

NIH Training Center

# HIGHLIGHTS

Learn...Discover...Grow

1st Quarter | FY 2017

## Dates Announced for the 2016-2017 DDM Seminar Series

The Deputy Director Management Seminar Series (DDM) offers the NIH community engaging presentations that provide meaningful insights into leadership and management concepts, challenges, and solutions. Past topics have included *Unconscious Bias* (Howard Ross), *Reality Based Leadership* (Cy Wakeman), *The Puzzle of Motivation* (Daniel Pink), and *Performing Under Pressure When it Counts* (Sian Beilock). Now in its eleventh year, FY17 dates for the DDM Seminar Series are as follows:

December 8, 2016

February 16, 2017

April 13, 2017

June 15, 2017

Time: 11:00-12:30

Location: Building 10,  
Masur Auditorium

Look for the NIH All-Staff announcement of this year's speakers and topics by early November, or visit <http://www.ddmseries.od.nih.gov/>.

## Soft Skills September = Success

In September, the NIHTC champions professional development and soft skills that are critical for effectiveness in any role. More than 230 NIH professionals enhanced their soft skills with us last month. *Leadership Skills for Non-Supervisors*, *Facilitating Masterful Meetings and Managing Multiple Projects*, *Priorities and Bosses* were especially popular courses. What a great way to use your end-of-year funding!

<https://trainingcenter.nih.gov>



From left to right: Louis Choporis, Gary Berkson, Kristen Welch, Aaron Neal, Tammy Magid, Jef Palframan, Lissa Snyders, Courtney Wallin, Todd Kliche, Laura Prakash

Not Pictured: Leah Vincent, Steven Tuyishime, Kimberly Kramer

## NIH Welcomes New Class of Interns and Fellows

On July 25, 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. These interns will participate in extensive training, meet with mentors and NIH senior leadership, and organize the popular Management Seminar Series (MSS) between January and July 2017.

The four 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 three PMFs who are "At Large" and, like the MIs, rotate freely throughout the agency. There are also six designated PMFs who are specifically employed by one of the NIH Institutes or OD offices. This year, ICs embraced the new Science Technology Engineering Math (STEM) PMF track. Five of the six designated PMFs have strong backgrounds in science (including public health), technology, engineering, or math.

### Find an Intern

Is there a project or administrative experience in your office for a PMF or MI to manage? We encourage the NIH community to recruit interns for rotational 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 or John Abrams with the NIH Training Center at 301-496-6211 or [training1@od.nih.gov](mailto:training1@od.nih.gov). For information regarding our Interns and Fellows Programs, visit <https://trainingcenter.nih.gov/intern/index.html>.

## Leadership Development Corner

### Mid-Level Leadership Program (MLP)

The NIH continues to provide strong support for leadership capacity and development. Last fiscal year, Institutes and Centers enrolled more than 175 employees in the Mid-level Leadership Program (MLP). The one-year leadership development program targets GS 12 – 14 employees who demonstrate high leadership potential. Participants learn about the models, self-assessments, and resources that enhance leadership skill and particularly value the trans-NIH experience that contributes to the experiential learning the program provides. Recently, *Innovation in the Federal Government* was added to the curriculum to support continuous thinking and learning about the benefits and challenges to innovate in the public sector.

Interested in learning more about the MLP? Visit the website at [https://trainingcenter.nih.gov/mid-level\\_leadership\\_program.html](https://trainingcenter.nih.gov/mid-level_leadership_program.html). Be on the lookout for the call for nominations going out to IC Executive Officers in late October 2016.

### The NIH Senior Leadership Program (SLP)

Did you know that the NIH Senior Leadership Program (SLP) has more than 1,200 graduates, representing each and every IC here at NIH?

In existence since 2001, the SLP focuses on the Executive Core Qualifications (ECQs), which are instrumental to your success and growth as a senior leader. This year, the SLP has undergone a contract re-compete and will incorporate critical focus group feedback on the next decade of challenges facing NIH senior leaders. As always, the program will target ECQs and active, applied leadership skills at the organizational level. The SLP is open to GS-14/15, SES, and equivalent leaders. Due to current SLP contract re-compete procedures, NIHTC will send its IC call for nominations to Executive Officers closer to the end of the calendar year, though it is helpful to make your interest known to your leadership now. For more information on the program features and structure, please visit: [https://trainingcenter.nih.gov/senior\\_leadership\\_program.html](https://trainingcenter.nih.gov/senior_leadership_program.html).

