

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 [in person])

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 [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](#) (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 Priorities, Projects and Bosses](#) (in person)

September 18

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

September 26

