WE ARE INTENTIONAL ABOUT YOUR PROFESSIONAL DEVELOPMENT – ARE YOU?

At the NIH Training Center, we offer ways to help NIH employees proactively think about training and how the courses we offer can help meet professional and personal goals.

This year, we are excited to launch a course schedule to help you map out your professional development learning plan according to topic. Targeted weeks throughout the year will be devoted to specific course topics. Perhaps you want to focus exclusively on Communications, Interpersonal skills, or so on. Take courses in a specific topic, or mix-and-match for a customized experience. To help you reinforce and follow up on what you've learned, we'll offer brief pre-scheduled check-ins with selected class instructors, all as part of your registration package!

Please see the 2022 schedule below. We hope this new framework will help you establish your 2022 Individual Development Plan (IDP). Courses with bonus follow-on sessions are marked with an asterisk.

We look forward to helping you learn, develop, and grow this year!

"Learning is not attained by chance; it must be sought after with ardor and diligence"

Abigail Adams

Communications (Written and Oral)	**Interpersonal**	**Leadership**	**Professional**
Weeks of March 21st June 13th September(all month)	**Weeks of** January 24th April 25th September(all month)	**Weeks of** February 7th May 16th September(all month)	**Weeks of** March 7th June 6th September(all month)
*Communicate with Confidence: Small Group Virtual Presentation Skills • March 23 • June 16 • Sept 8	**Emotional Intelligence** • Jan 24 • April 26 • Sept 9	**7 Habits for Highly Effective People** • Feb 7 • May 16 • Sept 21	**Breakthrough and Innovative Thinking** • March 9 • June 6 • Sept 15
Effective Writing Refresher • March 25 • June 17 • Sept 23	***MBTI** • Sept 22	**Building Effective Teams** • Feb 10 • May 17 • Sept 13	**Critical Thinking, Problem Solving and Decision Making** • March 7 • June 6 • Sept 19
Effective Communications and Leadership Presence • March 24 • June 14 • Sept 15	**Managing Up, Down and Across** • Jan 28 (PM) • April 27 (AM) • Sept 7 (PM)	***Leadership Skills for Non-Supervisors** • Feb 7 • May 16 • Sept 15	**Building and Sustaining Great Customer Service** • March 11 • June 10 • Sept 16

Managing Challenging Emails
- TBD

Managing Conflict and Challenging Conversations
- March 22
- June 15
- Sept 13

Writing Skills for NIH Employees
- March 21
- June 13
- Sept 22

Management and Coaching Skills for Leaders
- Feb 8
- May 19
- Sept 14

Moving from Individual Performer to Formal Leadership
- Feb 11
- May 18
- Sept 15

*Success Strategies for Introverted Leaders
- Feb 10
- May 20
- Sept 23

Hands-On Data Visualization
- Sept 8

Coming Soon... Leading Change

Managing Effective Meetings
- March 8
- June 7
- Sept 15

Managing Multiple Priorities, Projects, and Bosses
- March 10
- June 9
- Sept 26

Responding to Uncertainty with Resilience & Confidence
- June 8
- Sept 22

Turning Obstacles into Opportunities
- March 9
- June 6
- Sept 27

Virtual Engagement Techniques
- March 7
- June 7
- Sept 27

Courses with bonus follow-on sessions are marked with an asterisk.