

NIH Training Center

HIGHLIGHTS

Learn...Discover...Grow

4th Quarter | FY 2018



NIH Training Needs Assessment

Thank you for completing the **2018 NIH Training Needs Assessment!** We received more than 2,000 responses. We are currently analyzing the data and will share results with the NIH community via your training liaisons throughout the summer. You'll see your input directly incorporated into next year's training offerings and other service features!

Same Highlights...Just Shorter

Our commitment to keep you informed with the latest training news is the same – we simply condensed our content to two pages to save you time.

We hope you enjoy our new format.

Looking for our FY18 4th quarter class schedule? Visit <https://trainingcenter.nih.gov/>.

Don't Miss Out on the Latest NIH Training Center News

Visit <https://hr.nih.gov/training-center/about/news/>



We can also send alerts directly to you-subscribe to our ListServ at <https://list.nih.gov/cgi-bin/wa.exe?A0=nihtc>

NIH Training Center

Rockledge One, Suite 4000
6705 Rockledge Drive
Bethesda, MD 20892

T (301) 496-6211 F (301) 480-3197
NIHTrainingCenter@nih.gov
<https://trainingcenter.nih.gov/>

NIH Training Center Wins Leadership Development Award



This June, the NIH Training Center (NIHTC) took home the “2018 Distinguished Service Award for Leadership Development” from the Training Officers Consortium (TOC). This is the second competitive award for the NIHTC this fiscal year that recognizes its stellar **Continuum of Leadership Programs** at NIH.

Elena Juris, NIH Training Center Director, shared the team's excitement: “We've expanded this exemplary suite of programs over the past decade to serve the

leadership development needs of NIH employees at multiple levels of their careers, and we couldn't be prouder about this hard work being recognized.”

Here's what the NIH Community is saying about our leadership programs:

Mid-level Leadership Program

“This final session and graduation was a wonderful culmination to an extraordinary year of lifelong leadership lessons.”

Senior Leadership Program

“Everyone came with weaknesses, and everyone came with strengths and everyone had challenges they were overcoming...it was a leveling field very quickly.”

Executive Leadership Program

“Learned a great deal about positive management and managing crises. Provided an opportunity to think about transition and change in the organization and how to adapt more nimbly.”

2019 Leadership Programs Call

The 2019 Call for Nominations for both the Mid-level Leadership Program and Senior Leadership Program will go out to Executive Officers this Fall. Please contact your supervisor if you're interested and visit our program pages for additional information in September: **Continuum of Leadership Programs** (<https://hr.nih.gov/training-center/leadership/nih-continuum-leadership>).



NIH Senior Leadership Program

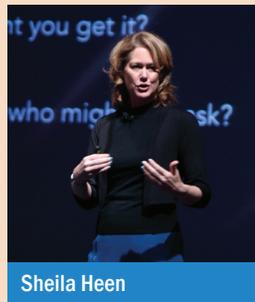
NIH's **Senior Leadership Program (SLP)** began in 2001 with one cohort and has developed into an annual four-cohort program graduating over 1400 alumni. With 18+ years of success, the Training Center's longest running leadership program is continuously enhanced, and the 2019 program is no exception. It will cover topic areas that speak directly to current leadership areas of concern, to include a three-day immersion session, coach-led hands-on creation of a development plan, and a full day of diversity and implicit bias content.

Help Us Identify Outstanding DDM Seminar Speakers for Next Year!

We invite NIH employees to submit speaker nominations for the 2018-2019 Deputy Director for Management (DDM) Seminar Series. Nominations are open until July 31, 2018. Visit <http://ddmseries.od.nih.gov/NomNotice.html> now to submit your nomination!

The 2017-2018 season marked yet another successful year of nationally renowned speakers presenting at NIH as part of the DDM Seminar Series:

Speaker	Topic
Travis Mills	Self-Motivation and Overcoming Adversity
Lisa Bodell	Innovation and Simplification During Times of Change
Sheila Heen	Giving and Receiving Feedback
Christine Porath	Mastering Civility to Create a Healthier, Happier and More Productive Workplace



Watch the archived DDM video-casts and receive 1.5 hours Continuous Learning Points (CLPs) towards supervisory training requirements. You can also record your CLPs in FAITAS towards FAC-COR, FAC-C and FAC-PPM re-certifications.

Visit http://www.ddmseries.od.nih.gov/Seminars_past.html.

Beat the End-of-Year Deadline for Executive Coaching

The end of the fiscal year is quickly approaching. If you plan to use FY18 funds for external executive coaching services, please be mindful of the deadlines below.

New Coaching Requests: August 3

Coaching Renewals: August 16

Coaching Packages Available

Coaching Hours	Session Duration	IC Cost
6 hours	3 months	\$2,660
12 hours	6 months	\$4,600
24 hours	12 months	\$8,495

For more information about the NIH Training Center's full array of coaching services, visit <https://hr.nih.gov/training-center/services/executive-leadership-and-team-coaching>.

Attend Soft Skills September Training

Do you have the necessary interpersonal or "people" skills to support your technical know-how? Do you know that soft skills are critical to succeed in any role?

To illustrate the importance of soft skills, Google analyzed its hiring, firing, and promotion data to determine the eight most important qualities of its top-performing employees. The study, Project Oxygen, found that the top seven characteristics were soft skills.

TOP 7

1. Good coach
2. Communicating and listening well
3. Possessing insights into others (including their values)
4. Having empathy
5. Being a good critical thinker
6. Problem solver
7. Ability to make connections across complex ideas

Science, technology, engineering and math (STEM) skills came in eighth.

The NIH Training Center offers 15+ professional development classes to help you enhance your soft skills. Visit: <https://hr.nih.gov/training-center/course-catalog/professional-development> for the full list. We have a **Soft Skills September** course for all roles and GS levels, whether you work in the lab or an administrative office. Space is limited, and our courses are filling quickly, so don't delay!

Note: All LMS registrations for Soft Skills September courses must be fully approved by **September 7**.

New 40 Hour COR Refresher Workshop

Fulfill your re-certification CLPs by attending one class. This **New COR Refresher** is a week in length and meets the mandated 40 Continuous Learning Points (CLP) re-certification requirement for Contract Officer Representatives (CORs) required bi-annually. The course offers an integrative and broader approach as students participate in group role-playing exercises and analysis of acquisition case studies. We also continue to offer our standard one-day **COR Refresher** and one-day **Advanced COR Refresher**, each worth 8 CLPs. Additional opportunities to earn CLPs in the 4th quarter at the Training Center include **Federal Appropriation Law Refresher**, **Indefinite Delivery/Indefinite Quantity Contracts**, **Intellectual Property** and **Writing Statements of Work**. These classes are taught by experienced acquisition personnel and typically fill to capacity. If your office is interested in hosting a closed enrollment session for any of these classes at your location, please contact Kim Doherty at Kimberly.Doherty@nih.gov.

Editorial Team

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

Contributors

Keisha Berkley
ShaRhaina Brown
Kimberly Doherty
Pam McClinton
Robert Michon
Michele Schwartzman