

NIH Training Center

HIGHLIGHTS

Learn...Discover...Grow

2nd Quarter | FY 2021



Virtual Training Lessons Learned

As part of the Office of Human Resources "OHR at Home" video series, the NIH Training Center shared insights on their transition from a primarily instructor-led training business model to a 100% virtual platform. Looking for lessons learned? Check it out at <https://youtu.be/6DmJzClp7g4>.

SAVE THE DATE

DDM Seminar Series February 11

The second Deputy Director for Management (DDM) Seminar for 2020-21 features Dr. Nick Morgan. Dr. Morgan will share his insights with us on "Connecting in a Virtual World." Log on to the videocast at 11:00 AM to explore practical tips on how to connect with people when you cannot be physically present.

Participants attending the DDM will receive 1.5 hours of supervisory refresher credits per event. In addition, participants can submit an entry into FAITAS to receive 1.5 CLPs for FAC-COR, FAC-C and FAC-PPM re-certifications.

As always, you can find the full schedule for the virtual DDM Seminars at <http://ddmseries.od.nih.gov/>.

Currently all courses are virtual.

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Happy New Year from the NIH Training Center

What a whirlwind 2020 has been! For the past ten months, the NIH Training Center (NIHTC) has been running a new delivery model. We switched to a 100% virtual environment for our training, coaching, leadership programs and other essential career development services. NIH, along with the broader global society, has been put to the test in needing to skillfully adapt to change, be flexible and resilient, and lead and serve with compassion.

To those who learned with us in 2020, thank you for trusting us with your leadership and professional development. We hope you've been pleased with our ability to be nimble and you found value in our virtual training.

If you have not joined us in this virtual journey, we encourage you to explore our full range of offerings below. Click on each category below to learn more.



We'll likely be virtual for the next several months. We are all in this together and will emerge stronger, more united and -dare we say it- more skilled and adept at handling challenges and seizing opportunities in 2021. Here's to a year filled with the pursuit of hope, optimism, and determination to achieve our personal and professional goals.

Manage Your Projects Effectively in 2021

As projects become more complex, it's essential to have strong project management skills. Whether you're looking to deepen your skill set, earn Continuous Learning Points (CLPs) for your Contracting Officer Representative (COR) or Federal Acquisition Certification in Contracts (FAC-C) certification, or take classes towards your Federal Acquisition Certification in Program and Project Management (FAC-PPM) certification, our classes provide the value you need for success.

Below are four courses that will help you improve your project management skills.

The **Introduction to Project Management (NIHTC9414)** class is foundational, counts towards PMP certification, and covers the roles and responsibilities of project managers across the project life cycle.

Fundamentals of Business, Cost and Financial Management - FPM 133 (NIHTC9418) addresses the principles, methods and tools for developing, scheduling and managing projects with a focus on monitoring costs and contractor performance.

Fundamentals of Leading Projects and Teams - FPM 134 (NIHTC9419) addresses key leadership skills, solving problems and managing conflict utilizing the Thomas-Killman Conflict Instrument assessment tool.

Managing Multiple Priorities, Projects and Bosses (NIHTC5110) benefits employees interested in increasing their productivity and acquiring a new level of personal effectiveness.

All classes are independent without pre-requisite requirements. Ensure your projects are on track and register today!

New Year, New Networking Opportunities – Join the Training Collaborative Forum



Are you involved in training in some capacity in your IC? If so, consider joining the **NIH Training Collaborative Forum (TCF)** for our upcoming virtual meetings. The TCF consists of more than 150 trans-NIH contacts that

meet quarterly to promote partnerships among the training community within NIH. This past October, we covered the essentials of training in a virtual environment. NCI shared best practices in virtual learning and NHLBI showcased their award-winning Academic Degree Support Program. If you are a training professional or interested in the training profession, don't miss this great opportunity to expand your NIH network. The next TCF is scheduled for February 25th. If you'd like to present at a future event, please contact ShaRhaina Brown at sharhaina.brown@nih.gov for details.

Need to Boost Your Software Skills?

MS Excel 4 and **MS PowerPoint 2** are now available for registration. We've long offered MS Excel 1 through 3 and are excited to offer these new classes. In MS Excel 4, you'll explore finance, statistics, project and market analysis.



In PowerPoint 2, you'll learn all of those advanced functions, tips and tricks that will take your presentation to the next level. **Register** today!

Federal HR for Administrative Professionals Course Available Now

If you are an admin professional and have not participated in our **Federal HR for Administrative Professionals** course, don't fret. The next session is available in March. Key topics include an essential overview of Federal Human Resources Management (HRM) processes and principles to include compensation, job classification, hiring, benefits and more.

Here's what your colleagues shared about their experience in the course:

- *"Instructor was very knowledgeable and course provided a great overview of all aspects of HR."*
- *"There were a couple 'aha' moments, and there were some explanations for reasons why OHR does things the way they do them."*
- *"The instructor made it interesting by sharing stories and encouraging us to share examples of HR scenarios to make concepts more easily accessible."*
- *"I enjoyed the real-world examples that were given so we could relate."*

Need An Extra Hand in Your Office?

Does your office have a project for a Management Intern (MI) or Presidential Management Fellow (PMF)? If so, please share a description on the Rotational Opportunities Sharepoint site, available at <https://ohr.od.nih.gov/rt/Lists/RotationOpportunities/IC.aspx>. High-performing Interns and Fellows use this site to seek rotations and plan their professional development.

Additional information on the MI and PMF Programs can be found at <https://hr.nih.gov/training-center/programs/intern/intern-fellow-programs>. Please feel free to reach out to Roxie Daneshvar (MI Program Manager) at roxie.daneshvar@nih.gov or Mary Wassum (PMF Program Manager) at mary.wassum@nih.gov with any questions.

New Registration Process Successes

The new Learning Management System (LMS) registration process launched in October and is working well after a few initial growing pains. All student registrations are routed directly to a waiting list where they remain, pending approvals. We are pleased to report student training requests are receiving timely Common Accounting Number (CAN) approvals from their managers and final approvers. This leads to a completely confirmed enrollment in the class. Thank you to all course registrants, managers, and AOs for adopting this new process.



Did You Know?



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