



NIH Training Center



National Institutes of Health
Office of Management

HIGHLIGHTS

Learn...Discover...Grow

1st Quarter | FY 2019

You Spoke, We Listened. LMS Administrator Classes Are Now Online!



Attention NIH
Local Learning
Registrars,
Learning
Administrators,
and People

Administrators. FY19 is finally here, and you now have the option to take required Learning Management Systems(LMS) courses via WebEx. To register for LMS courses, visit <https://hr.nih.gov/training-center/course-catalog/lms-administrator-training>, or call 301-496-6211.

For details about LMS roles and permissions, visit the LMS Support Page: <https://intrahr.od.nih.gov/hrsystems/benefits/lms/lmssupport.htm>.

Let's Collaborate
– Join the “What’s
Fresh in the LMS”
Yammer group.
<https://www.yammer.com/nih.gov/#/home>
(#LMSFresh)



Quote of the Quarter

“Develop a passion for learning. If you do, you will never cease to grow.”

-Anthony J. D'Angelo

Dates Announced for 2018-2019 DDM Seminar Series

The Deputy Director Management (DDM) Seminar Series offers the NIH community engaging presentations that provide meaningful insights into leadership and management concepts, challenges, and solutions.

Look for our NIH-wide email announcing the speaker lineup or visit <http://www.ddmseries.od.nih.gov/> for forthcoming details.

Thanks to all who nominated a speaker – stay tuned to see if your nominee was selected!



Results from the 2018 NIH Training Needs Assessment

The Training Needs Assessment (TNA) offered valuable insights to us about training courses we deliver, topics you'd like us to offer, feedback about our services, and your training needs in general. This year, more than 2,000 NIH federal employees from both our administrative and scientific communities responded to the biennial survey. Our streamlined survey questions focused on required skills for existing positions, barriers to taking training, and supervisors' perspectives on training for their staff.

What We Heard

1. Time constraints and heavy workloads are still the primary barriers to attending training courses.
2. In-person, instructor-led training is the preferred delivery mode for leadership and professional development programs.
3. Instructor credentials and background are important considerations.

What We'll Do

1. Offer more webinars, shorter classes, and additional courses.
2. Continue to offer in-person training for our leadership and professional development courses.
3. Feature bios of our course instructors on the NIHTC website.

Our goal at the NIH Training Center is to provide you with exceptional learning and developmental opportunities. The results from this assessment will influence new class offerings and how we deliver training to you. The NIHTC is **your** resource. To check out our current schedule of courses with your needs in mind, visit <https://hr.nih.gov/training-center/course-catalog>.

New Fiscal Year, New Classes at the NIH Training Center

We're launching three new FY19 classes to serve customer requests.

- > **Management and Coaching Skills for Leaders** (NIHTC4505)
- > **Building Effective Teams** (NIHTC4506)
- > **Federal HR for Administrative Professionals** (NIHTC8600)

For details and to register, visit: <https://hr.nih.gov/training-center/about/news>.

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A Closer Look at the Management Seminar Series (MSS)

Designed for GS 7-13 NIH administrative and scientific staff, the Management Seminar Series (MSS) has a lot to offer NIH'ers. The goal of the MSS is to broaden knowledge and awareness of management and leadership topics through open discussions, interactive activities, and presentations.

Interesting Fact



At the beginning of the program, we asked participants to list their greatest challenge and biggest opportunity. Because of the MSS and through participants' individual efforts, by the June session more than **78% of respondents had overcome their greatest challenge and over 68% had owned their biggest opportunity.**

If these are the types of possibilities **you** seek for your personal growth and development, speak to your supervisor about nominating you to attend the next Management Seminar Series. The call for nominations will go out to the Executive Officers in October and we would love to see you in January for the MSS kick-off event. To learn more about the MSS, contact John Abrams at john.abrams@nih.gov or visit <https://hr.nih.gov/training-center/programs/management-seminar-series-mss>.

Join the Training Collaborative Forum



The Training Collaborative Forum (TCF) is one of NIH's cornerstone groups. Established more than 13 years ago, the TCF meets quarterly to promote partnerships in the training community and has grown to

over 170 members representing every IC. In August, our last meeting covered the essentials of the NIH Student Loan Repayment Program, including employee training payment options, IC Mandatory Training and reporting, and an update on Anti-Harassment training from an NIH CIVIL representative.

Each quarter, a TCF member is welcome to host the forum. The NIH Library graciously hosted a recent TCF and NIAID will host the upcoming December 4th event from 1 to 3pm. Tentative topics include the Data Science Fellows Program, EEO and mandatory training.

If you are a training professional, you will not want to miss this event! It's a great opportunity to expand your NIH network.

Would you like to join or host a future TCF? Email ShaRhaina Brown at sharhaina.brown@nih.gov.

Interns and Fellows Class of 2020 Joins NIH



At-large Interns and Fellows, L to R: Nicholas Leake, Melbourne Bull, James Taylor, Uju Onyechi, Hillary Flowers, and Dusty Hatfield. Not pictured: Jimmy He

NIH extends a warm welcome to our new Management Interns (MI) and Presidential Management Fellows (PMF). You may encounter these new faces as they complete rotation assignments, special projects, or details

around NIH. They will participate in extensive training, meet with mentors and NIH senior leadership, and organize the popular Management Seminar Series (MSS) from January to July 2019.

Need an Intern in Your Office?

If you are a NIH manager with a special project that you'd like to have a PMF or MI work on for 3-4 months, recruit an intern! An external, fresh perspective is helpful on any project and it's easy to advertise an opportunity. Managers - please submit a rotation description on the NIH Rotation SharePoint site at <https://ohr.od.nih.gov/rt/Lists/RotationOpportunities/IC.aspx>. MIs and PMFs use this tool to seek targeted rotation assignments to plan and further their professional development. See the full list of our new interns and their profiles at <https://ohr.od.nih.gov/rt/Lists/InternProfiles/interns.aspx>.

Questions? Contact John Abrams, PMF and MI Program Manager, at john.abrams@nih.gov.

Budget and Data Skills Training

Business acumen is a competency that is increasing in demand at NIH across all roles. The NIH Training Center offers:



- > **Introduction to the NIH Budget Process** (NIHTC5260)
- > **Budget Process for Scientists and Science Administrators** (NIHTC5262)
- > **Data Analysis Essentials** (NIHTC5301)

For details and to register visit: <https://hr.nih.gov/training-center/course-catalog/budget-and-data-skills>.

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