



NIH Training Center



National Institutes of Health
Office of Management

HIGHLIGHTS

Learn...Discover...Grow

1st Quarter | FY 2020

Open House

Save the Date

NIH Training Center Open House

October 16th
10:00 am - 1:00 pm
White Flint III
11601 Landsdown Street

Visit the NIH Training Center for a tour of our brand-new center and discover the exciting career development opportunities we offer.

While onsite, register for upcoming FY20 courses, ask your questions to our Program Managers, and experience firsthand the latest technology in all of our classrooms.

For directions, parking and registration information, visit **Open House Updates**.

Walk-ins are welcome!

Learn and Discover how you can Grow!

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Happy New Fiscal Year!

FY20 is here and the NIH Training Center has several new training opportunities in store for YOU. We've received numerous requests for the courses below and our goal is to deliver!

New Classes Available Now

Emotional Intelligence

To be successful at work, leaders, managers and staff need a mixture of Intelligence (IQ), Technical Skills and Emotional Intelligence (EQ). This 2-day course will help you develop your EQ.

Leadership Presence and Communications

Investing in your communication skills is time well spent at every level of leadership. In an interactive and engaging format, this half-day workshop will provide you with concrete approaches and practices for dialing up their impact.

Managing Conflict and Challenging Conversations

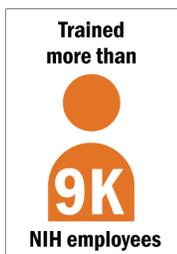
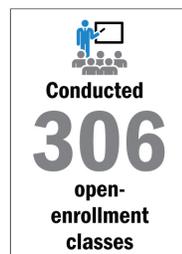
Attend this session to better understand dysfunctional behavior, learn strategies to prevent needless conflict, manage relationships with angry customers and colleagues and more.

New Classes Coming Soon...

- Adobe Acrobat DC Intro Level 1 & Level 2
- Demystifying Change
- Managing Stress and Cultivating Resilience
- Performance-Based Contracts

FY19 in Review

Thank you for partnering with the NIH Training Center in FY19. Here's how we met your learning needs.



We are honored to be your trusted source for career development.

If you attended an NIHTC class last fiscal, consider attending another one! Help us spread the word about our classes, leadership programs and services.

NIHTC Course of the Quarter

Online Learning Management System (LMS) Administrator Training



This past summer, the NIH Training Center offered all LMS Administrator courses via WebEx, instead of in-person. The feedback we received was overwhelmingly positive. To date, we've offered 17 online classes.

Key benefits include:

- Smaller class sizes
- Reduced cost to your IC
- Flexible location

Here's what our participants had to say!

"The online platform was perfect. I learned in the environment I will do the work in. It was nice to not have to sit in a classroom all day and watch someone at a board or click through slides. Sitting in my space, using my equipment was awesome.

I could also have a snack or a beverage without bothering others."

"The objectives were met and although I didn't think that a WebEx would work, it did. I was able to participate as if I was in a classroom. Change is good."

"The instructor was amazing! The materials were easy to follow too. I am happy this is given via WebEx."

"I really liked the WebEx delivery. I have never done a WebEx, so I didn't quite know what to expect, but I was engaged and was taught the learning objectives."

Join us on WebEx in FY20!

Interested in becoming an NIH LMS Administrator? Check out the **Learning Management System (LMS) training site** for details and to register.



Five Things to Do Daily to Increase Your Happiness and Success

1. Focus on the work you love.
2. Express gratitude.
3. Assume positive intent.
4. Smile!
5. At the end of each day, take the time to document these three important experiences:
 - Something you learned
 - Something you accomplished
 - Something you are grateful for



Source: Forbes.com

Get Ready for the MSS

The Management Seminar Series (MSS) is an opportunity for administrative and scientific staff to enhance their leadership skills via a series of interactive presentations and discussions with senior NIH leadership.

Are you a GS7 to GS13 employee in a non-supervisory position? If so, this program is for you! Speak with your supervisor about how you can get involved with this leadership development opportunity. A call for nominations will go to Executive Officers in October 2019. For more information visit: <https://hr.nih.gov/training-center/programs/management-seminar-series-mss>

2020 MSS Program Dates

Date
January 23
February 20
March 19
April 16
May 21
June 18
July 23



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