

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](#) (virtual)
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](#) (virtual)
September 12

Leadership

Management and Coaching Skills for Leaders (virtual)
June 4

Women in Leadership: Strategies for Success (3 1/2 non-consecutive days [virtual])
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 [virtual])
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](#) (virtual)
September 24

Professional

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](#) (virtual)
September 17

[Leadership Skills for Non-Supervisors](#) (in person)
September 18

[Managing Multiple Priorities, Projects and Bosses](#) (virtual)
September 18

[Critical Thinking Problem Solving and Decision Making](#) (virtual)
September 26

