

NIH Training Center

HIGHLIGHTS

Learn...Discover...Grow

3rd Quarter | FY 2019

DDM Seminar Series

Date: April 11
Time: 11:00 AM-12:30 PM
Location: Masur Auditorium, Building 10
Details: <http://www.ddmseries.od.nih.gov/>



On April 11, Tasha Eurich, organizational psychologist and *New York Times* best selling author, will reveal the science of self-awareness and

how it helps work teams succeed in an ever-changing world.

How's Your MTI?

Q. Do you know what courses you are required to take in the **Mandatory Training Inventory (MTI)**?



A. All Federal employees are required to take a set of federal mandatory training courses including IT Security Awareness, No Fear Act, and Ethics training. There are additional mandatory training sessions depending on your position, supervisory status, and job function.

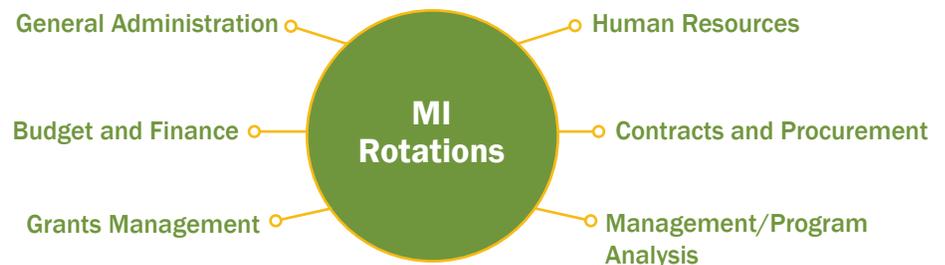
The **MTI** houses 90 mandatory training courses. For more details, visit <https://hr.nih.gov/training-center/mti/mandatory-training-inventory>.

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MI Recruitment in Full Swing

The Management Intern (MI) Program provides opportunities for highly motivated NIH employees to transition into a growing administrative management career. MIs spend two years gaining experience in a wide variety of functional areas, with six to eight rotations in Institutes and Centers (ICs). They gain formative experience and a breadth of insight into the NIH before converting into new career positions.



Additional benefits of the program include being paired with a senior-level mentor, targeted training, and opportunities to participate in challenging projects and committees. In-person interactions with NIH leaders and an expanded network of administrative professionals across NIH are also benefits. This year the MI Vacancy Announcement will be available on USAjobs.gov from April 1–5.

For more information, send an e-mail to mi_info@od.nih.gov or visit <https://hr.nih.gov/training-center/programs/intern/mi/management-intern-program-mi>.

Explore 2020 Leadership Programs

It's hard to believe that the 2020 call for Mid-level Leadership Program (MLP) and Senior Leadership Program (SLP) nominations will be announced this fall. Currently, all 2019 sessions are in full swing with waitlists. If you'd like to participate in the 2020 sessions, visit our Continuum of Leadership Programs site at <https://hr.nih.gov/training-center/leadership/nih-continuum-leadership>.

MLP

- > 13-day program over 8 months
- > Targets new and aspiring first-level team leads and supervisors (GS 12, 13, 14 and Title 42 equivalents)
- > Individual recruitment model
- > 2 hours of coaching, with additional options available. Mentoring relationships and shadowing others is strongly encouraged.
- > For more information, visit <https://hr.nih.gov/training-center/leadership/nih-mid-level-leadership-program>

SLP

- > 10-day program over 4-6 months
- > Targets middle and senior managers; experienced first-line supervisors (GS 14, 15, SES and Title 42 equivalent leaders)
- > Team/IC recruitment model
- > 4.5 hours of coaching. Additional options available.
- > For questions, visit <https://hr.nih.gov/training-center/leadership/senior/nih-senior-leadership-program>

2018-2019 ExLP Comes to a Close

Congratulations to the twenty leaders from fifteen ICs who graduated the Executive Leadership Program (ExLP) on March 13! A complete list of our graduates, including their bios, is available at: <https://hr.nih.gov/training-center/leadership/exlp/nih-executive-leadership-program>.



L to R: Dr. Tara Schwetz, Assoc. Dep. Dir., NIH; Dr. Clinton Wright, Assoc. Dir., NINDS Division of Clinical Research/ExLP Participant Graduation Speaker, and Dr. Marie Westbrook, NIH ExLP Instructor



L to R: Dr. Bruce Reed, CSR; Dr. Mary Dasso, NICHD; Dr. Lili Portilla, NCATS; Dr. Rita Valentino, NIDA; and Dr. Melinda Kelley, NIA

The next NIH Executive Leadership Program (ExLP) will begin in summer 2020, with the call for nominations sent to Executive Officers in January 2020. This eight-month leadership program targets aspiring and existing “Top 5” leaders, with a focus on executive communications/media training, stress management, resilience, change, innovation, public policy, strategic planning and more. Eight hours of Executive Coaching and a 360 assessment are also included, in addition to numerous NIH special events featuring NIH leadership. For details, contact Keisha Berkley, Program Manager at Keisha.berkley@nih.gov or visit <https://hr.nih.gov/training-center/leadership/exlp/nih-executive-leadership-program>.

Microsoft Office Live, Online Training

This past February, the NIH Training Center piloted eight live, online courses as an alternative to in-person, instructor led training. Participants really liked this remote delivery method – the overall satisfaction score was 8.4 out of 10. This two-week block of interactive webinars will repeat in May!

Visit <https://hr.nih.gov/training-center/course-catalog/computer-applications-and-concepts> to register for the May Excel, Project, Outlook and PowerPoint courses from the comfort of your desk.

We Are on the Move

NIH Training Center @ White Flint

Enhance your path to learning! Follow us to the new White Flint location. 

The NIH Training Center’s Rockledge location is relocating to White Flint, 555 Marinelli Road, this summer. The Natcher location remains unchanged. For details, visit: <https://hr.nih.gov/training-center/about/nihtc-rockledge-facility-relocation>.



Professional Development Corner

Technical proficiency, combined with strong interpersonal skills and emotional intelligence, is a recipe for success!

Do you know the NIH Training Center offers courses to assist you in the following categories?

- Acquisitions Management
- Administrative Systems and Policy
- Budget and Data Skills
- Computer Applications and Concepts
- LMS Administrator Training
- Professional Development (Communications, Teambuilding, Emotional Intelligence)
- Retirement Preparedness
- Supervision and Leadership Development

For a full list of classes available, visit <https://hr.nih.gov/training-center/course-catalog>.

We’ll Come to You!

Want to bring our courses onsite to your team? Simply email us at NIHTrainingCenter@nih.gov and let us know which class is of interest to you. We’d be happy to provide you with a discounted group rate, which may be more cost-effective than the per-person tuition, depending on your group size. If you don’t see what you are looking for from this list, we can work with you on a customized training solution for your team. Visit: <https://hr.nih.gov/training-center/services/group-training>.

New Classes Hit the Mark

Management and Coaching Skills for Leaders

“The instructor was amazing - very knowledgeable!”

“I enjoyed the interactive nature of the class.”

“Liked the group scenarios and role play.”

Building Effective Teams

“I enjoyed the overview and framework and really liked the small class size.”

“Appreciated a mix of conversation and activities – the real-world situations and experience.”

“Instructor was very engaging and provided practical examples.”



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