

# NIH Training Center Highlights



National Institutes of Health  
Office of Human Resources  
Workforce Support & Development Division

Learn...Discover...Grow

<http://trainingcenter.nih.gov>

## Nine New Needs-Driven Courses for FY15

You spoke, and the NIH Training Center (NIHTC) listened! In response to the 2014 NIH Training Needs Assessment, the NIHTC has added nine new classes to meet targeted skills demands.

### Modular Microsoft Office Learning

New, mostly half-day NIHTC task-oriented classes focus on on-the-spot topics such as managing data, working with multiple worksheets, creating pivot tables, creating charts and dynamic presentations. NIHTC will also add Intermediate Project 2010 to our regular full-day class list. Enroll in one or two now to prepare for this year's challenges:

- NIHTC 6620 – Excel 2010 Power Charts
- NIHTC 6621 – Excel 2010 Data and List Management
- NIHTC 6622 – Excel 2010 Managing Worksheets
- NIHTC 6624 – PowerPoint 2010: Design and Multimedia Mixing
- NIHTC 6625 – Word 2010 Track Changes
- NIHTC 6623 – Intermediate Project 2010

### Professional and Leadership Development

Polish and enhance your communication, interpersonal, and leadership skills with the following courses added to the FY 15 schedule:

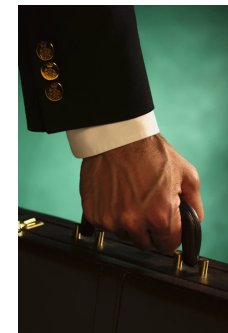
- NIHTC 4005 – Negotiation Skills for NIH Employees
- NIHTC 4004 – Leading with Emotional Intelligence
- NIHTC 2114 – Writing Skills for NIH Employees
- NIHTC 4012 – Leadership Presence for NIH Executives

**For more information**, please visit the Computer Applications and Concepts course catalog at <http://trainingcenter.nih.gov/list.aspx?catId=3>, and the NIHTC Professional Development full catalog at <http://trainingcenter.nih.gov/list.aspx?catId=7>.

You can also sample workshops and learn more about Professional Development training at our October 8th Open House for all NIH staff. For details, see Page Four.

## NIH Welcomes New Class of Interns and Fellows

On July 28, a new class of Management Interns (MI) and Presidential Management Fellows (PMF) started their two-year internship at NIH. You may encounter the new interns and fellows as they complete rotation assignments, or details, around NIH. They will also be participating in extensive training, meeting with mentors and NIH senior leadership, and organizing the popular Management Seminar Series (MSS) between January and June 2015.



The three new MIs come from NIH Institutes and Centers (ICs) and were accepted into the program after demonstrating strong potential in the administrative realm through an extensive assessment process. The PMFs arrived at NIH after completing a graduate degree and a rigorous competitive interview process. This year, NIH has two PMFs who are “at large” and, like the MIs, rotate freely throughout the agency. There are also 10 designated PMFs who are specifically employed by one of the NIH Institutes or OD offices. This year, ICs really embraced the new STEM PMF track, with nine of ten designated PMFs coming to NIH with science (including public health), technology, engineering, or math backgrounds.

### Find an Intern

Is there a project or administrative experience in your office for which you would like to find a PMF or MI? NIH employees are encouraged to recruit interns for rotation assignments as needed. It's easy to advertise an opportunity in your IC: Managers can submit a rotation description on the NIH Rotation SharePoint site at <https://ohr.od.nih.gov/rt/SitePages/Home.aspx>. Fellows use this tool to seek rotation assignments and plan their professional development. If you have any questions about this site, please contact Bob Michon of the NIH Training Center at 301-496-0264.

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1<sup>st</sup>  
Quarter  
FY 2015

## NIHTC Acquires New Acquisitions Expert



Kim Doherty joined the NIH Training Center staff this summer, bringing more than sixteen years of experience in the acquisitions arena. She previously served as a branch chief and team lead at the Office of the Director/Office of Acquisitions and Logistics Management, and she was the designated NIH Acquisition Career Manager (ACM) for more than five years. In her previous role, she served as the reviewing official for all acquisition certification and warrant requests at NIH. She also planned and implemented two large-scale

Acquisition Symposia during that time and represented NIH at quarterly HHS Acquisition Career Forums. Kim has also handled contract operations for the National Cancer Institute, the Department of the Treasury, and the Central Intelligence Agency. She earned her bachelor's degree in Health Services Management from the University of Maryland and holds a certificate in Acquisitions Management from the University of Virginia.

