

NIH Training Center

Learn ... Discover ... Grow

Department of Health and Human Services
National Institutes of Health
Office of Strategic Management Planning

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<http://LearningSource.od.nih.gov>

Highlights

Getting Started on Your Career Development Plan

In the 4th Quarter 2004 edition of *Highlights* you read about enhancing your career and personal growth through a Career Development Plan (CDP). The first step in creating your plan was to identify short- and long-term goals. But what if you are uncertain about your goals? How will you know what you want to do? Who can help you determine your career options? Questions are essential in the preparation phase of developing your CDP. Ask yourself questions in these three areas to help you identify and achieve a solid understanding of your current and future developmental goals.

Self assessment

What are my strongest skills and qualities?
What work activities or projects interest me?
What are my current abilities?
What type of work would I like to be doing?
Where would I like to be in an organization?
What is important to me in a career?
What are the accomplishments and experiences I am most proud of?
What non-work-related issues should I consider that might impact my career plans?

Current career issues

What do I think about my current position?
What do I like about it?
Is there a future for me in this position?
How could I be more competent and productive?



Am I ready for more responsibility?
Am I interested in broadening my job skills?
What other jobs interest me?
Have there been changes in the mission of my office?
Are these changes I want to be a part of, and if so, what can I offer to support them?

Organizational environment

In what ways can I utilize my skills to help address a problem or deficit in the office?
What are the range of opportunities or career paths that are available to me?
What upcoming opportunities does my supervisor or mentor foresee within the office, the IC or at NIH?
What are the trends in the office, IC, NIH and Federal Government?
What interests me about these trends or changes?

After you have considered the questions, you might find it very helpful to write down your answers. Gather additional answers by having mentors, peers, family and friends answer some of the questions, particularly about your strengths, abilities and accomplishments. Look over your answers and consider what you have learned about yourself. What do the answers reflect to you and about you? Was there any overlap in your answers between the different areas? Were there new ways that you can see your skills contributing to the organization? How can your interests better serve your office? Did any preferences surface? What things should you consider as you look over career options? Summarize your findings by

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examining how your responses answer the question “what do I want to do or accomplish in the next 2 years and then 5 years?”.

For more information on questions to ask or structured self-assessments visit the Work Life Center website at <http://wflc.od.nih.gov/careers> for additional information. The WLC also offers career consultation services including individual appointments, as well as career development workshops to NIH employee groups. For more information on WLC services contact 301-435-1619.

If you are interested in establishing IDPs/CDPs for your entire office or organization, the NIH Training Center can assist your group with a systematic and integrated approach for doing this. IDPs/CDPs are an excellent way to “invest” in your staff. This will yield increased morale, more loyalty and increased productivity. A program manager can meet with you and work with your Institute’s contact to develop a strategic plan for energizing your IC staff with this simple and effective career development tool. If you are interested, please contact us at 301-496-6211 or training01@od.nih.gov.

Look for information on CDP goal setting in the 2nd Quarter 2005 *Highlights*.

References for this article: NIH Work Life Center, Department of Commerce IDP Planning Guide and the NIH Intern Handbook.

Resources for Continuing Your Education

Recently the Training Center received information from the following educational programs. For more information visit their websites.

The Fuqua School of Business, Duke University
www.fuqua.duke.edu

Wharton School of Business, University of Pennsylvania
<http://www.wharton.upenn.edu>



Meet the NIH Training Center Staff

Debbie Butcher
Program Manager,
NIH Training Center

Debbie Butcher started a new career within the U.S. Department of Health and Human Services in April 2003. She began her

training career in the restaurant business several years ago which led her to complete a Master of Science in Management with a concentration in Human Resources. She completed her degree in May 2003. She joined the National Institutes of Health, as her first Federal Government job as a Program Support Assistant in the former Training and Development Branch in the Office of Human Resources (OHR). She reports directly to Melanie Keller, the Director of the NIH Training Center. She has since received a promotion to a Program Manager position. Her private sector work experience has been in the fields of human resources, administrative management and training and development. Debbie has an amazing capacity to understand and convey administrative procedures and policies. She is often used by senior officials within NIH and DHHS as a resource on these topics.

She currently works as a Program Manager with the NIH Training Center. Debbie coordinates the HHSU Emerging Leaders Program. Her outstanding work with this intern program was recently acknowledged at the Intern Graduation with a Certificate of Special Recognition. In addition, she manages the newly developed NIH Human Resources Specialist Intern Program and the training curriculum currently taught and developed at the Training Center.

