



# 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>

## Take Your Leadership Skills to a New Level Consider Executive Coaching

Are you aware that the NIH Training Center offers an extensive network of talented, experienced executive coaches that have been thoroughly evaluated to ensure maximum benefit to the NIH community?

Executive coaches listen, conduct in-depth interviews, ask questions, provide support and feedback, and will challenge you. Our executive coaches will work with you to facilitate learning and achieve business results. Executive coaching can be an integral succession planning tool and aids in the development of an engaged and productive workforce. The high-impact results achieved from coaching can easily be observed and measured.

### Who is Eligible to Participate in Executive Coaching?

Executive coaching is available to all NIH employees, with supervisory approval. Executives, senior and middle managers, team leaders and professional and administrative staff can benefit from executive coaching.

### What are the Benefits of Working with an Executive Coach?

The benefits of working with an executive coach are enormous. Coaching sessions can be used to:

- Support individual career growth
- Enhance skill level
- Solve complex problems
- Improve delegation skills
- Increase individual and/or staff performance and productivity
- Improve oral and written communication skills
- Develop assertiveness skills
- Resolve conflicts between individuals or within teams
- Act as a sounding board for new ideas and innovative solutions to problems
- Strengthen organizational skills
- Improve work/life balance
- Achieve consistent success
- Enhance networking skills
- Improve job satisfaction

### Who Do I Contact to Get Started?

For more information about the NIH Training Center Executive Coaching Program, please contact Keisha Berkley, NIH Training Center Program Manager at (301) 496-6211 or [berkleyk@od.nih.gov](mailto:berkleyk@od.nih.gov).

## Introducing the New DDM Seminar Series

On November 9, 2006, Dr. Elias Zerhouni and the Deputy Director for Management (DDM), Colleen Barros, kicked off a new seminar series. The DDM Seminar Series: "Management and Science: Partnering for Excellence" highlighted Dr. Robert Kriegel, author of the national bestseller *If It Ain't Broke...BREAK IT!*.

The next DDM Seminar will feature Jay Conger on February 8, 2007 in Masur Auditorium from 11am-noon. Currently, Mr. Conger is the Henry Kravis Research Professor of Leadership Studies at Claremont McKenna College. He is a former professor of organizational behavior at the London Business School and senior research scientist at the University of Southern California. Mr. Conger has written or co-written more than 90 articles and 11 books and has two new books in progress which focus on best practices in leadership and CEO leadership. His most recent book is *Growing Your Company's Leaders: How Great Organizations Use Succession Management to Sustain Competitive Advantage*. Other book topics include: leadership, management, change management, strategic communication and leadership development.

The Seminar Series is open to all NIH employees. There is no need to pre-register for the event. For those that can not attend or if Masur Auditorium reaches capacity, Mr. Conger's presentation will be available via NIH VideoCasting.

The DDM Seminar Series is one of the many efforts at the NIH in striving for management excellence. It is designed to bring outstanding speakers to the NIH to discuss leadership and administrative management topics and also provide the administrative and scientific communities with the

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## DDM Seminar Series continued from cover

opportunity to meet with each other to discuss and exchange ideas on the topics presented. In July 2007, employees will have the opportunity to nominate future Seminar Series speakers. Information about this nomination process will be provided by the NIH Training Center in June.

Sign language will be provided. More information about the series, including future speaker biographies, can be found as a link on the Office of Management's webpage at <http://ddm.od.nih.gov>. Please call the Office of Management at (301) 496-3271 for additional information.

## NIH Senior Leadership Program: Creativity + Teamwork = Enhanced Performance

On October 24, NIH Senior Leadership Program participants engaged in an experiential learning activity. Through this hands-on, practical business simulation, participants worked cooperatively together to deliver a product within a limited time and within a specified budget. This experience allowed participants to experience and examine some of the organizational dynamics that typically occur when multiple functions within an IC are required to work on highly complex and time sensitive projects.

Information regarding the next NIH Senior Leadership Program session will be available soon. For general information about the program, contact Keisha Berkley at (301) 451-7303 or [berkleyk@od.nih.gov](mailto:berkleyk@od.nih.gov)



NIH Senior Leadership Program Participants create "The Big Picture"

## 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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## Meet the NIH Training Center Staff

### Debbie Butcher, Director NIH Training Center

Debbie Butcher has recently been named the new Director of the NIH Training Center. Serving in an acting capacity for 12 months, she is responsible for oversight of NIH Training Center programs and services. Debbie is also instrumental in developing competencies for the NIH community and is the lead contact at NIH for the HHS Learning Portal activities.

Debbie began her career with the National Institutes of Health in 2003 in the Training and Development Branch. In 2004, Debbie was promoted to Program Manager at the NIH Training Center, where she was responsible for course management and managing the HHS Emerging Leaders Program. Debbie holds a BS in Exercise Science from High Point University and a MS in Management, with a concentration in Human Resources, from the University of Maryland. Debbie recently served as Board Member for the Montgomery County Chapter of the International Public Management Association for Human Resources (IPMA-HR).

## The NIH Training Center Welcomes Our New NIH Interns



*L to R 1st row: Chantelle Britton, Dawayne Nutt, Richard MacGregor, David Uejio, Mary Fischietto, Deborah Cook.  
L to R 2nd row: Giovanna Guerrero, Shannon Connolly, Kristin Cline, Nahid Akhyani, Daniel Abramowitz, Katie Stores, Kimberly Brown.  
L to R 3rd row: Rebekah Geiger, Michelle Esterlin, Julie Gold, Michael Banyas.*

### Class of 2008 NIH Management Interns and Presidential Management Fellows

On August 7, 2006, eleven new NIH Management Interns and Presidential Management Fellows began their two-year journey of career development.