At NIHTC, Kim manages a portfolio of classes to include acquisitions, property management, and HR Systems, also serving as the new training lead for the H2R Modernization Program. Our Managing Editor, Elena Juris, sat down with Kim to discuss her new role at NIHTC:

**Elena:** How do you think your acquisitions experience will transfer over to benefit NIH stakeholders?

**Kim:** Since I previously functioned as the Acquisition Career Manager at NIH, I had my finger on the pulse of the training needs of the acquisition community. As a Program Manager at the NIHTC, I will be able to translate that into an understanding of their unique needs and serve as a knowledgeable resource at many levels.

**Elena:** What is something that you are excited to do as a Program Manager at NIHTC?

**Kim:** I am looking forward to playing a major role in the implementation of the training portion of the H2R Modernization Program. Also as part of a recently established Training Working Group with OALM, I am excited to collaborate with the acquisition community to address training gaps.

**Elena:** What is a hobby or interest you enjoy in your free time?

**Kim:** I am a fitness enthusiast and currently in the process of earning my Personal Training certification. ”

**To meet Kim in person and learn more about acquisitions** certification and training resources, visit the NIH Training Center Open House on October 8th. Learn more on Page Four!

## NIHTC Featured Course of the Quarter

### Leading with Emotional Intelligence: Great Results and Happy People (Course ID 4004)

Do you want to understand and develop your emotional and social intelligence? The NIH Training Center is offering a new one-day workshop, focusing on emotional intelligence skills as they relate to self-awareness, self-management, social awareness and relationship management.

This research-based workshop includes instruction and activities designed to increase knowledge of emotional intelligence and improve personal performance. You will learn to accomplish the following:

- Gain a greater understanding of the many aspects of “self”;
- Recognize your own strengths and weaknesses as they relate to the EI core competencies;
- Manage your own and others’ emotions in professional and social interactions;
- Improve leadership awareness and capabilities.

This course is a condensed version of a session offered in the NIH Executive Leadership Program (ExLP).

December 2 \* 8:30am-5:00pm \* \$740

For additional details and to register, visit:

<http://trainingcenter.nih.gov/ShowDetails.aspx?cid=NIHTC4004>

## Simplify Your Work with LMS Tracking Tools

Are you still tracking training completions using old Excel spreadsheets, Word documents, and other tricks that you’ve learned over the years? Are you frustrated when you receive an organizational data call about training because there is no easy way to produce the numbers? If this sounds like you, perhaps it’s time to switch to the LMS to manage your training. The LMS enables you to do the following:

- Manage classroom and online training
- Track external training completions
- Evaluate learners with self-scoring tests
- Summarize completions of IC mandatory training

### Key Features

You can reduce your team’s manual task load by using the automated features of the LMS. Let the LMS send out the registration confirmation and cancellation notices. Or, subscribe to a report and have it delivered to your email inbox on the day you specify. Have learners choose course offerings that suit their schedules using their own LMS account, alleviating the bottleneck of one person serving as a registrar!

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## Leadership Development Corner

### Interns and Fellows, continued from Page 1

If you're interested in learning more about the MI and PMF programs and the new class of interns, please visit: <http://trainingcenter.nih.gov/intern/index.html>.



NIH PMF's and MI's. Front row (L-R): Amanda Rogers, Kevin McTigue, Mala Dutta, Casey Sullivan, Grace Schroer, Amanda Garton, Maureen Clark. Back row (L-R): Andrew Nawrot, Isfahan Chambers, Gabe Rosenfeld, Danny Gossett, Ty Lawson, Chris Bufford, Richard Clickscales. Not pictured: Ashley Triplett

PASSPORT



### Learn more about intern programs and leadership development opportunities

for NIH employees, supervisors, and managers at the October 8th NIHTC "Passport to Learning" Open House. Visit <http://trainingcenter.nih.gov/news.html> to RSVP.

### Simplify Your Work, continued from Page 2

To learn more about the LMS, free online training, and how your organization can leverage it, come to the October 8th NIHTC Open House, where you can speak directly with the NIH LMS team. You can also send any advance questions for us to cover at the Open House at [Imssupport@nih.gov](mailto:Imssupport@nih.gov). We look forward to meeting you!

### Quote Of the Quarter

"The aim of life is self-development. To realize one's nature perfectly - that is what each of us is here for."

