



NIH Training Center Highlights

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

Learn...Discover...Grow
<http://LearningSource.od.nih.gov>

Congratulations Spring, 2007 NIH Senior Leadership Program Graduates!

The NIH Senior Leadership Program is a noted program that provides senior NIH scientific and administrative leaders the opportunity to:

- Assess individual leadership skills and attributes
- Design and implement a personal leadership development plan
- Enhance the capacity to lead for scientific results at NIH, including the ability to use data to drive organizational decision making
- Develop a systematic approach to negotiation and cross-organizational ventures at NIH
- Think analytically about challenges and strategies for leading organizational change at NIH
- Enhance the capacity to analyze and operate effectively in the political systems that impact NIH



Bottom, left to right: Phil Day, Michael Mowatt, Madeline Turkeltaub, Patricia Porter-Kelley, Donna Brooks, Tim Hays, Barbara Mulach, Derrick Tabor, Yan Wang

Middle, left to right: Jack Vinner, Renita Anderson, Juliana Blome, John O'Shea, Joan McGowan, Christine Czarniecki, Francisco Sy, Susana Serrate-Sztejn, Jorge Flores

Top, left to right: Laura Martin, John Burklow, Holli Beckerman-Jaffe, Jeff Weiner, Phil Lee (UMD), John Dvorak, Helen Schmitz, Alexander Rosenthal, Stephane Philogene

Not pictured: Janet Austin, Anna Ramsey Ewing

Attention NIH Senior Leadership Alumni

The NIH Training Center is developing a series of alumni training opportunities, events and activities tailored specifically for past participants. Details will be available soon!

For additional information, please contact Keisha Berkley at 301.451.7303/berkleyk@od.nih.gov or Marisa Sheelor at 301.594.2600/sheelorm@mail.nih.gov

NBS Classes Now Available at the NIH Training Center

The NIH Training Center is pleased to announce the availability of NBS acquisitions and procurement classes. Registration is available via NIHITS for the following classes: *(Please refer to the back page for a complete 4th quarter schedule)*

- NIH Purchase Card Training (now a 2-day course)
- NIH Simplified Acquisitions Delegated Procurement Training Program (formerly called DELPRO; now a 5-day course)
- Intro to NIH Property
- NIH Buyer Contracts
- NIH Requisitioner-Internal
- NIH Requisitioner-External

Please visit the NIH Training Center Procurement Courses website at <http://learningsource.od.nih.gov/List.asp?strCategory=PM>

We appreciate your patience as the NIH Training Center staff diligently worked to develop updated course content and materials that meet the demands of the NIH administrative community. Additional classes will be added upon demand. For additional information regarding the NBS acquisitions and procurement classes, please contact Keisha Berkley at 301.451.7303/berkleyk@od.nih.gov or James Peterson at 301.451.7302/petersonjam@od.nih.gov

4th
Quarter
FY 2007

NIH Speaks Out About the NIH Senior Leadership Program



Helen Schmitz
Acting Chief, IT Architect

What job functions do you perform at the NIH?

My role is to lead the NIH Enterprise Architecture program to develop a comprehensive plan for IT support across NIH that acknowledges the need for both conforming and diverse business processes. My leadership focus is on the collaborative development of the NIH Enterprise Architecture and sponsorship of architecture and technology transformation initiatives with demonstrated value to NIH.

Why would you recommend the NIH Senior Leadership Program to your colleagues?

The Senior Leadership Program provides a rare opportunity to take time to focus on oneself and to learn skills necessary to better perform one's job as a leader. It also is a chance to meet peers at NIH and to get to know people from different areas of interest. As a technology leader, I now know people working in communications, intramural, extramural, and so on.

Please share a memorable moment about your experience in the NIH Senior Leadership Program?

I had the good fortune to have one of my projects used as a case study in the Program. I learned how difficult it is to communicate to NIH staff from multiple backgrounds and had the opportunity to practice in a supportive group.

Are You Interested in Becoming a Future NIH Senior Leadership Program Participant?

If you are a senior NIH scientific/administrative leader (Scientific Director, Executive Officer, Executive Committee Member, SES/SBRS, Senior Title 42/38) or an employee at the GS-14 or equivalent and above, this program is for you!

The Summer, 2007 program is currently underway and slots are completely full for the Fall, 2007 session. Recruitment for the 2008 Program Year will begin in mid-October. All participants must be nominated to participate in this program by their respective Executive Officers. The first step is notifying management of your interest. Stay tuned—details will be provided in the next edition of Highlights.