The NIH Management Intern (MI) Program, established nearly 50 years ago, provides a variety of experiences in numerous administrative career fields for highly-motivated NIH employees. During 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 2006 are Nahid Akhyani, Richard MacGregor and Dawayne Nutt.

In addition to the Management Intern Program, NIH participates in the Presidential Management Fellows (PMF) Program, administered by the U.S. Office of Personnel Management. The PMF Program targets men and women in graduate programs at 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 NIH in 2006 are: Daniel Abramowitz; Shannon Connolly; Deborah Cook; Mary Fischietto; Rebekah Geiger; Julie Gold, Kimberly Myers and David Uejio.

The Class of 2008 MIs and PMFs looks forward to a rewarding experience while supporting the NIH mission to extend healthy life and reduce the burdens of illness and disability. For more information visit: <http://internships.nifo.nih.gov>

### Class of 2008 NIH Emerging Leaders

The Emerging Leaders Program is utilized by the U.S. Department of Health and Human Services (HHS) to hire exceptional interns with a variety of backgrounds for the effective analysis and execution of agency-wide programs. NIH has participated in the program since its inception in 2002. The agency allows interns to explore the following career fields: Administrative, Information Technology, Public Health, Science, and Social Science. Emerging Leaders joining the NIH in 2006 are Michael Banyas; Chantelle Britton; Kimberly Brown; Kristin Cline; Michelle Esterlin, Giovanna Guerrero and Katie Stores.

The Emerging Leaders Program provides a means of increasing the cadre of well-trained, exceptionally qualified Federal employees for leadership roles within HHS. During the first six months of the program, the interns will work in an assigned NIH home office. From January-December 2007, interns will complete rotational assignments at a different Department Operating Division every 90 days. The interns will return to their respective NIH home offices for the last six months of the program. The 2008 interns will follow the vigorous tradition of formal training, career development, mentoring and rotational assignments with various OP/Divs during the next two years.

### Workforce Support & Development Division (WSDD) Corner

**Do you know that as an NIH employee you have access to FREE information on** Child Care, Elder Care, Legal Care, and Financial Resource and Referral Services? Contact **1-800-777-1720** today!

The NIH Work/Life Center also provides the following programs and services:

- Career Counseling
- Work/Life Resource Library
- Lactation Support
- On-Campus Work Center (Building 31, Room 1A1E09)

**Resource and referral services are FREE** to NIH employees. For additional information about these programs, please visit the Work/Life Center in Building 31, Room B2B47, or via phone at (301) 435-1619.

# New Courses for FY 07 Don't Delay Register Today!

## NBS Sponsored Travel

Are you a travel planner, reviewer or approver of Sponsored Travel? If so, this course is for you! During this one-day class, you will learn how to create sponsored travel documents in the NBS Travel System through hands-on exercises. You will also receive a comprehensive training guide, complete with in-depth Sponsored Travel Policy and step-by-step instructions. 12/13, 12/18

\*Pre-Requisite: NBS Domestic or NBS Foreign Travel

## Cross-Generational Communications Skills at NIH

This course focuses on generational differences at NIH. Traditionalists, Baby Boomers, Generations X'ers and Millennials each have their own cultures, experiences and, in many cases, their own vocabularies! While such diversity should be considered an organizational asset, if not understood, it can create organizational chaos. 12/11

Course Title	Length	Days	Course #
Basic Skills for Ethics Staff	4 days	10/16-19	9500
NIH Domestic Travel (NBS Travel System)	3 days	10/16-18, 11/28-30, 12/4-6	2601
Purchase Card Training	1day	10/19, 11/7, 12/8	2636
NIH Foreign Travel (NBS Travel System)	2 days	10/23-24, 11/28-29, 12/11-12	2605
Delegated Acquisition Training Program	4 days	10/24-27, 11/13-16,	2603
Basic Time and Attendance Using ITAS	2 days	10/30-31, 11/14-15, 12/12-13	2624
Fellowship Payment System	1 day	11/2, 11/30	2646
Travel For Admin Officers/Approving Officials	1day	11/6	2608
Professional Service Orders	1 day	1/6, 12/7	2612
Federal Supply Schedules	1 day	11/7	2609
Consolidated Purchasing Through Contracts	1 day	11/7	2610
Buying From Businesses on the Open Market	1 day	11/8	2611
NBS Transition: Simplified Acquisition Review	1 day	11/8, 12/5	8300
Writing Statements of Work	3 days	11/14-16	8801
NBS Travel System for Organizational Administrator	2 days	11/14-15	2614
C.A.T.S.-I – New User Class	1 day	11/15, 11/16, 11/27	1014
C.A.T.S.-I – Refresher Class	1 day	11/15, 11/16, 11/27	1015
Travel Refresher Course	1 day	12/4	2602
ITAS for Supervisors/Leave Approving Officials	1 day	12/4	2627
Scientific and Technical Writing	2 days	12/5-6	2154
Writing & Managing Executive Correspondence at NIH	2 days	12/6-7	2115
Review, Update on EEO Policies and Processing Laws	1 day	12/7	4301
Knowledge Management and Strategic Human Capital	1 day	12/7	8800
Introduction to NIH Property Management	2 days	12/11-12	2622
Team Problem Solving at NIH	1 day	12/13	4101
NBS Sponsored Travel	1 day	12/13, 12/18	2616

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Course Offerings

## Quote Of the Quarter

“Learning is not attained by chance, it must be sought for with ardor and attended to with diligence.”

—Abigail Adams

## Attention Readers:

Do you have a quote that you would like to see featured in the next edition of *Highlights*? Submit your favorite learning-oriented quote to [berkleyk@od.nih.gov](mailto:berkleyk@od.nih.gov) and both You and the quote will be featured next quarter!