—Oscar Wilde

## NIH Leader Spotlight: Anita Linde

NIHTC Program Manager, Keisha Berkley, met with Anita Linde to obtain her perspective on working at NIH and how continuous learning has played a role in her career. Anita is the Director of the Office of Science Policy, Planning and Communications at the National Institute of Arthritis and Musculoskeletal Development (NIAMS).



**Keisha:** When did you begin your career at NIH?

**Anita:** I began my public service career at NIH twenty years ago, as an at-large Presidential Management Intern (now the PMF program). I benefitted greatly from the rotations, training, and mentoring that I received as an intern – to this day, I continue to tap the colleagues I first met in the PMI program. Since then, I've had staff and managerial positions in administrative management, legislative policy and analysis, science policy and planning, and communications and public liaison.

**Keisha:** What do you most enjoy about your job?

**Anita:** The people! Both the people I work with every day across the NIH, and the people we serve through our research, training, and outreach programs. It is such a privilege to be part of the NIH family, and to know that we're making a difference in the lives of millions across the U.S. and around the world.

**Keisha:** What training courses and/or programs have you taken at the NIH Training Center?

**Anita:** One of the best things about working at a place like NIH is the strong commitment to training and development – after all, we are a knowledge-driven organization, so it makes sense that we invest in the growth of our staff. I've taken many excellent courses at the NIH Training Center over the years – including the NIH Senior Leadership Program a decade ago, and the NIH Executive Leadership Program just this year. I greatly value the diversity and quality of the training offerings, and have encouraged many of my colleagues, staff, and mentees to take advantage of these resources. We are very fortunate to have such a top-tier training component serving NIH's staff.

**Keisha:** Can you share the best piece of career advice you've received?

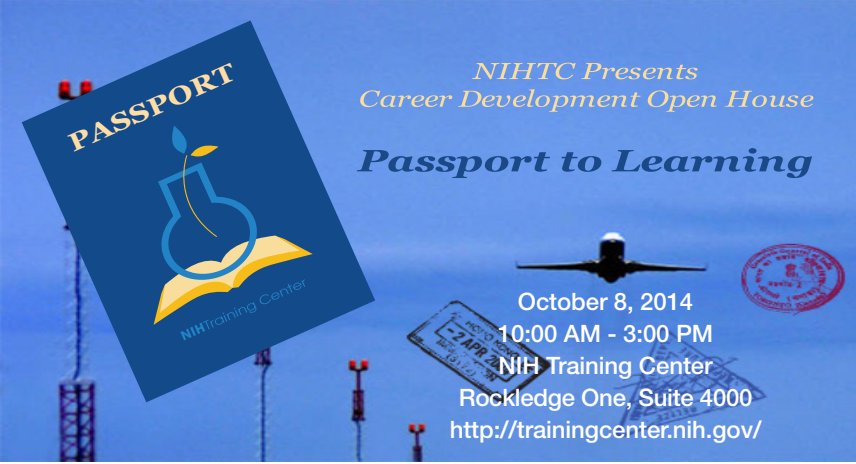
**Anita:** Strive to be highly productive, and low maintenance! That is, focus on getting good work done, without creating waves. This becomes more challenging as you move up the ladder and are interacting with a wider cross section of colleagues and constituents – but it also becomes more important. The other advice I share a lot is – stay curious! Keep asking questions and discovering new ways to contribute.

If you have participated in NIH Training Center programs or courses and would like to be featured in a future edition of Highlights, please send an email to [training1@od.nih.gov](mailto:training1@od.nih.gov) and include "Highlights Spotlight" in the subject line.