### NIH Executive Leadership Program (ExLP)

The NIH Executive Leadership Program (ExLP) returns! We are pleased to offer the 2016 ExLP after a year-long break to assess the program. Invigorated by the positive evaluation results, the 2016 ExLP features additional content areas, such as *Innovation and Creativity*, *Crisis Communications*, and *Managing Stress*, among other topics critical for NIH's aspiring and existing "Top 5" leaders. We welcome our 2016 cohort of 20, representing 16 ICs. Visit <https://trainingcenter.nih.gov/exlp/index.html> for information about the new program, our new vendor, the Partnership for Public Service, and our newest participants.

**New:** The ExLP will now run every other year. The next program will be offered in 2018-2019.

## New Fiscal Year, New Classes in Store for YOU at the NIH Training Center

Our mission at the NIH Training Center is to support NIH employees. NIH needs you to be successful because we are "One NIH." For NIH to be successful as an organization, it all starts with you.

We are pleased to offer a few new workshops in FY 17 that we hope you will find valuable and interesting as you continue to learn, develop, and grow at NIH.

Course	Date
How to Build Your Personal Brand, Your Network & STAND OUT Among the Rest	January 30
Effective Writing Refresher Workshop	January 31
Congressional Operations Briefing: Capitol Hill Workshop-Politics, Policy and Procedure	June 20-21
Unconscious Bias	February 28

Of course, we will continue to offer *Success Strategies for Women Who Lead*, *Powerful Presentations and Storytelling*, *Success Strategies for Introvert Leaders and Facilitating Masterful Meetings*, among other workshops in FY17. For a complete list of professional development courses available to you and to register, visit: <https://trainingcenter.nih.gov/list.aspx?catId=7>.

## It's Mandatory!

Every IC has a Mandatory Training Coordinator (ICMTC) to assist its employees with mandatory training efforts. The ICMTCs will convene in December 2016. Mandatory training content this past year included *Security and Privacy Awareness* for every employee, and *Fair Labor Standards Act (FLSA) for Supervisors*, with updates forthcoming on *Records Management and Ethics*. For more information about mandatory training at NIH, visit [https://trainingcenter.nih.gov/mandatory\\_training.html](https://trainingcenter.nih.gov/mandatory_training.html).

## Excel with MS Excel



Did you know "computer skills" was rated one of the most important areas of training in NIH's 2016 Training Needs Assessment?

The NIH Training Center is pleased to offer back-to-back MS Excel offerings in November. On November 10th, our **Excel 1** class will get you started with calculations, worksheets, and workbooks. On November 30th in our **Excel 2** class, you can build on your existing Excel knowledge with exercises in functions, lists and pivot charts.

Proficiency in Excel is mandatory in some departments. If you have a greater level of competence with Excel, this will give you a competitive edge. Visit <https://trainingcenter.nih.gov/list.aspx?catId=3> for a full list of computer application courses available to you this fiscal year.

## Management Seminar Series: Boost Employee Engagement Through Learning



How often do you find a program that brings together scientists, health care professionals, and administrators from across the NIH at grade levels ranging from GS 7 to GS 13?

Most will answer, not too often. However, for years the Management Seminar Series (MSS) has been providing this unique experience to nominated NIH staff with an interest in advancing their management and leadership acumen. MSS participants learned about topics ranging from “Navigating Career Transitions” to “Daring to Take the Lead.”

In this new fiscal year, expect a longer engaging and highly interactive program. We are pleased to offer **7 seminars**, over a **7-month span** (January-July 2017). Participants in the program are energized about the NIH mission, encouraged to focus on continuous learning, and eager to see what is in store seminar after seminar. MSS Program Manager, Derrick Prather, is optimistic about the commitment NIH’ers have to this program. 85% of participants attended a seminar that happened to convene during inclement weather. “I believe this was one of the biggest demonstrations of feedback from participants” said Derrick. “They had the option to stay home but chose to come to work and attend the MSS.” Program participants can look forward to a new series of topics identified by the MSS Coordinators, composed of former MSS participants, Management Interns, and Presidential Management Fellows. Be on the lookout for the call for nominations in October 2016. For more information about the program visit [https://trainingcenter.nih.gov/management\\_seminar\\_series.html](https://trainingcenter.nih.gov/management_seminar_series.html) or contact Program Manager, Derrick Prather at [pratherd@mail.nih.gov](mailto:pratherd@mail.nih.gov).

## Manage Your Training Program with the LMS

The HHS Learning Portal (LMS) can be used as a one-stop location for all training activities.