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

Judith Phillips, Acting Director
Keisha Berkley, Program Manager
Sheri Betts, Program Manager
Andrea McClellan, Program Support Specialist

James Peterson, Program Manager
Marisa Sheelor, Program Manager
Kimberly Pringle, Project Manager
Tanjier Belton, Program Support Specialist

Taushiana Bright, Program Support Specialist
Janice Kim-Gonzalez, Training Coordinator
Roxanne Hunter, Training Coordinator
Dale Pearlman, Senior Technical Consultant
Viola Sellman, Training Coordinator
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 and Contributor
Sheri Betts
Jim Peterson
Helen Schmitz



Meet the NIH Training Center Staff

James (Jim) Peterson, Program Manager

James comes to NIH from the State of Maryland Office of the Comptroller. He was the Assistant Director of the Human Resources Division for 2 years and the Chief Learning Officer for 6 years. He is an excellent trainer and a dynamic facilitator who is very knowledgeable in the areas of workforce planning, employee relations, organizational change, and H.R. practices and policies.

In his new role as Program Manager, James will be responsible for the coordination of employee training, retreat planning and management of various NIH training initiatives. His personal philosophy is that "time and attention invested in the employee's needs will provide outstanding returns."

James brings 15 years of professional experience in the employee training and development realm to the NIH Training Center. He holds a Bachelors Degree in Psychology from Salisbury University, a Masters Degree in Human Resource Development from Bowie State University, and a Doctorate in Business Administration from Kennedy-Western University.

We are pleased to have James on our team to assist the NIH Training Center in serving your training needs!

The 2006-2007 DDM Seminar Series Concludes

The 2006-2007 DDM (Deputy Director for Management) Seminar Series ended on June 14, with guest lecturer Delorese A. Ambrose. Ambrose addressed the NIH community about embracing change and enhancing leadership and organizational skills. Over 260 NIH employees attended the final event for the year.

Colleen Barros, Deputy Director for Management, established the NIH DDM Seminar Series to offer the NIH community engaging presentations which introduced administrators to cutting edge leadership and administrative management concepts and solutions. For 2006-2007, we featured presenters with backgrounds in the private sector, academia, not-for-profit, and government that provided a broad range of perspectives.

2006-2007 DDM Speaker Schedule

Dr. Robert Kreigel *Sacred Cows Make the Best Burgers: Creating a Change-Ready Organization*

Jay Conger *Leveraging the Spotlight of Leadership*

D. Michael Abrashoff *It's Your Ship: Engaging Your Team to Take Greater Ownership*

Dr. Delorese Ambrose *From the Inside Out- How to Maintain Equilibrium in the Midst of Change*

If you missed any of these programs, don't fret! Videocasts of all sessions (excluding D. Michael Abrashoff's lecture) are available at <http://videocast.nih.gov/>

For the 2007-2008 year, YOU will have an opportunity to select guest speakers for this leadership development initiative. If you are aware of experienced public speakers and outstanding business, not-for-profit or government leaders, who offer an interesting outlook on leadership or management issues, nominate a speaker! Please submit your nominations electronically by visiting the following website: <http://fmp-8.cit.nih.gov/odom/nomination.html>

Nominations will be accepted until July 31, 2007 and reviewed by the DDM Seminar Series Planning Committee.

For additional information, please visit the DDM Seminar Series website at <http://www.ddmseries.od.nih.gov/> or contact Keisha Berkley at 301.451.7303/ berkleyk@od.nih.gov or Sheri Betts at 301.496.0264/betts@od.nih.gov

NIH Interns Visit NIEHS

Several participants from the NIH Intern Community (Emerging Leaders Program; Presidential Management Fellows Program and the Management Intern Program) recently participated in an annual visit to the National Institute of Environmental Health Science (NIEHS) in Research Triangle Park, NC. According to NIEHS Director Dr. David Schwartz, "At NIEHS, we're setting a new course for the future that builds on our strengths—that is, we'll use our knowledge about environmental sciences to understand human biology and human disease... Our Institute has such a unique niche. Our scientists and our knowledge of environmental health sciences are absolutely vital to understanding human biology and human disease. We represent the critical link between exposures and biological responses that are so vital to understanding many different diseases."

A tour of the extensive grounds and the on-site day care—First Environments Early Learning Center, was certainly a treat. Touring the neighboring EPA facilities highlighted the emphasis on energy conservation, pollution avoidance and enhanced commuting solutions for employees. Additional events included networking with management council members, a plethora of presentations, an introduction to the new outpatient clinical center (scheduled to open this fall) and a networking lunch with former interns.

