



NIH Training Center Highlights

U.S. Department of Health and Human Services
National Institutes of Health
Workforce Support & Development Division
Office of Human Resources

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

The NIH Training Center Expands Leadership Development Opportunities

New Leadership Development Courses for FY 09

- Win-Win Negotiations
- Managing Challenging Employees
- Leading During Times of Change
- Conflict Resolution for Managers at the NIH
- The Art of Network Building—Creating Successful Partnerships
- Motivating, Engaging and Retaining Employees (Love ‘Em or Lose ‘Em)
- Problem Solving & Decision Making for Managers
- Message & Media Training for NIH Managers
- Franklin Covey’s The Seven Habits for Managers—Managing Yourself, Leading Others and Unleashing Potential
- Emotional Intelligence for Managers—What is Your EQ?
- Presentation Skills & Briefing Techniques for Managers
- Enhancing Influencing & Persuasion Skills
- Project Management Overview & Leadership

Please visit <http://learningsource.od.nih.gov> for details about these programs. For maximum impact, consider offering these programs customized for your organization. Contact Keisha Berkley at berkleyk@od.nih.gov or 301.451.7303 for additional information.

The NIH Senior Leadership Program

Nomination Deadline: Friday, November 21

The NIH Training Center is accepting nominations for the FY 09 NIH Senior Leadership Program. If you are a GS 14-15, Title 42 or 38 high-performing manager, you may be eligible to participate in this selective program. You must be nominated by your Executive Officer to participate and each IC has [continued on page 2](#)

We Hear You!

In response to your feedback from the NIH-wide Training Needs Assessment that was completed early in 2008, we have added the following brand-new classes to our curriculum!

Interpersonal Interaction: Communicating for Results

Problem Solving for Results

Managing Difficult Conversations

Writing Statements of Work

Scientific and Technical Writing

Cultivating a Learning Organization

Delegation: Developing Others Through Shared Work

Building and Managing Effective Teams

Word 2003: Make it Faster—Templates, Macros & Automation

Please see the class schedule for further details, or visit our website at <http://learningsource.od.nih.gov/>.

Also...Coming Soon: Microsoft 2007 Classes! For more information, please contact Liz Rowe at rowel@mail.nih.gov.

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FY 2009

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an established process in selecting IC teams of 4-6 employees, representing both the scientific and administrative communities. Please contact your supervisor or Executive Officer for details. For general information about the program, contact Keisha Berkley at 301.451.7303 or berkleyk@od.nih.gov. Information is also available at <http://learningsource.od.nih.gov/NIH-SLP.html>

Program One

Orientation: February 2 (NIH)

Overnight Retreat March 30-April 1 (Days 1-3): Aspen Wye River Conference Center

April 21-22 (Days 4 & 5): University of Maryland Inn and Conference Center

May 19-20 (Days 6 & 7): University of Maryland Inn and Conference Center

May 27-28 (Days 8 & 9): University of Maryland Inn and Conference Center

Tuition \$6,420 all-inclusive

Program Two

Orientation: May 11 (NIH)

Overnight Retreat June 22-24 (Days 1-3): Aspen Wye River Conference Center

July 14-15 (Days 4 & 5): University of Maryland Inn and Conference Center

July 28-29 (Days 6 & 7): University of Maryland Inn and Conference Center

August 18-19 (Days 8 & 9): University of Maryland Inn and Conference Center

Tuition \$6,420 all-inclusive

New for FY 09: Customized Program for Intact Teams

The NIH Training Center is pleased to announce a pilot of a special session designed exclusively for intact, functioning teams that work closely together on a regular basis within an IC. Special emphasis will be placed on achieving optimal team performance. The format will include the hands-on application of leadership principles to real-time challenges in the workplace and features strategies that will enhance team performance on an ongoing basis beyond the end of the program.

Orientation: March 2 (NIH)

Overnight Retreat April 27-29 (Days 1-3): Aspen Wye River Conference Center

May 13-14 (Days 4 & 5): University of Maryland Inn and Conference Center

June 3-4 (Days 6 & 7): University of Maryland Inn and Conference Center

June 17-18 (Days 8 & 9): University of Maryland Inn and Conference Center

Tuition: \$6,420 per-person, all-inclusive

Announcing the New NIH Senior Leadership Alumni Series

More than 400 managers have participated in the NIH Senior Leadership Program since its inception in 2001. If you are a graduate of this program, please join your fellow colleagues for a Negotiations and Collaboration workshop, which will build upon principles introduced in the program.

