



NIH Training Center

HIGHLIGHTS

Learn...Discover...Grow

4th Quarter | FY 2019

It's Back! Soft Skills September



September is the time we focus on the importance of soft skills. Business

thoughtleaders such as Seth Godin call these soft skills "real" skills, because interpersonal skills and emotional intelligence are critical to the workplace. You'll find a wide range of courses from **Conflict Management** and **Team Building** to **Managing-Up**, and how to use **coaching skills as a supervisor**. Check out our September schedule for details and to register: <https://hr.nih.gov/training-center/course-calendar>.

Introducing Instructor Bios!



We realize our course descriptions and class titles are not the only things you consider when deciding on a training. The experience and credibility of the instructor is a key deciding factor. For your convenience, we now post our NIHTC instructors on our site. Visit: <https://hr.nih.gov/training-center/instructor-bios>.

Our goal at the NIHTC is to ensure you are well-informed!

NIH Training Center Headquarters

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NIH Training Center Moves to White Flint

We have exciting news! We've moved from our current Rockledge headquarters to 11601 Landsdown Street in North Bethesda. We're thrilled about our new facility, which is adjacent to the White Flint Metro Station. Rest assured if you are enrolled in a course at Rockledge, you will receive ample guidance about the new location.

Benefits to You:

Top-quality classes now with a wide range of walkable lunch options.

The latest in audio-visual technology to enhance your learning experience.

Metro-accessible at White Flint station, along with shuttle and parking options.

Comprehensive information on **parking** and **shuttle** options, along with FAQs, are posted at <https://hr.nih.gov/training-center/about/move-white-flint>.

The NIH Training Center location on the main campus in Natcher (Building 45) remains unchanged.

NIH Training Center @ White Flint

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

We can't wait to see you at our new location!

Attention: FY19 Deadlines

The end of the fiscal year is quickly approaching. If you plan to use FY19 funds for NIH Training Center courses (both open & closed enrollment) or executive coaching services, please be mindful of the deadlines below:



August 2 - Coaching Engagements

Final day to submit a new external executive coaching request form. For details, visit <https://hr.nih.gov/training-center/services/executive-leadership-and-team-coaching>.

August 16 - Coaching Renewal

Final day to notify Keisha Berkley at Keisha.berkley@nih.gov of your intent to renew an expired coaching request with your existing coach.

August 30 - Closed Enrollments

Final day to request a closed enrollment class for your team. Visit <https://hr.nih.gov/training-center/course-catalog> for a listing of classes in our course catalog.

September 4 - Open Enrollments

Final day to register for FY19 courses. All LMS training nominations must be fully approved by this date.

