



# NIH Training Center Highlights



National Institutes of Health  
Office of Human Resources  
Workforce Support & Development Division

Learn...Discover...Grow

<http://trainingcenter.nih.gov>

## NIH Training Center Opens New Campus Location



If you work on the NIH main campus and are in search of convenient training opportunities, look no further! While our primary facility is at Rockledge 1, we are pleased to announce the opening of our second location in Natcher (Building 45). Located directly next to the Natcher cafeteria, our facility offers two flexible classrooms which, when combined,

can hold 65 participants.

Our new space offers a sleek and innovative design, with comfortable seating, modern furniture, and advanced audio/visual equipment - fully equipped to accommodate remote participants. Participants will find convenient parking, direct metro accessibility, and easy access to food and coffee - more reasons to consider the NIH Training Center as your primary training source.

## New Fiscal Year - New Courses

Course	Dates
Motivating and Engaging NIH Employees (4500)	Nov 12
Customer Service Excellence (4017)	Nov 19
Putting the Federal Employee Viewpoint Survey Results (FEVS) to Work: An Action Planning Workshop (4501)	Nov 20
Managing Difficult Conversations and Conflict at NIH: Fundamentals of Negotiation (4203)	Dec 4
Facilitating Masterful Meetings (4101)	Dec 14
Managing Multiple Priorities, Projects, and Bosses (5110)	Dec 15
Success Strategies for Introvert Leaders (4502)	Dec 17
Women in Leadership: Strategies for Success (4504)	Jan 12 & Feb 11
Powerful Presentations and Storytelling: Small Group Coaching Workshop (4003)	Jan 26
Strategies for Effective Email Communication (2100)	Jan 27

## HHS Learning Portal (LMS) 7.2 Is Here!

HHS recently launched LMS 7.2. The new and improved LMS boasts a cleaner interface and simpler navigation. Log on to register for a course or to access the popular Books 24x7. Below are just a few new features designed to make managing the training process easier:



- Envelope Icon:** Click here to access the message center, where you can view your important learning notifications. If you are a manager/supervisor or an additional approver for orders, this will help you easily manage approvals.
- Admin Icon:** Click on the wrench/screwdriver icon if you are an LMS Administrator to access your roles and permissions.
- My Team Icon:** Click on the group icon to quickly access learning for your direct reports.

**New Term Alert:** "Transcripts" are now referred to as "Completed Learning" in the LMS.

The LMS Support webpage also has a new look  
Visit <http://hr.od.nih.gov/hrsystems/benefits/lms/lmssupport.htm>

To register for an upcoming LMS Administrator course, visit [https://trainingcenter.nih.gov/lms\\_courses.html](https://trainingcenter.nih.gov/lms_courses.html) or call the NIH Training Center at 301-496-6211.

## Reduced Tuition Rates in FY 2016

At the NIH Training Center, we evaluate our expenses frequently. Recently, we've identified several areas where we can trim costs and we negotiated better pricing with our vendors. As a result, the tuition for many of our workshops are now lower. Our mission is to consistently provide the highest quality training to the NIH community, at the best value possible.

1<sup>st</sup> Quarter  
FY 2016

## NIHTC Featured Course of the Quarter

### Success Strategies for Introvert Leaders (Course #NIHTC4502)

Keisha Berkley, NIH Training Center Program Manager, chats with Nancy Ancowitz, facilitator of the NIH Training Center's new "Success Strategies for Introvert Leaders" workshop.

**Keisha:** You are the author of the book *Self Promotion for Introverts®: The Quiet Guide to Getting Ahead*. What motivated you to focus on this topic?

**Nancy:** I wrote my book as an introvert for introverts. It struck me that the business world is filled with unsung brains behind the operations: introverts who get absorbed in activities that extroverts consider solitary confinement. If you're an introvert who avoids the spotlight and wants to get ahead, you need to get the word out about your gifts and accomplishments—a daunting prospect.

From personal experience, I knew that self-promotion is a skill and anyone can learn it. I wanted to make learning that skill accessible and even enjoyable, and to help introverts advance in their careers. Many introverts were long overdue for recognition of their professional contributions.



Nancy Ancowitz

**Keisha:** What challenges do introvert leaders face?

**Nancy:** A hazard for introvert leaders is getting overstimulated by too many inputs, which can drain their energy. They often struggle with insufficient time to catch their breath to gather their best thoughts—which they often prefer to do alone. So answering questions on the fly, at meetings and presentation Q&A sessions, doesn't play to their strengths. Likewise, brainstorming sessions and boisterous meetings with lots of interruptions can tax them. So can drop-in visits from bosses, colleagues, and team members. Not to mention the demands of busy organizations, which can require them to wear lots of hats and pivot quickly.