Alumni Program #1: Negotiations and Collaboration (Course # 6602)

November 19 & December 9 (2-day program)

8:30 am-4:30 pm

Tuition: \$915

Registration is available in NIHTS. For additional details, 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>

NIH Training Center Staff

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News Flash

AARP recently released its 2008 **Best Employers for Workers Over 50** listing. **NIH ranked #11** on the list and is the first federal agency honored by AARP in the history of its Best Employers program. NIH was recognized for its various wellness programs including fitness centers and courses on topics such as smoking cessation and stress management. While on a rotational assignment with the Office of Human Resources, NIH Training Center **Presidential Management Intern Rebekah Geiger** (Class of 2008), was instrumental in collaborating with AARP and NIH staff in compiling information for the application package. According to **Phil Lenowitz, Deputy Director, Office of Human Resources**, "This distinction will be another tool for NIH in our recruiting efforts to attract seasoned professionals to our community."

LMS Update: See What's New...

Many people across NIH have been working hard to add more valuable information to the HHS Learning Portal (a.k.a. LMS). Log in and take a look!

NIH Mandatory Courses

Since our last Highlights update, the following NIH Mandatory Courses have been added to the system:

- NIH NoFEAR Act Training
- NIH EEO Laws & Regulations
- NIH Prevention of Sexual Harassment Training
- NIH Reasonable Accommodation Training
- NIH Diversity Management Training
- NIH Disability Awareness Training
- NIH Information Security Awareness Course
- NIH FDCC System Administrator Training
- NIH Securing Remote Computers Course
- NIH Information Security Awareness Annual Refresher Course
- NIH Privacy Awareness Training
- NIH Privacy Impact Assessment (PIA) Training
- NIH Orientation (formerly known as EOIP)
- NIH Technology Transfer Training

To find these courses quickly, log in to the LMS and click on Catalog Search, Browse by Category. You will see a category for NIH Courses and subheadings. All NIH training can be found under this category and subheadings. Accessing these courses through the LMS enables your IC to track and report on mandatory training compliance much more efficiently and ensures you have a complete record of your training in one location that you can access at any time.

Keep in mind that the Mandatory Training Inventory (MTI) is NIH's authoritative source for which training is required for a particular position. This tool will provide you with a checklist of courses to complete and how to locate them. As more courses become available through the LMS over the next year, the MTI will be updated accordingly.

NIH Competencies

NIH Core, Leadership & Management and certain Occupation-Specific competencies are now available in the LMS. Utilizing tools under the Competencies tab in the system, you can now choose competencies for yourself (or have them assigned by your supervisor), assess yourself (using both self-

assessments and multi-rater assessments) and view gaps in desired proficiency level. In the near future, specific training will be linked to competencies to help you close proficiency gaps.

Training Records

Training history data is now being uploaded to the LMS regularly from CIT's Remedy System and will soon be uploaded from NIHITS in the near future. Your LMS transcript will soon include training taken through CIT and NIHITS, as well as training completed via the LMS, making it easier for you to have one complete record of all your training at NIH.

LMS Administrator Training

The LMS Implementation team has met with nearly all ICs at this point and LMS Administrator training is in full swing. If your job responsibilities require you to have an administrator role in the LMS, be sure to sign up for the appropriate class now. Registration for these classes is available via the LMS. Please note that the online "Learning with Saba" course is a prerequisite for attending LMS training.

Coming Soon

In the near future, the NIH LMS Implementation team will continue to add additional mandatory courses to the LMS. The team is also developing self-paced system training opportunities for learners (end-users) and supervisors/managers.

If you have any questions or suggestions, please contact Kim Hill, hillk@mail.nih.gov, Marisa Sheelor, sheelorm@mail.nih.gov, or Jaime Martinez, martinezja@mail.nih.gov.

Save the Date

The 2008-2009 Deputy Director for Management (DDM) Seminar Series is Approaching

Thanks to all of you who nominated dynamic speakers to support the DDM Seminar Series. The DDM Planning committee is in the process of vetting presenters and topics for the upcoming year. The full schedule will be available soon-stay tuned!

2008-2009 DDM Seminar Series Schedule

11:00 am-12:00 pm

light-reception immediately following each lecture

November 20 **February 19**
April 16 **June 18**

For additional information about the DDM Seminar Series or to view past lectures, please visit <http://www.ddmseries.od.nih.gov/>

Announcing the NIH Management Intern and Presidential Management Fellows Class of 2010!

Developing the leaders of the future is critical to NIH's success and the intern programs are a key component of our workforce development and succession planning. After an intensive selection process, the Administrative Training Committee selected five individuals for the **Management Intern Class of 2010: Jennifer Dreier, Fred James, Monique Ndenecho, Debbie Pettitt, and Christine Salaita**. Seeking to attract new talent to the Federal service and the NIH community, the ATC also recruited eight rising leaders from the **Presidential Management Fellows** program. **William Duval, Ph.D., Ebony Mitchell, and Emily Rugel** will serve at-large; **Katie Rush** will be dedicated to NIAID; and **Courtney Bell, Camilla Benedicto, Meghan Gleason, and Maya Thet** will join the team at NCI.

