NIH Training Center
Learn ... Discover ... Grow

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http://LearningSource.od.nih.gov

Highlights

2nd Quarter FY 2005

Career Development Plans (CDP): Setting Your Goals

Take an active role in enriching your career by creating your individual Career Development Plan. In the *1st Quarter 2005 Highlights* " Getting Started on Your Career Development Plan" you were given questions in three areas (self-assessment, current career issues and organizational environment) to help you identify career interests, skills, and values. By analyzing your answers, you gained a more thorough understanding of what you want to accomplish in 2 to 5 years. Translating these aspirations into goals will help you pursue and achieve them.

Everyone's aims are different. Some people target specific functions, others may be intent on achieving job satisfaction, while still others may be interested in meeting the competencies needed for advancement. Regardless, writing down goals has proven to be an effective way of successfully reaching them. There are a variety of ways to put your goals down on paper and numerous resources that can help you. Just search the web, the local bookstore or even call the NIH Work Life Center at 301-435-1619. One way you will find is the **S.M.A.R.T.** approach. Write out your goals with these elements in mind:

Specific – what is the outcome you desire? State it as concisely and explicitly as possible.
Measurable – determine how you will assess whether thegoal/outcome has been met (hit or miss) or to what degree it has been met (consider using a sliding scale such as 1-5 where you define what each rating is).
Achievable – is the outcome realistic given the current situation (trends in the government, needs of the organization, your personal preferences, or priorities of your personal life). Outcome is realistic given your current situation, resources, and time available. Goal achievement may be more of a "stretch" if the outcome is tough or you have a weak starting position.
Relevant – does the goal help you reach your personal mission or the wider objectives of your life?
Time-bound – includes a realistic timeframe.

Now that you have begun writing out your goals, think about limiting your goals to 3-5 on your CDP. After you have established your initial CDP and the process becomes easier, you will learn what the optimum number is for you.

Be sure to read the next CDP article on "Linking Competencies and Identifying Developmental Activities" for your goals in future editions of *Highlights*.

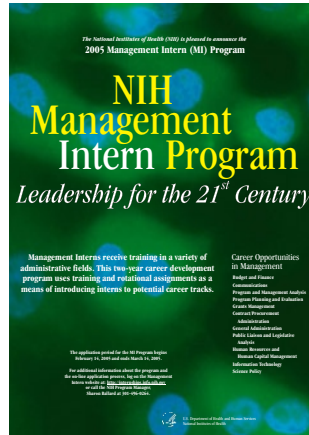*References for this article: www.uncommon-knowledge.co.uk*

Join us in deciding on the NIH Training Center (NIHTC) identity! Keep an eye out for the February issue of the online publication *Training Connection* and place your vote for the new NIHTC logo. Stay tuned for more information!

Developing Leaders - The NIH Management Intern Program Celebrates its 48th Year!

One of the great challenges facing NIH today is identifying and training future leaders to successfully manage in this fast-paced, ever-evolving public sector. If you've thought about changing your career path or developing more depth and breadth of knowledge about the NIH, the Management Intern (MI) Program may hold the keys to your future. Entering its 48th year, the NIH Management Intern Program – a highly competitive 2-year rotational training opportunity – has graduated dozens of interns, many of whom now hold high-level managerial positions with NIH and other Federal agencies.Outstanding men and women who have a clear interest in, and a commitment to, a career in public service are strongly encouraged to apply for the 2005 NIMH Management Intern Program.

The National Institutes of Health (NIH) is pleased to announce the
2005 Management Intern (MI) Program

NIH Management Intern Program

Leadership for the 21st Century

Management Interns receive training in a variety of administrative fields. This two-year career development program uses training and rotational assignments as a means of introducing interns to potential career tracks.

Career Opportunities in Management
Budget and Finance
Communications
Program and Management Analysis
Program Planning and Evaluation
Grants Management
Contract Procurement
Administration
General Administration
Public Liaison and Legislative Analysis
Human Resources and Human Capital Management
Information Technology
Science Policy

The application period for the MI Program begins February 14, 2005 and ends March 14, 2005.

For additional information about the program and the on-line application process, log on the Management Intern website at: http://internships.info.nih.gov/ or call the NIH Program Manager, Sharon Ballard at 301-496-0324.

U.S. Department of Health and Human Services
National Institutes of Health

Eligible candidates must be either a current career or career conditional employee of the **National Institutes of Health** at the GS-5 level or above, or wage grade equivalent, or on any other type of appointment that offers noncompetitive conversion during the application period.