### What are the benefits?

- > Manage courses & training programs.
- > Create a space that contains only your training initiatives (send specific email notifications, set up rules and run reports for only your training program).
- > Generate reports to track completions, class rosters, and much more...
- > Integrate the LMS with existing training program websites.
  - Spend \$0 to set up the LMS for your training program! Though it is required for your LMS Administrators to participate in training at minimal cost.

Several ICs already utilize the full benefits the LMS has to offer, including the CC, CIT, NIAID, OD, and ORS/ORF, to name a few. If your IC’s program is looking for a solution to manage employee training data, contact [Michele.Schwartzman@nih.gov](mailto:Michele.Schwartzman@nih.gov). Visit the NIH Training Center course catalog to view/register for LMS Administrator classes at [http://trainingcenter.nih.gov/lms\\_courses.html](http://trainingcenter.nih.gov/lms_courses.html).

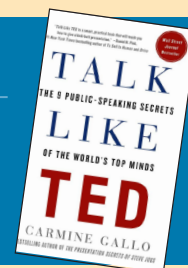
## Need to polish your presentation skills?

### READ

*Talk Like Ted*, by Carmine Gallo

### ATTEND

Powerful Presentations and Storytelling (NIHTC4003): Small Group Coaching Workshop. Visit: <https://trainingcenter.nih.gov/ShowDetails.aspx?cid=NIHTC4003> for details and to register.



## Leadership Transitions at the NIHTC

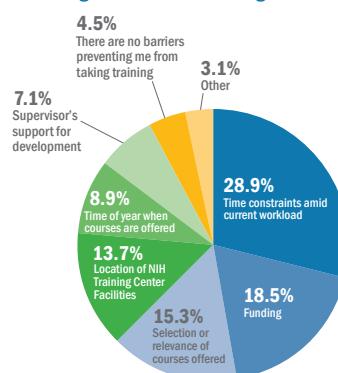
- > **Kristen Dunn-Thomason** became the Director, Workforce Support and Development Division (The NIHTC is a branch of WSDD.) She was formerly the Acting WSDD Director and, previously, the NIH Training Center Director.
- > **Elena Juris** became the NIH Training Center Director. She was formerly the Acting Director and, previously, the Deputy Director of the NIH Training Center.
- > **Barbara (Barb) Leclair** began as the new NIH Training Center Deputy Director. We warmly welcome Barb, who comes from the Federal Aviation Administration’s Leadership and Learning Institute, where she served as Business Manager for their fee-for-service training program.
- > Huge thanks to **Jonathan Lappin**, for his service as Acting NIH Training Center Deputy Director. Jonathan is now the Director, Workforce Enhancement Branch, WSDD.

## Results from the 2016 NIH Training Center Needs Assessment

uncovered valuable information about YOU, your learning preferences, and your overall expectations for training and development at NIH. We value this feedback and will continue to use this data to refine our service portfolio and strategy.

A demanding work schedule should not hold you back from growing the skills and knowledge to help you succeed in your current role of future position. If you want to be more marketable, you must squeeze professional development into your busy work life. Ultimately, you are responsible for your own professional

### What are your biggest barriers to taking training with the NIH Training Center?



development and success. Hold yourself accountable!

In FY17, we’ve reduced costs for all of our training workshops and coaching services. From our recent expansion to Natcher, to the addition of numerous new workshops in our portfolio, we continue to put you first in all that we do. To those of you who are loyal customers, thank you for your continued support and entrusting us with your development. For

those of you who haven’t yet experienced the NIH Training Center, we hope to earn your trust and partner with you in the upcoming year. Visit <https://trainingcenter.nih.gov/Default.aspx> for our FY 17 course catalog.

