



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>

The NBS Acquisition, Contracts, Property and Supply Tracks are Coming! The Impact this Initiative has on Administrative Systems Courses at the NIH Training Center

As you may know, the NIH is preparing for the launch of the Acquisition, Contracts, Property and Supply Tracks into the NIH Business System (NBS). The NBS is the replacement for the Administrative Database (ADB) and is a single-integrated, transaction-based system that is designed to link the NIH administrative and scientific support functions.

The NIH Training Center will play an integral role in ensuring that all NIH employees who are responsible for Acquisition, Contracts, Property and Supply activities at the NIH receive the necessary training to utilize the new system. Since this new process will impact thousands of employees NIH-wide, it is critical that the NIH Training Center dedicate a significant amount of resources to this activity, including using all computer classrooms for this effort.

As a result, the NIHTC will not offer administrative systems classes during January-April, 2007. The following high-demand training programs will not be available on an open-enrollment basis at the NIH Training Center until May, 2007:

- NBS Domestic Travel
- NBS Foreign Travel
- ITAS Training
- Purchase Card Training
- Delegated Acquisition Training Program
- Fellowship Payment System
- Intro to NIH Property Management

We understand the importance of these training programs and that the temporary discontinuation of these programs for five months will cause disruptions in the way you currently do business. If you have a computer facility and would like for us to coordinate training on-site at your location, please contact us at 301-496-6211 and we will be happy to coordinate a tailored course for your IC. Our goal is to ensure a seamless continuation of your operations. Your patience and cooperation is appreciated as we strive to improve our services for the benefit of the NIH community.

Save the Date! February 8, 2007 Jay Conger is the Featured Speaker for the DDM Seminar Series

Jay Conger will address NIH employees 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.

Please plan to attend this noteworthy event! The Seminar Series is open to all NIH employees and there is no need to pre-register. For those that can not attend or if Masur Auditorium reaches capacity, Mr. Conger's presentation will be available via NIH VideoCasting.

Sign-language will be provided. More information about the series, including future speaker biographies, can be found at <http://www.ddmseries.od.nih.gov/>.

2nd
Quarter
FY 2007

Announcing the 2007 NIH Senior Leadership Program

Are You Ready to Take Your Leadership Skills to the Next Level?

The NIH Training Center, in partnership with the University of Maryland School of Public Policy, is proud to announce the Spring offering of the NIH Senior Leadership Program. This noted program 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

The nomination deadline for the Spring, 2007 program is January 12.

2007 Program Schedule

Summer 2007

Orientation: May 14
Off-Site Retreat: June 25-27
Session 1: July 11-12
Session 2: July 25-26
Session 3: August 15-16

Fall 2007

Orientation: August 20
Off-Site Retreat: October 15-17
Session 1: October 29-30
Session 2: November 19-20
Session 3: December 3-4

The off-site retreat will be held at the Aspen Wye River Conference Center, in Queenstown, MD. All subsequent sessions will be at the University of Maryland Inn and Conference Center, in College Park, MD.

You are eligible to participate in the program if you are a GS 14-15, SES/SBRS Senior Title 42 or Title 38 NIH employee. If you meet this criteria and are interested in participating, please notify your manager of your interest. All nominations are vetted at the IC Executive Office level.

If you have general questions about the NIH Senior Leadership Program, please contact Keisha Berkley at 301-451-7303 or berkleyk@od.nih.gov

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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It's Performance Appraisal Time! Register for the New Course: Giving and Receiving Performance Feedback

The rating period for employees covered under the Performance Management Appraisal Program (PMAP) ended December 31, 2006, and supervisors will need to complete the performance evaluation process by February 15, 2007. Whether you are a supervisor or an employee, everyone needs to give and receive feedback during annual performance evaluations. The NIH Training Center has worked closely with the Workforce Relations Division in the Office of Human Resources to provide training designed specifically for NIH employees and supervisors on effective performance evaluations.

The two-hourlong course will be available beginning January 10th through February 13th at various locations on and off the NIH campus. The training will address how to plan for and conduct effective performance evaluations and feedback discussions; tell the difference between effective and ineffective statements; identify how to assist employees in meeting established performance goals; negotiate a performance agreement, and how to build involvement and cooperation among staff and coworkers.

To learn more about the program or to register for the course, please visit http://learningsource.od.nih.gov/_show_details.asp?cd_crs=1016. To learn more about PMAP and performance management at NIH or to find your IC Performance Liaison, please visit <http://hr.od.nih.gov/PerfMgmt/default.htm>.

The NIH Work/Life Center Presents the 2007 Work/Life Seminar Series

Need help balancing the increasing demands of work and family? Check out the FREE 2007 Work/Life Seminar Series. Topics include: Preventing Burnout; Balancing Work & Family Life; Developing Meaningful Relationships With Your Teenager; Deskercise: How To Stay Fit At Your Desk; Let Go! You Don't Have To Do It All; and Supporting Your Older Relative: Legal And Financial Considerations.