This year's program will open on February 14 and close on March 14. Interested applicants should review the MI web site at: http://internships.info.nih.gov. Applicants CAN NOT apply until the Program opens on February 14. Interested applicants may want to view QuickHire Questions and Answers at:http://www.hhs.gov/careers/quickhirefaq.html. To create your QuickHire resume visit: https://jobs.quickhire.com/scripts/hhs.exe, click on New Users.

To find out more about the MI Program, visit the web site at: http://internships.info.nih.gov or attend one of the information sessions.

Management Intern Information Sessions dates, locations and times are listed below:

February 10
Neuroscience Center
Conf. Rm. B1B2
6001 Executive Blvd.
Rockville, MD
11:30 am - 1:00 pm

February 14
Bldg. 31/Conf. Rm. 6C07
9000 Rockville Pike
Bethesda, MD
11:30 am - 1:00 pm

February 15
Rockledge Center II
Conf. Rm. 9112
6701 Rockledge Drive
Bethesda, MD
12:00 pm - 1:30 pm

February 16
Clinical Center/Bldg. 10
Medical Board Room 2C116
9000 Rockville Pike
Bethesda, MD
11:30 am - 1:00 pm

Meet the NIH Training Center Staff

Sharon Ballard
Program Manager,
NIH Training Center
(NIHTC)

Sharon Ballard, a recent graduate of the Management Intern Program (MI), joined the NIH Training Center staff last fall as she entered her 11th year at the National Institutes of Health. Because of her career at the NIH and her prior experience in the private sector, Sharon brings a commitment and a distinct perspective to the role of education and training.

While in the MI program, Sharon had the opportunity to experience the unique contributions within the administrative areas of public policy and liaison, grants management, budget, public education, and human resources. In order to perform the functions within these offices, Sharon had to be trained in several specialized processes and systems. This gave her an appreciation of the importance of the NIHTC's part in training and improving an individual's job skills while enhancing an IC's workforce.

Prior to being accepted into the MI program, Sharon worked at the Clinical Center in the Department of Rehabilitation Medicine as a recreational therapist. She came to value the role of development courses in helping professionals further enhance their leadership abilities. In addition to patient care, Sharon led the strategic planning process for her office with an awareness of the underlying training needs that would need to be offered to staff in order to move the plan forward. Supervising the clinical preparation of interns, and overseeing various parts of the competency evaluation of therapists, she understood the importance of assessing the training needs of staff prior to implementing programs.

Before joining the Federal workforce, Sharon directed the clinical and administrative functions of an adjunct therapy department in a private hospital. She also taught undergraduate classes at the local university and supervised student internships.

Now, as a program manager with the NIH Training Center, she brings her background in administration and her experience as a clinician/educator to her responsibilities as coordinator for the Management Intern Program, President Management Fellowship Program, the NIH Senior Leadership Program, and manager of several administrative training courses. Additionally, Sharon leads marketing initiatives, develops course curriculum, and organizes seminars and workshops for ICs across the NIH. Sharon also serves as the managing editor for the online monthly newsletter *Training Connection* and the print publication *Highlights*. From obtaining job skills to leadership development, Sharon is dedicated to enhancing the personal growth and the organizational functions of the NIH community. Read Sharon's article, "Setting Your Goals" on page 1; the second installment in a series about designing an individual Career Development Plan.

Health and Human Services (HHS) Career Mentoring Program

HHS will be launching the second year of the Career Mentoring Program with recruitment taking place in February 2005. The first year of the Program, currently in its second quarter, has been a great success with over 200 participants receiving valuable mentoring support.

The Program, administered by HHS University, was designed in response to the strategic management of human capital on the President's Management Agenda. It is an on-going effort to meet the changing recruitment and retention needs of HHS and is unique in that it allows for cross-departmental mentoring. In addition to the on-going communications and meetings between the Mentor and Mentee, the Program includes four centrally held quarterly meetings, participation in an on-line profile, specific guidelines for IDP development and mentor/mentee meetings and partnering, and a graduation and certificate of completion at the end of the program year.

A full description of the Program and a list of OpDiv Coordinators' names and phone numbers may be viewed at http://learning.hhs.gov/employee/mentoring.html. To find out your OpDiv's specific requirements, please contact your Coordinator. We look forward to working with you in making the second year of the Program a success as we continue our efforts to meet the needs of our greatest assets, the employees of HHS.