The interns represent a wide range of backgrounds and disciplines and will hone their skills through rotational placements, a formal mentoring program and leadership training. They will begin their first rotations this month at Institutes and Centers across the NIH and will pursue additional opportunities in a variety of administrative areas throughout their two years of service. We are delighted at the enthusiasm and energy of the Class of 2010 and expect great things from them throughout their careers. Please join us in offering a warm welcome to our talented, highly motivated interns.



Back row (from left to right): William Duval, Ph.D., Katie Rush, Maya Thet, Ebony Mitchell, Jennifer Dreier
Front row (from left to right): Camilla Benedicto, Emily Rugel, Meghan Gleason, Courtney Bell, Christine Salaita, Monique Ndenecho, Debbie Pettitt, Fred James

Meet the NIH Training Center Staff



Jessica Hahn
Program Support Specialist

Jessica recently joined the NIH Training Center as a Program Support Specialist. Prior to this, she served as a Training Coordinator at the Center and was promoted to a Program Support Specialist. In this capacity, she coordinated a wide variety of training programs, room rental requests and supported the NIH intern community. Jessica holds a both a B.S in Psychology and a B.S. in Criminal Justice from Towson University. She is currently working towards her MBA (Acquisitions) from Strayer University. In Jessica's new role, she will be responsible for monitoring the NIH Training Center budget, serving as an invoice/purchasing specialist, working with vendors and coordinating travel.



Jonathan Lappin
Management Analyst

Jonathan joined the Workforce Support and Development Division as a Management Analyst in 2007. In addition to supporting the Director of WSDD, he provides analytical support to the NIH Competencies Initiative. Prior to joining the NIH, Jonathan worked in the environmental education field as a Park Naturalist for several years and is a Red Cross certified canoe instructor. He holds a B.S. in Biology and is currently working towards an M.S. in Management, with a concentration in Human Resources, as well as a MBA from the University of Maryland.

Quote Of the Quarter

"Pleasure in the job puts perfection in the work"

—Aristotle



New NIH Orientation Course Replaces Former Employee Orientation and Information Program

It's finally here! The New NIH Orientation course is now available in the Learning Management System (LMS), also known as the HHS Learning Portal. The EOIP Steering Committee along with the NIH LMS Implementation Team worked diligently to redesign, modernize and update the content in the **New** NIH Orientation course. It looks better than ever and has all the latest information you will need to know about NIH!

The NIH Orientation course was developed for all new NIH Federal employees and provides new employees a summary of important and helpful information about NIH. All new Federal employees are required to complete this course within their first three weeks at NIH.

Did you know that anyone can take the NIH Online Orientation course?

Although contractors, fellows, and guests are not required to take this training, we encourage you to do so. As long as you have an account in LMS, you can access this **Free** on-line course and become better acquainted with NIH.

To take the **New** NIH Orientation course simply log into the HHS Learning Portal at <https://lms.learning.hhs.gov>. Look for the "NIH Orientation" course within the catalog or just browse by category and look for the course under the NIH Mandatory Training Course Catalog Category. Don't delay! Take it today!

Did you know that you have an IC Contact for the NIH Orientation course?

Each IC has an assigned representative that acts as a liaison between new employees and the Office of Human Resources. For more information about the new course or to find out who your IC contact is, please contact Marisa Sheelor at 301.594.2600 or email at Sheelorm@mail.nih.gov.

Calling All Training Professionals at the NIH The NIH Collaborative Training Forum

Come represent your IC or office at the next Training Collaborative Forum, on October 29, 2008 from 1-4 pm at Rockledge 2--Room 9100-9104. Parking at Rockledge is free. Keep everyone on the same page by sharing your training updates and innovations with the NIH training community.

The upcoming forum features information on how to deliver exceptional programs with limited resources and much more! For more information, visit the collaborative forum webpage at <http://learningsource.od.nih.gov/forum.html> or contact Elena Juris 301.594.5981, jurise@od.nih.gov or Janice Gonzalez 301.496.3090, gonzalezjan@od.nih.gov

NIHTC Featured Course of the Quarter

Delegation: Developing Others Through Shared Work

Effective delegation is one of the most powerful tools for leading and directing the work of others. When used appropriately, delegation allows managers, team leads or project leads to strategically allocate workload while providing challenging developmental assignments for staff. And yet, delegation is one of the most misunderstood and misused tools in the workplace today!

This workshop will show participants how to design delegation plans for their team. It covers some common myths and misconceptions about delegating work to others and shows how effective delegation is customized to the needs and abilities of the individual team members. Those who effectively delegate not only distribute work more effectively, but also grow the self-confidence and sense of achievement in their team.