NIH employees may sign up for these free seminars by calling the WLC Center at 301-435-1619 (TTY 301-480-0690) or by sending an e-mail to wlc@od.nih.gov. (Please include your name, bldg, room and phone number in your e-mail). For individuals with disabilities who need reasonable accommodation to participate in this event please contact the work/life center or the Federal Relay at 1-800-735-2258.

If you can't make it to a seminar don't fret! Most of our seminars are available via VideoCast. You can watch the event on the NIH videocasting web site, either in real-time or from the archive at, <http://videocast.nih.gov>.

NIH Work/Life Seminar Schedule

January

Preventing and Overcoming Burnout

Wednesday, Jan 10, 12:00-1:00

Location

Building 50, Lobby Conference room

Balancing Work & Family Life

Tuesday, Jan 23, 12:00-1:00

Location

6001 Executive Blvd., Room B1/B2

February

Developing a Meaningful Relationship with Your Teenager

Tuesday, Feb 27, 12:00-1:00

Location

Building 31, 6C Room 10

March

"Deskercise" Fitness for Busy Professionals

Wednesday, March 14, 12:00-1:00

Location

Building 50, Lobby Conference Room

April

Let Go! You Don't Have To Do It All

Wednesday, April 11, 12:00-1:00

Location

Building 31, 6C Room 6

May

Supporting Your Older Relative: Legal & Financial Considerations

Thursday, May 17, 2006 12:00-1:30

Location

6001 Executive Blvd., Room B1/B2



Meet the NIH Training Center Staff

Marisa Sheelor Program Manager

Marisa Sheelor has recently joined the Human Capital Group (HCG) as a Program Manager with NIH Training Center.

Marisa has an 8-year career within the National Institutes of Health. She began her career with the Office of Research Services, Division of Police where she played an instrumental role in obtaining the first Federal agency enhanced 9-1-1 license, and is

known for developing and implementing new operational policies and procedures for the Emergency Communications Center at the NIH. Marisa also worked as a training instructor and coordinator for the Division of Police. Her experience includes knowledge and experience in curriculum development, instructional system designs, developing individual development plans, and overseeing multiple training programs simultaneously. She developed a web-based distance learning platform for sworn police officers, emergency communications personnel, security guards and administrative staff.

In 2004 her career took her to the Division of Travel and Transportation (DTTS) where she managed the NIH travel contract for patients and staff travel. In May, Marisa, in coordination with the HHS, Program Support Center, transitioned the NIH travel contract under the HHS Master Travel Management Center contract. She looks forward to being a part of a team that supports the NIH community with delivering agency-specific training, career and leadership development programs.



Meet the New 2006 NIH STRIDE Intern—Linora DeWalt

A warm welcome is extended to Linora DeWalt as the new 2006 STRIDE intern. Linora will be training for a position as Management and Program Analyst within the OD/Office of Research Services (ORS).

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, while at the same time, helping 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 for the program, participants are placed in an Intern position. 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 the Target position.

Are you interested in making a career change? Well, STRIDE may be the answer. For more information about the STRIDE Program, visit: <http://learningsource.od.nih.gov/stride.htm> or contact the Program Manager, Judith Phillips 301-451-7301, phillipsj@od.nih.gov



2nd Quarter FY 2007 Course Offerings

Course Title	Length	Days	Course #
NIH Domestic Travel (NBS Travel System)	3 days	1/3-5, 2/26-28, 3/7-9	2601
NIH Foreign Travel (NBS Travel System)	2 days	1/3-4, 3/1-2	2605
Purchase Card Training	1 day	1/5, 3/5	2636
NBS Transition: Simplified Acquisition Review	1 day	1/8, 1/11, 1/18	8300
Human Capital Group Supervisory Skills Training	3 days	1/9-11, 2/6-8	5408
Giving and Receiving Performance Feedback	1 day	1/10, 1/12, 1/16, 1/24, 1/25, 1/29, 1/31, 2/8, 2/13	1016
Financial Controls and Proper Payments Refresher	1 day	1/17	8302
Property Management Principles Refresher	1 day	1/17	8304
Professional Service Orders	1 day	2/6	2612
Price Reasonableness in Simplified Acquisitions	1 day	2/22	2617
Fellowship Payment System	1 day	3/1	2646
Basic Time and Attendance Using ITAS	2 days	3/5-6	2624
Delegated Acquisition Training Program	2 days	3/6-9	2603
Consolidated Purchasing Through Contracts	1 day	3/6	2610
Federal Supply Schedules	1 day	3/6	2609
Buying From Businesses on the Open Market	1 day	3/7	2611

Quote Of the Quarter

"Treat a person as he is, and he will remain as he is. Treat him as he could be, and he will become what he should be."

—Jimmy Johnson

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 berkeleyk@od.nih.gov and both You and the quote will be featured next quarter!