**Keisha:** What assets do introvert leaders bring to organizations?

**Nancy:** One of the most important is their ability to listen attentively, which enables them to become and remain attuned to the needs of their employees, clients, and other stakeholders. An asset that goes hand in hand with that is introverts' inclination to think things through before speaking or acting. That strength is vital in their ability to build strong, lasting relationships with individuals over time.

One way introverts often excel at expressing themselves is in writing, which enables them to gather their thoughts before sharing them. Introverts also tend to be detail oriented – an important strength in many organizations. Their preference for diving into research makes them respected experts and often role models for

their teams and organizations. Lastly, while introverts can work well on teams (as managers and collaborators), especially when the team has an awareness and appreciation of different personality styles, one of their strong suits is working independently.

**Keisha:** Can you name some well-known introvert leaders?

**Nancy:** If we look at leadership in the sciences, Charles Darwin, Thomas Edison, Albert Einstein, and Isaac Newton come to mind. I'm sure your colleagues at the NIH can name numerous other introverts, including among their colleagues, who have made important contributions to society. As to leaders in the business world and politics, consider Warren Buffett, Mahatma Gandhi, Bill Gates, Guy Kawasaki, Marissa Mayer, Angela Merkel, and Mark Zuckerberg. Some even say President Barack Obama, given his reflective ways, may be an introvert as well.

**Keisha:** I look forward to the new course you will be facilitating at NIH. Can you describe what participants can expect in this workshop?

**Nancy:** The workshop will serve as a lab for learning and practicing techniques to help introvert managers get the most from themselves and their team members to benefit their organization. Through role-plays and other interactive exercises, participants will learn to discover and capitalize on their quiet strengths, manage their energy, get seen and heard during business meetings, communicate better with introverts and extroverts alike, and comfortably promote their team's and their own accomplishments. They'll also receive a complimentary copy of my book *Self-Promotion for Introverts®: The Quiet Guide to Getting Ahead*.

**Keisha:** What advice do you offer to introvert leaders?

**Nancy:** Good leadership starts with you—taking care of your energy needs. Avoid flooding your brain with too much stimulation. If possible, sequence your tasks and take breaks. Prepare well for meetings and presentations so you feel in control and aren't caught off guard. Alert your colleagues and team members about when to reach you and how to engage you (chances are, you prefer scheduled meetings to drop-ins). We'll cover more tips and insights during the course; I look forward to it.

## Success Strategies for Introvert Leaders Workshop

December 17

9:00-4:30 | \$610

For details, visit: <https://trainingcenter.nih.gov/courses/NIHTC4502>

## Leadership Development Corner

### NIH Mid-Level Leadership Program: Igniting a Desire to Learn

The message is clear; The NIH loves to support the professional development of its leaders. This summer, the NIH Training Center graduated more than 120 Mid-Level leaders and the demand for this program continues to grow. Program Manager, Derrick Prather says, “Employees are calling and emailing me inquiring about the program and the next call for nominations. Participants are sharing what they learned with their supervisors, colleagues, friends, and significant others. Some participants have said that this is the first time in their career they have received this type of development and wished these opportunities were available earlier in their careers. This is the momentum and enthusiasm towards learning we want to continue to spread across the NIH. We’ve made learning ‘soft skills’ rewarding.”

Eager to continue your professional development and enroll in the Mid-Level Leadership Program? The next call for nominations will be sent later this fall and programs sessions will begin in January 2016. The Mid-Level Leadership Program targets GS 12 – 14 employees who have been identified as possessing leadership qualities. To learn more about the program visit: [http://trainingcenter.nih.gov/mid-level\\_leadership\\_program.html](http://trainingcenter.nih.gov/mid-level_leadership_program.html).

### NIH Senior Leadership Program – 14 Years of Program Excellence

The NIH Senior Leadership Program is NIH’s longest running leadership program, offering senior leaders at NIH the opportunity to develop leadership skills in the Executive Core Qualifications (ECQs). 2016 nominations were recently submitted to the Training Center. We look forward to providing an exceptional leadership development experience for GS 14-15 and SES employees participating this year.

