

NIH Training Center

# HIGHLIGHTS

Learn...Discover...Grow

1st Quarter | FY 2021



## New Courses Exclusively for YOU!

Click the course titles below for details and to register.

**Virtual Engagement Techniques**  
NIHTC4102 | Dec 3 | 9am - Noon

**Turning Obstacles into Opportunities**  
NIHTC4403 | Dec 9 | 9am - Noon

**Breakthrough and Innovative Thinking**  
NIHTC4511 | Dec 9 | 1pm - 4pm

**Understanding FERS Benefits for Early-Career Employees Workshop**  
NIHTC5817 | Dec 18 | 9am - 4pm

## Learn Together with Your Team

Remember that in addition to our open-enrollment courses, we can also bring our training classes to you – yes, even virtually. Any of our courses can be delivered to your team. It's cost-effective, convenient, and impactful. So, round up your team and prepare to engage, explore and learn together. For details, visit our **Group Training webpage**.

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## INTRODUCING SuperShorts: Supervisory Topics in Bite-Size Webinars

The NIH Training Center now offers supervisors the opportunity to take the **Supervisory Refresher** class in three-hour segments. Take our **Supervisory Refresher** in two days to cover all the required topics at once, or take what you need, when you need it, a little at a time.

Each course below will be offered in November and December. Click on the titles below for additional details and registration.

 <b>Performance/Conduct Management</b> NIHTC9557	 <b>Timekeeping/Leave</b> NIHTC9559	 <b>Effective Feedback</b> NIHTC9560
 <b>Work/Life Balance</b> NIHTC9564	 <b>Recruitment/Hiring</b> NIHTC9565	

## FY21 Class Registration Pilot Underway

This year, the NIH Training Center will pilot a new registration process. What does this mean for you? Instead of your FY21 NIHTC class registration being confirmed immediately and then awaiting two levels of approval in the Learning Management System (LMS), you will first be assigned to a waitlist.

Once approved by your manager and final approver with a valid CAN (Common Accounting Number), your registration will secure a spot on the class roster.

This process change will prevent a large number of CAN errors from being generated behind the scenes from incomplete or incorrectly filled registration approvals. However, we understand this system change may cause initial uncertainty about securing your seat in our FY21 classes. Learn more about mastering the new process in this **short instructional video**.

- 1 ALL registrations are sent to the waiting list
- 2 Student and Direct Supervisor receive pending approval notification
- 3 Direct Supervisor approves registration
- 4 Final Approver approves registration and adds a valid Common Accounting Number (CAN)
- 5 At the top of each hour, fully approved registrations move to the roster if a seat is available
- 6 Student remains on the waiting list if NOT fully approved or if a seat is not available



Sign up for the **NIHTC Listserv** to stay connected with us for the latest training news and updates. Visit our **NEWS site** to subscribe.

## Virtual Training: What We've Learned

Since March 17, we've been 100% virtual. Much like you, we've changed the way we do business and connect with each other. All of our training, coaching and career development services are now delivered virtually. We've learned that being in this completely virtual environment has opportunities and challenges and that we can make it work.

We've been quite busy managing virtual requests.



# of virtual courses  
since March 17

6,939

People trained virtually  
since March 17

### NIH'ers shared the following feedback with us about virtual courses:

*"It is more comfortable to be in your own house. Plus, no commute!"*

*"Gained the same knowledge without having to travel."*

*"The chat box feature allowed more people than usual to give their feedback."*

All of our courses are virtual though the end of 2020. What will you share with us? We hope to see you online soon!

## Leadership Program Updates

There's much happening across the NIH Leadership Programs. For a side-by-side comparison of all 3 leadership programs, visit our [NIH Continuum of Leadership](#) page.



### Mid-level Leadership Program (MLP)

Following an August call for nominations, the FY21 Mid-level Leadership Program cohorts begin in November 2020. Stay tuned for a new and improved program to launch this summer! OHR will send the call for nominations to Executive Officers this spring.

### Senior Leadership Program (SLP)

The call for nominations will be issued this fall. Please notify your supervisor if you have interest in attending the 2021 program. The SLP website will be updated with details in November.

### Executive Leadership Program (ExLP)

The 2020-2021 program is off to a fresh, virtual start. This bi-annual, selective program targeting NIH existing and aspiring "Top 6" executives is proceeding through 2021 with a cohort of 20 executives.

## NIH Prepares for 2021 Management Seminar Series

It's nomination season for the 2021 **Management Seminar Series (MSS)**. Nominations are due November 16, 2020.

The MSS engages both new and experienced NIH administrative and scientific staff to gain insight into leadership and management-related matters within the NIH community. The program introduces participants to dynamic NIH leaders and experienced practitioners in their fields, with presentations and interactive activities. This year's program features new opportunities for participants to develop relationships with colleagues across multiple ICs.

- Seven 2-hour seminars from 10 am-12 pm, to begin in February and end in August
- Two networking events

### New Program Component

Two optional opportunities to forge deeper connections via additional breakout group sessions will be offered in April and June.

Seminar topics are created by MSS alumni and the current NIH Management Interns and Presidential Management Fellows. An overview of the program, dates, eligibility, and cost is available on the [MSS webpage](#). As seminar topics are developed this fall, topics will appear on the website in late-October.

