

NIHTC

Group Training/ Closed Enrollments

*Helpful Tips for NIH ICs*

***Plan your IC training program early in the fiscal year to secure classes you are interested in. Some vendors’ availability is limited.***

* + ***Mid July is the deadline to request a Group Training/Closed Enrollment to be conducted in the same fiscal year.***
  + ***NIHTC classes are not offered in October.***

*Open Vs. Closed Enrollment For your Team!*

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|  | **Benefits** |
| Open Enrollment | * Wide selection of classes. * Smaller classes. * Many sessions offered frequently throughout the year. * Wider networking opportunities with the rest of the NIH community. |
|  | Benefits |
| Closed Enrollment | * Increased management of training programs and staff development on IC level. * IC teambuilding opportunity. * Targeted audience- students attend training with individuals from their IC. * Select a date for the training that works best for the team. |

*Thank you!!!*

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| “*Everything has been running very smoothly and the team is exceptionally responsive. Appreciate the intentional way that we are connected to facilitators through NIHTC.”* | “*The experience of working with the NIH Training Center staff was superb.”* | *“I have had a great experience with the team. Everyone is extremely knowledgeable and helpful about each course and the instructors. The instructors make sure that the classes are interactive and inclusive. Thank you to the NIHTC!*” |
| “*It was a very smooth process and NIHTC staff are very informative and responsive to our requests. Thank you for your services provided.”* |  | *“From start to finish, from exploratory email to completing agreement to adjusting for unanticipated changes to the event itself, the NIHTC and facilitator were superb partners. Thank you!”* |