Key Topics

The importance of effective delegation

How to create a total team delegation plan

How to communicate the purpose of every delegated assignment

How to use a multi-level delegation model

How to use delegation as a tool for staff development

How to develop a method to monitor progress

How to use delegation as a powerful tool to achieve workplace goals and objectives

Audience:

Project Leads, Team Leads and Managers

Tuition: \$311

1st Quarter FY 2009 Course Offerings

Administrative Systems & Policy

Course Title	Length	Start Dates	Course #
Capital HR System Training	1 day	10/10, 10/24, 11/7, 11/24 12/1, 12/22	4009
NIH Domestic Travel (NBS Travel System)	3 days	10/20, 11/12, 12/2	2601
Introduction to NIH Property Management	4 days	10/27, 11/3, 12/1	9517
Fellowship Payment Systems	1/2 day	12/16	2646
Advanced Time & Attendance Using ITAS	1/2 day	11/3	2626
Basic Time & Attendance Using ITAS	2 days	11/4, 12/2	2624
NIHITS II: Basic & SuperUser Training	1 day	11/7, 12/10	5882
ITAS for Supervisors and Leave Approving Officials	1/2 day	11/10	2627
NIH Foreign Travel (NBS Travel System)	2 days	11/17, 12/8	2605
Travel for Administrative Officers & Approving Officials	1/2 day	12/15	2608

Acquisitions Management & Systems

Course Title	Length	Start Dates	Course #
NIH Purchase Card Training	2 days	10/20, 11/12, 12/9, 12/11	9512
NIH Simplified Acquisition & Delegated Procurement Training Program	5 days	10/27, 11/17, 12/15	9513
NIH Internal & External Requisitioner	1 day	10/31, 11/18, 12/5	9516
Negotiation Techniques for Simplified Acquisitions at the NIH	1 day	11/13	5513
Appropriations Law for Simplified Acquisitions at the NIH	1/2 day	11/14	5514
NBS Purchase Card Logs & Reconciliation Procedures (Refresher Only)	1 day	11/14	2635
NIH Buyer Contracts	3 days	11/19	9515
Introduction to NBS Buyer Acquisitions (Refresher Only)	2 days	12/4	5511
Intermediate NBS Buyer Acquisitions (Refresher Only)	1 day	12/8	5510
Price Reasonableness in Simplified Acquisitions	1/2 day	12/8	2617

Computer Applications

MS Office 2007 Classes Will Be Available Soon

Course Title	Length	Start Dates	Course #
Introduction to Microsoft Excel 2003	1 day	12/12	5331
Intermediate Microsoft Excel 2003	1 day	12/15	5332
Microsoft Word 2003–Templates, Macros & Automation	1 day	12/16	4546
Introduction to Microsoft Project 2003	2 days	12/17	5335
Advanced Microsoft Project 2003	1 day	12/19	4544

Management, Supervision & Leadership Skills

Course Title	Length	Start Dates	Course #
Motivating & Retaining Employees	1 day	10/29	9405
NIH Supervisory Skills Training	3 days	11/4	9511
Leading During Times of Change	2 days	11/5	9400
Managing Challenging Employees	1 day	11/6	9401
Win-Win Negotiations	2 days	11/17	9402
Project Management Overview & Leadership	5 days	11/17	9403
Conflict Resolution for Managers at the NIH	2 days	11/17	9404
Problem Solving & Decision Making for Managers	1 day	11/17	9408
Enhancing Influencing & Persuasion Skills	1 day	11/18	9412
Presentation Skills & Briefing Techniques for Managers	1 day	11/19	4006
Emotional Intelligence For Managers–What is Your EQ?	1 day	11/19	9411
Coaching Employees for Competency Development	1/2 day	11/20	5802
Message & Media Training for NIH Managers	1 day	12/9	9406
Behavioral-Based Interviewing	1/2 day	12/10	5803
Franklin Covey's The 7 Habits for Managers–Managing Yourself, Leading Others, Unleashing Potential	2 days	12/10	9410
The Art of Network Building–Creating Successful Partnerships	1 day	12/05	9407

Professional Development

Course Title	Length	Start Dates	Course #
Time Management & Organizational Skills	1 days	10/20, 12/16	5110
Essentials of Team Leadership	1 day	12/3	4005
Competency Training for Employees & Supervisors	1/2 day	11/4	5336
Managing Difficult Conversations	1 day	11/5	1023
Delegation: Developing Others Through Shared Work	1 day	11/6	1025
Building & Managing Effective Teams	1 day	11/12	1026
Concepts of Biotechnology for Non-Scientists	2 days	11/13	5881
Writing Statements of Work	2 days	11/13	8801
Cultivating a Learning Organization	1 day	12/8	1024
Scientific & Technical Writing	2 days	12/11	2154

Please Note: Additional programs are available! View the entire FY 2009 NIH Training Center course schedule at <http://learningsource.od.nih.gov>