The MSS will begin virtually and be assessed later in the year for in-person sessions.

For more information on this program and the nominations process, please contact ShaRhaina Brown at [sharhaina.brown@nih.gov](mailto:sharhaina.brown@nih.gov) or 301-594-8777.

## New Class: Understanding FERS Benefits for Early-Career Employees



### What We've Heard

*"You need this info earlier, at the start of your career."*

*"Would have been useful to learn much of this sooner in my career...[to within] the first five years of employment as it has so much advice that is needed early on"*

### How We've Responded

After attending pre-retirement workshops, the NIH community expressed interest in retirement training earlier in their careers. As a result, the NIHTC will now offer a workshop specific to the early career Fed! Take this **comprehensive one-day workshop** to understand your benefits package plus the 3-tiered retirement plan (FERS, TSP, Social Security) for Feds.

## NIH Training Center Course Schedule - Quarter 1 Virtual Classes Available for Registration

November Classes	
Nov 2	Microsoft Excel 1
Nov 2-6	Basic COR Essentials II
Nov 3-4	Basic ITAS for Timekeepers
Nov 4-6	Purchase Card Training
Nov 5	SuperShorts - Performance/Conduct Management (AM Class)
Nov 5	SuperShorts - Effective Feedback (PM Class)
Nov 6	Women in Leadership Program Alumnae Coaching Circles
Nov 9	Microsoft Excel 2
Nov 9	Federal Appropriations Law Refresher
Nov 9	Internal and External Requisitioner (IR/ER)
Nov 10	Basic COR Essentials I
Nov 12-13	Federal Appropriations Law
Nov 12-13	Data Analysis Essentials
Nov 12	EHCM System Training
Nov 12	Sponsored Travel
Nov 12	SuperShorts - Timekeeping/Leave (AM Class)
Nov 12	SuperShorts - Recruitment/Hiring (PM Class)
Nov 16	Microsoft Excel 3
Nov 16	Writing Skills for NIH Employees
Nov 16	Resiliency in Uncertain Times
Nov 16-18	Pre-Retirement FERS
Nov 16-18	Domestic Travel
Nov 16-18	Introduction to NIH Property Management
Nov 17	Women in Leadership: Strategies for Success
Nov 17	Writing Skills for NIH Employees
Nov 17-18	Fellowship Payment System
Nov 18-19	Introduction to Project Management
Nov 18	Moving from Individual Contributor to Leadership
Nov 19	Myers Briggs Training
Nov 19	SuperShorts - Work/Life Balance
Nov 19-20	Introduction to the NIH Budget Process
Nov 23	COR Refresher
Nov 30 - Dec 4	Basic Simplified Acquisition
Nov 30	Pre-Retirement Refresher

December Classes	
Dec 1	Federal Appropriations Law Refresher
Dec 1	Managing Up Down and Across (1/2)
Dec 2-4	Purchase Card Training
Dec 2-3	Foreign Travel
Dec 2	Advanced COR Refresher
Dec 2	Effective Writing Refresher (1/2)
Dec 2	SuperShorts - Performance/Conduct Management (AM Class)
Dec 2	SuperShorts - Effective Feedback (PM Class)
Dec 3	Virtual Engagement Techniques (1/2)

Dec 3-4	Writing Statements of Work
Dec 4	Microsoft Project 1
Dec 7	Hands-On Data Visualization
Dec 7	Present Like a Pro: Small Group Presentation Coaching
Dec 7-11	Basic COR Essentials II
Dec 8-10	Domestic Travel
Dec 8-10	Pre-Retirement FERS
Dec 8	Hands-On Data Visualization
Dec 9	Turning Obstacles into Opportunities (1/2) AM
Dec 9	Breakthrough and Innovative Thinking (1/2) PM
Dec 9	SuperShorts - Timekeeping/Leave (AM Class)
Dec 9	SuperShorts - Recruitment/Hiring (PM Class)
Dec 9	Critical Thinking, Problem Solving and Decision-making
Dec 10	Leading Change
Dec 10	Leadership Presence and Communications (1/2)
Dec 10	Managing Multiple Priorities, Projects & Bosses
Dec 10	Present Like a Pro: Small Group Presentation Coaching
Dec 10-11	Source Selection for CORs
Dec 11	Leading Change
Dec 11	Managing Conflict and Challenging Conversations
Dec 11	Microsoft Project 2
Dec 14	Internal and External Requisitioner (IR/ER)
Dec 14	Introduction to Project Management
Dec 14	Moving from Individual Performer to Formal Leadership
Dec 14	Success Strategies for Introverted Leaders
Dec 14-15	Basic ITAS for Timekeepers
Dec 14-15	Introduction to Project Management
Dec 14-15	Federal Appropriations Law
Dec 15	7 Habits of Highly Successful People
Dec 15	Leadership Skills for Non-Supervisors
Dec 15	Managing Effective Meetings (1/2)
Dec 15	Federal HR for Administrative Professionals
Dec 16	Advanced ITAS for Timekeepers
Dec 16	Customer Service at NIH
Dec 16	SuperShorts - Work/Life Balance
Dec 17	Leadership Skills for Non Supervisors
Dec 17	Supervisory Refresher
Dec 18	Understanding FERS Benefits for Early-Career Employees

### Editorial Team

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