2004 NIH STRIDE Interns Named

(from left) Kent Bemberger, NIHTC Coordinator; interns Mimi Bishop and Ronald Shaw; Pauline Irwin, STRIDE Program manager; and Donna Huggins, STRIDE Chair.

The 2004 NIH STRIDE Program interns were recently introduced to the Program at an orientation held by the NIH Training Center and the Technical Advisory Board (TAB). The 2004 interns are Mimi Bishop and Ronald Shaw. Both interns will be training for a position as Administrative Officers within the NHLBI.

STRIDE is a competitive 3-year program that gives employees an opportunity for career change and advancement, and provides a combination of on-the-job training, academic courses, and selected short courses to prepare individuals for specific professional positions. It was established under the DHHS Career Opportunities Program to help meet NIH staffing needs.

The TAB oversees the planning and operation of STRIDE. Its members include: Donna Huggins, NIDDK, TAB chair; Anne Rogerson, NCI, co-chair; Donna Brooks, NCMHD; Judy Duff, NEI; Melanie Keller, NIHTC; Jennifer Riewerts, CIT; Mike Rosenthal, OHR/CSD; George Tucker, NCCAM; STRIDE Program manager, Pauline Irwin, and coordinator Kent Bemberger.

HHS Learning Portal

With the implementation of the HHS Learning Portal, all employees will now have 24/7 access to e-Learning courses through SkillSoft. With over 2,000 courses to choose from through SkillSoft, the FasTrac program will no longer be utilized. If you are familiar with FasTrac courses, you will feel right at home using the new Learning Portal.

The NIH is in the process of adopting and implementing a new Learning Management System (LMS) called the HHS Learning Portal. The Learning Portal is a joint initiative between DHHS – specifically HHS University (HHSU) and the Office of Personnel Management (OPM) – to implement the GeoMaestro training software package for all of DHHS, which was recently purchased. This will assist

DHHS is supporting and managing training and education via the Internet. The new Learning Portal will make training easier to locate and will be accessible from work and the comfort of home. Some of the benefits of the Learning Portal are:

✴ Providing access to training opportunities in a variety of media such as:
  • Web-based and computer-based training
  • Traditional classroom training
  • Self-paced/self-study courses
  • Group learning sessions
✴ Tracking certification requirements, CEUs and completed training
✴ Providing a tool for tracking and managing your own career development
✴ Linking to the Individual Development Plan (IDP) and tracking the IDP
✴ Allowing online registration for courses and an automated approval process
✴ Providing information and access to free training courses

HHS will go "live" in different phases. The first phase consisted of the HHS University which began on January 10. Each OpDiv will roll out the phases at different times during FY05. Within each phase, we will be able to analyze information from each respective OpDiv and be able to discern any problems to ensure smooth operation for all employees. Visit the HHS University web site: http://learning.hhs.gov/ for more information on dates and features of future releases, and for log-in information.

Even though the NIH has not fully implemented the new HHS Learning Portal, ALL employees have access to the system. The biggest part of the Learning Portal, which is essential to the growth of individual employees, is having access to the Learning Portal and the vast library of FREE online learning courses 24 hours a day, 7 days a week. All you need is Internet access and you can search through and take over 2,000 FREE online courses!

Come check it out: http://learning.hhs.gov.

Can't find what you want?
Is there a course you'd like to see the NIH Training Center offer? We would like to hear from you about your individual or group training needs. Call us at 301-496-6211 or TTY: 301-594-2696 or visit our web site at http://learningsource.od.nih.gov/requestform.asp

Ways to contact us
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2ⁿᵈ Quarter FY 2005 Course Offerings

Course Title	Length	Days	Course #	Location	Cost
Purchase Card Processing System	0.5 day	2/10	2635	EPS	$189
NIH Foreign Travel	2 days	2/22-23; 2/28-3/1; 3/14-3/15	2605	EPS	$442
Travel for Administrative Officers	1 day	2/24; 4/5	2606	EPS	$512
NIH Foreign Travel	2 days	2/22-23; 2/28-3/1; 3/14-3/15	2605	EPS	$442
Price Reasonableness in Simplified Acquisitions	1 day	3/1	2617	EPS	$245
Purchase Card Training	1 day	3/7	2636	EPS	$292
Delegated Acquisition Training Program	4 days	3/8-3/11	2603	EPS	$829
Simplified Acquisitions Refresher	0.5 day	4/4	2607	EPS	$265
Basic Time and Attendance Using ITAS	2 days	3/21-3/22; 4/6-4/7	2624	EPS	$647
Professional Service Orders	0.5 day	4/5	2612	EPS	$271

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