## 1st Quarter FY 2017 Course Offerings

Course Title	Length	Start Dates	Course #
<b>Acquisitions Management</b>			
Advanced COR Refresher	1 day	12/14/2016	NIHTC9551
CON 170: Fundamentals of Cost & Price Analysis	9 days	10/3, 10/31	NIHTC9574
FCN 190: Fundamentals of the FAR	10 days	10/17, 12/5	NIHTC9567
Federal Appropriations Law	3 days	10/19, 12/5	NIHTC5521
COR Essentials/COR Refresher	1 day	10/21, 11/22	NIHTC9547
Basic COR Training	5 days	10/24, 11/28	NIHTC9546
CON100 - Shaping Smart Business Arrangements	5days	10/24	NIHTC9566
Internal & External Requisitioner (NBS)	1 day	10/25, 11/21	NIHTC9516
Purchase Card Training (NBS)	3 days	10/26, 11/29, 12/7	NIHTC9512
Federal Appropriations Law Refresher	1 day	10/28, 11/21	NIHTC5524
Introduction to NIH Property Management (NBS)	3 days	11/2, 12/7	NIHTC9517
Intellectual Property	1 day	11/14	NIHTC9522
CON127: Contract Administration	2 days	11/16	NIHTC9573
Basic Simplified Acquisition	5 days	11/28	NIHTC9530
ID/IQ Contracting Techniques	2 days	12/1	NIHTC9562
Contract Closeouts	1 day	12/2	NIHTC9563
Simplified Acq. & Delegated Procurement (NBS)	5 days	12/12	NIHTC9513
<b>Administration Systems &amp; Policy</b>			
Capital HR Systems Training	1 day	11/10	NIHTC4009
Basic ITAS for Timekeepers	2 days	11/14, 12/12	NIHTC2624
Fellowship Payment System	2 days	11/17	NIHTC2646
Advanced ITAS for Timekeepers	1 day	11/28, 12/16	NIHTC2626
<b>Computer Applications &amp; Concepts</b>			
Microsoft Excel 365 Level 1	1 day	11/10	NIHTC7005
Microsoft Excel Level 2	1 day	11/30	NIHTC7006
<b>Management, Supervision, &amp; Leadership Development</b>			
Supervisory Essentials	3 days	11/2	NIHTC9511
Leadership Skills for Non-Supervisors	1 day	12/6	NIHTC1017
<b>Professional Development</b>			
Introduction to the NIH Budget Process	1 day	11/15	NIHTC5260
Managing Multiple Priorities, Projects, and Bosses	1 day	11/17, 12/13	NIHTC5110
Writing Skills for NIH Employees	1 day	12/1	NIHTC2114
Customer Service Excellence	1 day	12/7	NIHTC4017
Project Management	2 days	12/8	NIHTC9414
Critical Thinking, Problem Solving and Decision-Making	1 day	12/9	NIHTC4401
Managing Difficult Conversations and Conflict at NIH: Fundamentals of Negotiation	1 day	12/14	NIHTC4203
<b>Retirement</b>			
Pre-Retirement Workshop (FERS)	3 days	10/19, 10/26, 11/16, 12/14	NIHTC5810
Pre-Retirement Workshop (CSRS)	3 days	11/8	NIHTC5812
Mid-Career Retirement Workshop	2 days	11/22	NIHTC5814
<b>Learning Management System (LMS)</b>			
LMS People Administrator	2 days	11/7	NIHTC1002
LMS Learning Administrator	2 days	11/15	NIHTC1003
LMS Local Learning Registrar	1 day	12/6	NIHTC1001
<b>Travel</b>			
Domestic Travel (Concur Government Edition)	3 days	10/19, 11/16, 12/7	NIHTC2700
Foreign Travel (Concur Government Edition)	2 days	10/25, 11/28	NIHTC2701
Sponsored Travel (Concur Government Edition)	1 day	10/27, 12/1	NIHTC2702
Domestic Travel Refresher (Concur Government Edition)	1 day	11/7	NIHTC2706
Foreign/Sponsored Travel Refresher (Concur Government Edition)	1 day	11/8	NIHTC2707
Travel for AOs & Approving Officials (Concur Government Edition)	1 day	12/2	NIHTC2703

**Please note:** Additional courses are available!

View the entire FY2017 NIH Training Center course schedule at <https://trainingcenter.nih.gov>

## Quote of the Quarter

“Learn from yesterday, live for today, hope for tomorrow. The important thing is not to stop questioning.”

-Albert Einstein

## Personal Meaning:

*The older I get, the more I realize there's still so much more to learn and I've only just started to scratch the surface. Learning truly is a lifetime journey. To continue learning, we should not only be curious and open to new ideas, but more importantly, we should be humble and willing to admit that even with many years behind us, there's always more to embrace and perhaps look at something in a fresh, new way. I love the scene in the 1989 movie, "Dead Poets Society" where Robin Williams stands on his desk and tells the students "I stand on this desk to constantly remind myself to look at things in a different way." I honestly believe that when we approach subjects and ideas familiar to us with a new and different perspective, we are able to obtain a deeper understanding and in doing so, continue our learning journey.*

Submitted by: Kimberly Doherty,  
Program Manager, NIH Training Center

## Editorial Staff

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

## Contributors

John Abrams      Keisha Berkley  
Kimberly Doherty   Pam McClinton  
Robert Michon      Derrick Prather  
Michele Schwartzman



## NIH Training Center

Rockledge I, Suite 4000  
6705 Rockledge Drive  
Bethesda, MD 20892  
T (301) 496-6211 F (301) 480-3197  
[training1@od.nih.gov](mailto:training1@od.nih.gov)