For more information about NIH Career Development Intern programs, please contact Sheri Betts at 301.496.0264/betts@od.nih.gov or Judith Phillips at 301.451.7301/phillipsju@od.nih.gov



Front, left to right: Kimberly Brown, Michelle Esterlin, Dona McNeil, Sheri Betts, Richard MacGregor

Back, left to right: Chantelle Britton, Nahid Akhyani, Jessica Camacho-Rodriguez, Sonja Gardner-Clarke, Rebekah Geiger

New Class: Techniques for Managing the Generational Mix at the NIH—August 27, 2007

Isn't managing employees difficult enough without needing to be mindful of when people were born, how they were raised, how they were educated, and what cultural influences impact their current behaviors, work styles, values and beliefs? Wouldn't you like to have a better handle on the strategies to employ when working with those who are not "of your generation"?

This training session will set the foundation for a clearer understanding of the characteristics of the five generational groups currently represented in the workplace and how managers can use a working knowledge of their differences to be more effective at getting the mission of the organization accomplished. Even

non-managers will benefit through greater awareness and understanding of what makes their peers and their managers "tick."

Don't Delay – Register for this new program today!

For details, visit: http://learningsource.od.nih.gov/_show_details.asp?cd_crs=5905

Attention Training Professionals at the NIH

The Next NIH Training Collaborative Forum will be held on September 12, 2007 at Building 50, Lobby Floor Conference Room from 1-4 PM. Details are available at <http://learningsource.od.nih.gov/forum.html>

For additional information about the training forum, please contact Keisha Berkley at 301.451.7303/berkleyk@od.nih.gov or James Peterson at 301.451.7303/petersonjam@od.nih.gov

4th Quarter FY 2007 Course Offerings

Course Title	Length	Days	Course #
Giving and Receiving Performance Feedback	1/2 day	8/14, 8/28, 9/10	1016
Basic Time and Attendance Using ITAS	2 days	7/5-6, 7/10-11, 8/28-29, 9/11-12	2624
Fellowship Payment System	1 day	7/6, 8/1, 9/24	2646
NIH Purchase Card Training	2 days	7/9-10, 7/11-12, 8/2-3, 8/21-22, 9/4-5, 9/6-7	9512
NBS Requisitioner-Internal	1/2 day	7/13, 7/26, 8/6, 8/20, 9/10	9514
NIH Requisitioner-External	1/2 day	7/13, 7/26, 8/6, 8/20, 9/10	9516
Introduction to NIH Property Management	2 days	7/16-17, 8/2-3, 9/4-5	2622
NIH Simplified Acquisitions Delegated Procurement	5 days	7/16-20, 7/23-27, 8/6-10, 8/13-17	9513
NIH Buyer Contracts	3 days	7/18-20, 7/25-27, 8/15-17, 8/27-29	9515
NIH Domestic Travel (NBS Travel System)	3 days	7/23-25, 7/30-8/1, 8/13-15, 9/10-12	2601
Consolidated Purchasing Through Contracts	1/2 day	7/24	2610
Federal Supply Schedules	1/2 day	7/24	2609
Buying From Businesses on the Open Market	1/2 day	7/25	2611
NIH Foreign Travel (NBS Travel System)	2 days	7/30-31, 8/21-22, 8/30-31, 9/17-18	2605
Writing Statements of Work	3 days	7/31-8/2	8801
NIH Supervisory Skills Training	3 days	8/7-9, 8/21-23, 8/28-30	9511
Writing & Managing Executive Correspondence at the NIH	2 days	8/21-22	2115
Travel For Administrative Officers/Approving Officials	1 day	8/23, 9/25	2608
Techniques for Managing the Generational Mix at the NIH	1 day	8/27	5905
NBS Travel System for Organizational Administrator	2 days	9/5-6, 9/10-11	2614
Price Reasonableness in Simplified Acquisitions	1 day	9/6	2617
NBS Sponsored Travel	1 day	9/12	2616
ITAS for Supervisors/Leave Approving Officials	1 day	9/26	2627
Travel Refresher Course	1 day	9/26	2602

Quote Of the Quarter

"Learn as if you were going to live forever. Live as if you were going to die tomorrow"
—Mahatma Gandhi

Workforce Support and Development Division (WSDD) News

The NIH Director's Awards Ceremony was held on June 13, 2007. According to Awards Coordinator, Tammy McClure "The ceremony recognized the outstanding accomplishments that many of our colleagues have achieved throughout the previous year." Over 600 individuals and groups received awards and the ceremony was a success.

Congratulations to all of the NIH Director's Awards recipients!