



The Deputy Director from Management (DDM) invites you to submit speaker nominations for the 2020-2021 DDM Seminar Series (DDM SS). Nominations are open from July 1 through July 31, 2020. Visit <http://ddmseries.od.nih.gov> to submit your nomination!

Renowned author Richard Fagerlin shared insights with us remotely this past June about "Building Trust at All Organizational Levels."



Carla Harris

Be sure to tune in for the upcoming virtual DDM SS on July 16, featuring Carla Harris on "Career Sponsorship." If you missed any of the previous

seminars, be sure to visit http://www.ddmseries.od.nih.gov/Seminars_past.html to watch.

Get CLPs:

Watch archived DDM SS videocasts and receive 1.5 hours of Continuous Learning Points (CLPs) towards supervisory training requirements. Record your CLPs in FAITAS towards FAC-COR, FAC-C and FAC-PPM re-certifications.

NIH Training Center Headquarters

White Flint III
11601 Landsdown Street
North Bethesda, MD 20852

Natcher (Building 45)

45 Center Drive
Bethesda, MD 20892
T (301) 496-6211 F (301) 480-3197
NIHTrainingCenter@nih.gov
<https://trainingcenter.nih.gov/>

NIH Training Center HIGHLIGHTS

Learn...Discover...Grow

4th Quarter | FY 2020

The NIH Training Center Virtual Training Continues

Learning never ends! At the NIH Training Center (NIHTC), we really mean it. Since March 17, all classes, programs, and services have been virtual.



NIH employees served virtually and the numbers continue to grow. Thank you for learning with us!

Student feedback on the NIHTC virtual training experience:

- "I really liked the virtual session. I found being able to stand up while participating (and not feeling like I was a disruption) was key to keeping me engaged. I also liked being able to control the temperature in my house. Overall, I found the virtual session much more accessible, in terms of the materials and following along with exercises."
- "Entire structure of the virtual session allowed for the best possible experience; the presenter was outstanding."
- "Zoom platform worked well. Both the group presentation, and the one-on-one coaching session were helpful. I would have been very nervous presenting in a classroom format to my peers, online was the better option though it was unplanned. I am happy it turned out that way!"

Will you join us? Explore the course calendar to check out upcoming offerings at <https://hr.nih.gov/training-center/course-calendar>.

Act Now: FY20 Deadlines

The end of the fiscal year is quickly approaching. If you plan to use FY20 funds for NIHTC classes (open and closed enrollment) or executive coaching services, please be mindful of the deadlines below.



August 7 - Coaching Engagements

Deadline to submit a new coaching request form to the NIH Training Center.

August 14 - Coaching Renewal

Deadline to notify Keisha Berkley (Keisha.Berkley@nih.gov) of your intent to renew an expired coaching request with your existing coach.

August 14 - Closed Enrollment Classes

Deadline to request a closed enrollment course for your IC.

September 4 - Open Enrollment Classes

Deadline for all student registrations to be approved by their managers and administrative officers in the Learning Management System (LMS) with a valid CAN.

Virtual Teambuilding



Teambuilding classes can be successfully transitioned to a virtual experience! Our Myers Briggs Training Inventory (MBTI) class has even gone virtual. ICs can request virtual teambuilding activities to help improve morale and foster enhanced communication among team members. Barb LeClair, Deputy Director of the

NIH Training Center and MBTI instructor, says “The MBTI class is an opportunity to learn about your preferences, especially while full time teleworking. For example, not all introverts are enjoying time away from their colleagues. Join me in August to learn why.”

Join us for our upcoming **MBTI open-enrollment session** on August 27.

**NEW
PROCESS**

New FY21 Class Registration Process

Beginning in October, the NIH Training Center will roll out a new registration process for FY21 classes. The simple plan will ensure all registrants are fully approved with the correct CAN before receiving a confirmation for their selected class.

Why is this improvement needed?

Currently, slots in a course are reserved on a first-submitted, first-accepted basis, regardless of the LMS approval status. We’ve observed situations whereby registrants who have the required approvals remain endlessly on course waiting lists, while registrants with incomplete approvals receive course confirmations. This enhancement will ensure a smooth, seamless and fair process. LMS course registration confirmations will now be issued only upon full approval by the AO and supervisor.

Tip: If you want to take a high-demand course in the future, communicate with your AO and supervisor to approve your LMS training nomination quickly! The first fully-approved record will get the slot in the class!

The Only Constant Is Change

Events over the last several months have made it abundantly clear that effectively managing change is a core competency for leaders at all levels.

To be effective, leaders need to be personally adaptive and resilient. They need to be able to articulate a path forward and provide support for their teams. Understanding the organizational system and how to leverage the resources around them is critical.

Join leadership coach, Steve Kullback on July 16 for the NIHTC’s **Leading Change** workshop. These topics will be discussed along with providing practical strategies for leading change in your work. Coaching is another resource to help you manage change. Visit <https://hr.nih.gov/training-center/services/executive-leadership-and-team-coaching> for details.



Get Ready for Soft Skills September

September is the time we focus on the importance of soft skills. See the class schedule below for upcoming virtual learning opportunities.

Soft Skills September Schedule

Date	Course
9/1	Women in Leadership
9/2	Writing Skills for NIH Employees
9/2	Motivating and Engaging NIH Employees
9/3	Women in Leadership - Peer Circles
9/3	Success Strategies for Introverted Leaders
9/10	Leadership Presence and Communications
9/10	Leadership Skills for Non-Supervisors
9/11	Customer Service at NIH
9/16	Managing Up, Down and Across
9/16	Managing Effective Meetings
9/17	Moving from Individual Performer to Formal Leadership
9/23	Present Like a Pro: Small Group Presentation Coaching
9/24	Managing Conflict and Challenging Conversations
9/28-29	Emotional Intelligence
9/29	Management and Coaching Skills for Leaders
9/30	Building Effective Teams

COMING SOON

New Classes in 2021!

- Breakthrough and Innovative Thinking
- Fundamentals of Business, Cost & Financial Management (FAC-PPM Course)
- Fundamentals of Contracting for Program Managers (FAC-PPM Course) Personal Branding
- Virtual Engagement Techniques
- Turning Obstacles Into Opportunities
- And more!

Dates, descriptions and details will be available soon!

What’s your opinion on virtual training?

We’d love to hear from you. Send your comments to NIHTrainingCenter@nih.gov.

Editorial Team

Keisha Berkley, Editor
Barb LeClair, Managing Editor
Elena Juris, Editor in Chief
Minda Littman, Designer

Contributors

Keisha Berkley
Shima Daneshpour
Bob Michon
Michele Schwartzman