### NIH Executive Leadership Program – A Careful Look Back and a Bold Move Ahead

Planning is underway for the 2016 NIH Executive Leadership Program (ExLP), which we anticipate will launch this upcoming spring. Our five-year contract with Brookings Executive Education expired last year and we took this time off to conduct a thorough, external evaluation of the program. Approximately 40 ExLP alumni participated in this evaluation initiative, as well as OD senior leadership and our ExLP Advisory Group. In addition to existing content such as Emotional Intelligence, Media Training, and Navigating Capitol Hill (to name a few), the 2016 ExLP will feature the following **new** topics:

- ☑ Crisis Management
- ☑ Innovation and Creativity
- ☑ Stress Management
- ☑ Talent Management/HR for Senior Executives
- ☑ Shadowing Opportunities
- ☑ Expanded NIH case-studies

For details about the ExLP, visit <https://trainingcenter.nih.gov/exlp/index.html> or contact Keisha Berkley, Program Manager at [berkleyk@od.nih.gov](mailto:berkleyk@od.nih.gov)

## NIH Welcomes New Interns and Fellows

On July 27, a new class of Management Interns (MI) and Presidential Management Fellows (PMF) began their two-year internship at NIH. You may encounter the new interns and fellows as they complete rotation assignments, special projects, or details around NIH. They will also participate in extensive training, meet with mentors and NIH senior leadership, and organize the popular Management Seminar Series (MSS) from January – June, 2016.



Class of 2017 Interns and Fellows

The six new MIs come from within NIH and were accepted into the program after demonstrating strong potential in the administrative realm, through an extensive assessment process. The PMFs arrived at NIH after completing a graduate degree and a rigorous, competitive interview process. With this year’s onboarding of new Fellows and Interns, NIH has four PMFs in the At-Large program who, like the nine MIs, rotate throughout the agency in various administrative areas. There are also 16 designated PMFs who are specifically employed in a variety of rotational and traditional positions across the IC’s and the OD. This year, ICs truly embraced the new STEM PMF track, with all of the newest designated PMFs coming to NIH with science (including public health), technology, engineering, or math backgrounds.

### Need an Intern In Your Office?

If you are a NIH manager with a special project that you’d like to have a PMF or MI work on for 3-4 months, recruit an intern. An external, fresh perspective is helpful on any project. It’s easy to advertise an opportunity. Managers can submit a rotation description on the NIH Rotation SharePoint site at <https://ohr.od.nih.gov/rt/SitePages/Home.aspx>.

MIs and PMFs use this tool to seek targeted rotation assignments to plan and further their professional development. If you have any questions about this site or either of the programs, please contact Bob Michon, MI Program Manager, at [bob.michon@nih.gov](mailto:bob.michon@nih.gov) or John Abrams, PMF Program Manager, at [john.abrams@nih.gov](mailto:john.abrams@nih.gov).

### Microsoft @ the NIHTC

Do pivot tables, macros, presentations, and Gantt charts pique your interest? Take advantage of Microsoft 2010 courses delivered by certified Microsoft instructors. Excel, PowerPoint, and Project classes are available starting in November.

Do you know Microsoft cofounder, Paul Allen, fused **MICRO**processor and **SOFT**ware together to come up with the company’s name? In light of Office 365’s pending debut at NIH, the NIHTC will begin offering Microsoft 365 courses in the near future to support transitional efforts.

Questions? Contact Pamela McClinton at [pam.mcclinton@nih.gov](mailto:pam.mcclinton@nih.gov)

