate to providing disability and religious accommodations? The Review and Update of EEO Policies and Complaint Processing Laws workshop will address all of these issues and more. The class is designed for NIH Managers and Supervisors (Codes 2 & 4) who have not attended EEO training on these subjects within the past two years.

Meet the NIH Training Center Staff

Keisha Berkley Program Manager NIH Training Center

Keisha Berkley is a Program Manager with the NIH Training Center (NIHTC). In this capacity, Keisha manages a wide variety of leadership and administrative training courses held at the center; serves as Chair of the NIHTC Marketing Committee and Editor of the NIHTC "Highlights" newsletter. In addition, Keisha is the Program Manager for the NIH Senior Leadership Program; the primary point of contact for NIHTC Executive Coaching requests and she plans and coordinates off-site and customized training programs for various Institutes and Centers within the NIH community.

Although new to the NIHTC, Keisha has more than 10 years of training development and management experience. Prior to joining NIH, Keisha served as an Account Manager at the U.S. Department of Education, where she led the development and implementation of numerous large-scale training initiatives. Keisha also served as Manager of the U.S. Department of Education's Atlanta Regional Training Facility, where she planned and coordinated local and national training conferences and professional development workshops. In addition, Keisha spent several years as a professional Federal trainer, providing policy and software instruction to members of the post-secondary higher education community.

Keisha has a BA in Political Science from Spelman College, and an MBA from Kennesaw State University-Michael J. Coles College of Business.



Have Your Next Event at the NIH Training Center

The NIH Training Center provides a wide range of services to the NIH community, including classroom rentals. Both traditional and computer classrooms are available for meetings and other specialized events. Classrooms can accommodate up to 26 people. Each classroom is complete with technical support and basic equipment needs such as laptops, LCD projectors, overhead projectors, and flipcharts. We are proud to announce that all classrooms have recently been renovated and have state-of-the-art Dell workstations and LCD flat panel monitors. Please contact the NIH Training Center at (301) 496-6211 to reserve a room for your next event!

It's a New Year! Make 2006 Count—Invest in Yourself!

It's that time of year again, where we begin to evaluate our lives and reflect on areas within our lives that we would like to change or enhance. The New Year is a beginning, so it is natural for new goals, plans, dreams and directions to consume

our thoughts. When you ask most people what they've selected as their New Year's Resolution, the answer often involves some form of exercise or diet plan, or perhaps organizing the house, committing to saving money and spending more time with family and friends.

Each of us has a natural inclination to increase our self-esteem and capability through new accomplishments. Why not invest in yourself by committing to learn a new skill? It's important to take time out of your busy schedule to learn and grow professionally. When you really think about it, most of your time is spent at work. Why not take the time to invest in furthering your career by attending a training workshop, taking an online course, or joining a professional organization? You owe it to yourself to continue the pursuit of education and continuous learning. So go ahead and make a resolution to get in shape and help your neighbors, but also make a commitment to invest in your career and your future. The payoff will be enormous!

Course Title	Length	Days	Course #
Purchase Card Training	1 day	1/9, 1/27, 2/1,3/6	2636
NIH Domestic Travel	3 days	1/9, 2/13, 3/6	2601
Basic Time and Attendance using ITAS	2 days	1/10, 2/7, 3/21	2624
Delegated Acquisition Training Program	4 days	1/10, 3/7	2603
NBS Travel System for Organizational Administrators	2 days	1/17, 2/7	2614
Travel for Admin Officers/Approving Officials	1 day	1/18, 2/1, 3/22	2606
Travel for NIH Travelers	1 day	1/19	2644
Management Seminar Series	1 day	1/19	6103
Merging Minds: Special Expert Teams in Bio. Sci.	1 day	1/19	4101
Price Reasonableness in Simplified Acquisitions	1 day	1/19	2617
NIH Foreign Travel	2 days	1/24, 2/21, 3/20	2605
Knowledge Management and Strategic Human Capital	1 day	1/25	8800
Travel Refresher Course	1 day	1/30	2602
Time and Attendance for Supervisors using ITAS	1 day	1/30	2627
Professional Service Orders	1 day	1/31	2612
Review, Update on EEO Policies and Processing Laws	1 day	1/31, 3/6	4301
Electronic Purchase Logs & Reconciliation Procedures	1 day	2/2	2635
Federal Supply Schedules	1 day	2/6	2609
Consolidates Purchasing through Contracts	1 day	2/6	2610
Buying from Business on the Open Market	1 day	2/7	2611
Fellowship Payment Systems	1 day	2/28	2646
Cultural Competence in Health Care	1 day	2/10	4003
Introduction to NIH Property Management	2 days	3/16	2622

2nd Quarter FY 2006 Course Offerings

Quote Of the Quarter

“Sustained great results depend upon building a culture full of self-disciplined people who take disciplined action. When you combine a culture of discipline with an ethic of entrepreneurship, you get the magical alchemy of great results.”

Jim Collins, Author
Good to Great