In addition to her job responsibilities, Debbie has been active as a member of IPMA-HR Montgomery County, MD Chapter. She has been a member since 2003 and was recently elected as a member at large

for the board. She enjoys the opportunities she has gained from the networking and newly built relationships. She also enjoys and welcomes the opportunity for growth through the sharing of knowledge at these events.

Congratulations to the 2004 Graduates

The Annual Commencement Ceremony was held on October 25th at Lister Hill. Interns from HHSU Emerging Leaders Program, the Presidential Management Fellows Program, the NIH Management and Stride Programs celebrated the completion of their internship with a graduation program that included Keynote Speaker Tina Sung and Congratulatory Speaker Dr. Ruth Kirschstein. The graduates expressed their commitment to excellence in public service with their theme and chose a quote from Winston Churchill to mark the day, *"We make a living by what we get, but we make a life by what we give"*.

The 2004 graduates are (from left to right): J. Christopher Chavis, Darrick A. Early, Lisa M. Montney, John Chiu, Jr., Frank L. Holloman, Jennifer Loukissas, Wendy McLaughlin, Casey L. Goode, Dominica T. Roth, Jorge Antonio Zapata, Kevin Wright, Amy Blackburn, Isabel V. Otero, Carmina Valle, Tracy L. Childress, Hayley Waters, and Sharon D. Ballard. *Not pictured are Tina Thomas Bordonaro, Idalia Massa, and Antonio Zavaleta.*



More Training News in *Training Connections*

Visit the re-designed *Training Connections* for important news in training at <http://learningsource.od.nih.gov/connection/connection.html>

Development Corner: New Curriculum in 2005!

The NIHC is in the process of developing new curriculum to meet the emerging needs of the NIH Community. A phased-in approach will be used to ensure that this curriculum is strategically aligned to specific organizational goals.

The NIHTC, in collaboration with key stakeholders, will conduct an "organizational learning assessment" across seven dimensions to accurately measure. The NIHTC will also be conducting individual "training needs assessments" for each curriculum area to be explored.

Curriculum "Under Construction" includes;

- Management/Supervisory Certificate Program
- Managing a Blended Workforce: Federal Employees and Contractors
- New Purchase Card Approving Official (CAO) Training

If you have valuable expertise in these areas and would like to participate in our needs assessment or serve as a subject matter experts for one or more of these courses, please contact our office at 301-462-6211 or training1@od.nih.gov.

The NIH Training Center Values

Excellence - We embody the highest level of excellence.

Creativity & Innovation - We explore new ideas, stimulate discovery, and foster innovation that leads to more effective ways of providing service.

Respect - We embrace and foster diversity among people and their ideas as an inherent strength.

Accountability - We take responsibility for our actions.

Teamwork - We celebrate and capitalize on the strengths and contributions of others.

Customer Service - We provide premier customer service.

Integrity - We are ethical, fair and honest in all we do.

Learning - We cultivate lifelong learning.

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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The NIH Training Center staff

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1st Quarter FY 2005 Course Offerings

Course Title	Length	Days	Course #	Location	Cost
Basic Time and Attendance Using ITAS	2 days	12/9-10	2624	EPS	\$647
Advanced Time and Attendance Using ITAS	1 day	12/14	2626	EPS	\$434
Fellowship Payment System	1 day	12/02	2646	EPS	\$277
NIH Domestic Travel (NBS Travel System)	3 days	12/6-8	2601	EPS	\$604
NIH Foreign Travel (NBS Travel System)	2 days	12/13-14	2605	EPS	\$442
Professional Service Orders	0.5 day	12/8	2612	EPS	\$245
Purchase Card Training	1 day	12/7	2636	EPS	\$292
Simplified Acquisitions Refresher	0.5 day	12/6	2607	EPS	\$265
Sneak Peak - January 2005					
NIH Domestic Travel (NBS Travel System)	3 days	1/10-12	2601	EPS	\$604
Purchase Card Training	1 day	1/10	2636	EPS	\$292
Delegated Acquisition Training Program	4 days	1/11-14	2603	EPS	\$829
Advanced Time and Attendance Using ITAS	1 day	1/13, 1/25	2626	EPS	\$434
NIH Foreign Travel (NBS Travel System)	2 days	1/18-19	2605	EPS	\$442
Basic Time and Attendance Using ITAS	2 days	1/26-27	2624	EPS	\$607

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