## 1st Quarter FY 2016 Course Offerings

Course Title	Length	Start Dates	Course #
<b>Acquisitions Management</b>			
Introduction to NIH Property Management (NBS)	3 days	10/19, 12/1	NHHC9517
COR Refresher	1 day	10/20, 11/6, 12/3	NHHC9647
Internal & External Requisitioner (NBS)	1 day	10/20, 12/15	NHHC9516
Purchase Card Training (NBS)	3 days	10/21, 11/16, 12/16	NHHC9512
Federal Appropriations Law Refresher	1 day	10/22, 11/24, 12/8	NHHC5524
Basic COR Training	5 days	10/26, 12/14	NHHC9546
Federal Appropriations Law	3 days	10/28, 12/9	NHHC5521
Source Selection for CORs	2 days	11/2	NHHC9542
Advanced COR Refresher	1 day	11/4	NHHC9551
Writing Statements of Work	2 days	11/5, 12/7	NHHC8801
Property Management Refresher	2 days	11/9	NHHC9520
ID/IQ Contracting Techniques	2 days	11/19	NHHC9652
NIH Negotiation Strategies for Simpl. Acquisitions	1 day	11/23	NHHC5513
Contract Closeouts	1 day	11/23	NHHC9563
Basic Simplified Acquisition	5 days	11/30	NHHC9530
CON100 Shaping Smart Business Arrangements	5 days	12/7	NHHC9566
Simplified Acquisition & Delegated Procurement (NBS)	5 days	12/7	NHHC9513
Professional Services	1 day	12/14	NHHC5512
<b>Administrative Systems &amp; Policy</b>			
Capital HR Systems Training	1 day	10/14	NHHC4009
Basic ITAS for Timekeepers	2 days	10/19, 11/2, 12/14	NHHC2624
Advanced ITAS for Timekeepers	1 day	10/21, 12/16	NHHC2626
HR Data Analysis- Module 1: Advanced HR Reporting Capabilities nVision	1/2 day	10/22	NHHC8801
HR Data Analysis- Module 2: HR Data Analysis Framework & Advanced Analytics	1/2 day	10/22	NHHC8602
Fellowship Payment System	2 days	11/12	NHHC2646
<b>Computer Applications</b>			
Microsoft Excel 2010 Level 1	1 day	11/16	NHHC6647
Microsoft Excel 2010 Level 2	1 day	11/17	NHHC6648
Microsoft Excel 2010 Level 3	1 day	11/18	NHHC6699
Microsoft PowerPoint 2010 Level 2	1 day	11/19	NHHC6624
Microsoft Project 2010 Level 1	1 day	11/19	NHHC6649
Microsoft Project 2010 Level 2	1 day	11/20	NHHC6623
<b>Management, Supervision &amp; Leadership Skills Development</b>			
Supervisory Essentials Training	3 days	11/3	NHHC9511
Motivating and Engaging NIH Employees	1 day	11/12	NHHC4500
Leadership Skills for Non-Supervisors	1 day	11/18	NHHC1017
Managing Change at NIH: How to be a Successful Change Agent and Sponsor for Results	2 days	12/7	NHHC4103
Supervisory Refresher	2 days	12/9	NHHC9561
Leading with Emotional Intelligence: Great Results and Happy People	1 day	12/9	NHHC4004
Success Strategies for Introvert Leaders	1 day	12/17	NHHC4502
<b>Professional Development</b>			
Project Management	2 days	11/16	NHHC9414
Customer Service Excellence	1 day	11/19	NHHC4017
Putting the Federal Employee Viewpoint Survey Results (FEVS) to Work: An Action Planning Workshop	1 day	11/20	NHHC4501
Managing Up: Communicating with your Boss	1 day	11/26	NHHC1019
Managing Difficult Conversations and Conflict at NIH: Fundamentals of Negotiation	1 day	12/4	NHHC4203
Critical Thinking, Problem Solving and Decision-Making	1 day	12/8	NHHC4401
Writing Skills for NIH Employees	1 day	12/10	NHHC2114
Facilitating Masterful Meetings	1 day	12/14	NHHC4101
Managing Multiple Priorities, Projects, and Bosses	1 day	12/15	NHHC5110
<b>Retirement</b>			
Pre-Retirement Workshop (FERS)	3 days	10/21, 11/18, 12/21	NHHC5810
Pre-Retirement Workshop (CSRS)	3 days	11/4	NHHC5812
Mid-Career Financial Planning Workshop	2 days	11/12	NHHC5814
<b>Learning Management System (LMS)</b>			
LMS Local Learning Registrar	1 day	11/10	NHHC1001
LMS Learning Administrator	2 days	11/23	NHHC1003
LMS People Administrator	2 days	12/3	NHHC1002
<b>Travel</b>			
Domestic Travel (Concur Government Edition)	3 days	10/5, 11/2, 12/2	NHHC2700
Foreign Travel (Concur Government Edition)	2 days	10/27, 11/5, 12/7	NHHC2701
Sponsored Travel (Concur Government Edition)	1 day	11/10	NHHC2702
Domestic Travel Refresher (Concur Government Edition)	1 day	11/12	NHHC2706
Foreign/Sponsored Travel Refresher	1 day	12/16	NHHC2707
Travel for AOs & Approving Officials (Concur Government Edition)	1 day	8/17	NHHC2703

Please note: Additional courses are available! View the entire FY 2016 NIH Training Center course schedule at <http://trainingcenter.nih.gov>

## Quote Of the Quarter

“The capacity to learn is a gift; the ability to learn is a skill; the willingness to learn is a choice.”

— Brian Herbert

Submitted by Selwa Fayyad, Program Specialist.

Personal Meaning: You will only learn what you allow yourself to learn; never set limits; knowledge is powerful tool.

Want to share your favorite quote and what it means to you? Drop us a line at [training1@od.nih.gov](mailto:training1@od.nih.gov). Use “Quote of the Quarter” in the subject line. You may be featured in our next edition.

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