SOFT SKILLS SUMMER SCHEDULE

The NIH Training Center brings you a summer filled with Professional Development classes. Click on the links below to register for a class or more and participate in "Soft Skills Summer!"

### Communications
- **Writing Skills for NIH Employees** (virtual)
  - **June 13**
- **Communicate with Confidence** (virtual)
  - **June 24**
- **Managing Challenging Emails** (virtual)
  - **June 25**
- **Communicate with Confidence** (virtual)
  - **July 18**
- **Managing Challenging Emails** (virtual)
  - **August 7**
- **Writing Skills for NIH Employees** (virtual)
  - **September 5**
- **Communicate with Confidence and Clarity** (in person)
  - **September 17**

### Interpersonal
- **Navigating Generational Differences in the Workplace** (virtual)
  - **June 18**
- **Managing Up Down and Across** (virtual)
  - **August 6**
- **Emotional Intelligence** (virtual)
  - **August 20**
- **Best Practices for Working in a Multicultural Workplace** (virtual)
  - **August 29**
- **Navigating Generational Differences in the Workplace** (virtual)
  - **September 5**
- **Managing Conflict and Challenging Conversations** (in person)
  - **September 12**

### Leadership
- **Management and Coaching Skills for Leaders** (virtual)
  - **June 4**
- **Women in Leadership: Strategies for Success** (3 1/2 non-consecutive days)
  - **June 4, June 5, June 11, July 9**
- **Managing Hybrid Teams** (virtual)
  - **June 5**
- **Effective Communications and Leadership Presence** (virtual)
  - **June 6**
- **7 Habits for Highly Effective People** (virtual)
  - **June 27**
- **Managing Change – Strategies and Tools for NIH Leaders** (virtual)
  - **July 18**
- **Starting Your Leadership Journey-The Basics** (virtual)
  - **August 13**
- **Women in Leadership: Strategies for Success** (3 1/2 non-consecutive days)
  - **August 21, August 28, September 11, September 18**
- **Management and Coaching Skills for Leaders** (virtual)
  - **September 10**
- **Managing Hybrid Teams** (virtual)
  - **September 11**
- **7 Habits for Highly Effective People** (in person)
  - **September 12**
- **Success Strategies for Introverted Leaders** (virtual)
  - **September 19**
- **Effective Communications and Leadership Presence** (in person)
  - **September 24**

### Professional
- **Building and Sustaining Great Customer Service** (virtual)
  - **June 11**
- **Managing Multiple Projects Priorities and Bosses** (virtual)
  - **June 21**
- **Leadership Skills for Non-Supervisors** (virtual)
  - **July 11**
- **Understanding the Dynamics of Change for Non-Supervisors** (virtual)
  - **July 17**
- **Critical Thinking Problem Solving and Decision Making** (virtual)
  - **July 19**
- **Mastering Work in a Hybrid Workplace** (virtual)
  - **August 19**
- **Building and Sustaining Great Customer Service** (in person)
  - **September 17**
- **Leadership Skills for Non-Supervisors** (in person)
  - **September 18**
- **Managing Multiple Projects Priorities, Projects and Bosses** (in person)
  - **September 18**
- **Critical Thinking Problem Solving and Decision Making** (virtual)
  - **September 26**