## 1st Quarter FY 2015 Course Offerings

Course Title	Length	Start Dates	Course #
<b>Acquisitions Management</b>			
Basic Simplified Acquisition	5 days	10/20	NIHTC9530
Basic COR Training	5 days	10/20, 12/15	NIHTC9546
COR Refresher	1 day	10/29, 12/16	NIHTC9547
Advanced Simplified Acquisition	5 days	11/3	NIHTC9532
Internal & External Requisitioner (NBS)	1 day	11/10	NIHTC9516
Negotiation Strategies for Simpl. Acquisitions	1 day	11/10	NIHTC9513
Purchase Card Training (NBS)	3 days	11/12, 12/15	NIHTC9512
Federal Appropriations Law Refresher	1 day	11/14, 12/17	NIHTC9524
Property Management Refresher	2 days	11/17	NIHTC9520
Simplified Acquisition & Delegated Procurement (NBS)	5 days	11/17	NIHTC9513
Federal Appropriations Law	3 days	12/1	NIHTC9521
Buyer Contracts	3 days	12/10	NIHTC9515
Introduction to NIH Property Management (NBS)	3 days	12/15	NIHTC9517
<b>Administrative Systems &amp; Policy</b>			
Basic ITAS for Timekeepers	2 days	10/27, 11/24, 12/22	NIHTC2624
Advanced ITAS for Timekeepers	1 day	11/3	NIHTC2626
HR Data and Analysis	1 day	11/6	NIHTC4011
Capital HR Systems Training	1 day	11/19	NIHTC4009
Fellowship Payment System	2 days	11/19	NIHTC2646
<b>Computer Applications</b>			
Introduction to Microsoft Excel 2010	1 day	11/5	NIHTC6647
Intermediate Microsoft Excel 2010	1 day	11/6	NIHTC6648
Advanced Microsoft Excel 2010	1 day	11/7	NIHTC6699
Microsoft PowerPoint 2010: Design and Multimedia Mixing	1 day	11/7	NIHTC6624
Intermediate Microsoft Project 2010	1 day	11/14	NIHTC6623
Introduction to Microsoft Project 2010	1 day	11/21	NIHTC6649
Microsoft Excel 2010 Data and List Management	1 day	12/9	NIHTC6621
Microsoft Excel 2010 Managing Worksheets	1 day	12/9	NIHTC6622
Microsoft Excel 2010 Power Charts	1 day	12/11	NIHTC6620
Microsoft Word 2010: Exploring Track Changes	1 day	12/12	NIHTC6625
<b>Management, Supervision &amp; Leadership Skills Development</b>			
Supervisory Essentials Training	3 days	12/3	NIHTC9511
Supervisory Refresher	2 days	11/18	NIHTC9561
<b>Professional Development</b>			
Introduction to the NIH Budget Process	1 day	11/13	NIHTC5620
Powerful Presentations and Public Speaking	1 day	11/17	NIHTC4006
Leadership Skills for Non-Supervisors	1 day	11/17	NIHTC1017
Managing Up: Communicating with your Boss	1 day	11/18	NIHTC1019
Increasing Individual Productivity	1 day	11/19	NIHTC5110
Managing Effective Meetings	1 day	11/20	NIHTC4101
Project Management	2 days	11/20	NIHTC9414
Gray Matters - Critical Thinking and Decision-Making	1 day	11/24	NIHTC4401
Managing Change at NIH: How to be a Successful Change Agent and Sponsor for Results	1 day	11/25	NIHTC4103
Leading with Emotional Intelligence: Great Results and Happy People	1 day	12/2	NIHTC4004
Boost Your Interpersonal Skills with MBTI	1 day	12/4	NIHTC9590
NIH Leadership Presence for NIH Executives	1 day	12/4	NIHTC4012
Handling Difficult Conversations	1 day	12/8	NIHTC4201
Negotiation Skills for NIH Employees	1 day	12/8	NIHTC4005
Successful Conflict Resolution	1 day	12/9	NIHTC4202
Writing Skills for NIH Employees	1 day	12/10	NIHTC2114
<b>Retirement</b>			
Pre-Retirement Workshop (FERS)	3 days	11/5, 11/24, 12/22	NIHTC5810
Pre-Retirement Workshop (CSRS)	3 days	11/12	NIHTC5812
Mid-Career Retirement Workshop	2 days	12/11	NIHTC5814
<b>Travel</b>			
Domestic Travel Policy	1 day	10/27, 11/12, 12/1, 12/22	NIHTC2619
Foreign/Sponsored Travel (Policy Only)	1 day	10/31, 11/21, 12/15	NIHTC2621
Domestic Travel (Concur Government Edition)	3 days	12/5	NIHTC2700
Foreign Travel (Concur Government Edition)	2 days	12/11	NIHTC2701
Sponsored Travel (Concur Government Edition)	1 day	12/18	NIHTC2702

Please note: Additional programs are available! View the entire FY 2015 NIH Training Center course schedule at <http://trainingcenter.nih.gov>



NIHTC Presents  
Career Development Open House

# Passport to Learning

October 8, 2014  
10:00 AM - 3:00 PM  
NIH Training Center  
Rockledge One, Suite 4000  
<http://trainingcenter.nih.gov/>

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