

NIH Training Center Highlights



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

Learn...Discover...Grow

<http://trainingcenter.nih.gov>

Ring in 2015 with the NIH Training Center!

NEW Year, NEW Training Facility, NEW You!

Renewal... Change... Innovation... The NIH Training Center recently underwent a transformation to better serve our clients – YOU! The NIH Training Center now boasts advanced interactive technologies, new classrooms, a laptop lounge for participants to use during course breaks, and a host of new courses. As you reflect on 2014 and embark upon the new year, know the NIH Training Center exists to support you. Explore our wide range of administrative, professional development, and leadership courses. Enroll in one of our renowned leadership programs, secure an executive coach, or work with one of our training professionals to establish an Individual Development Plan (IDP). Rebrand yourself. We have the expertise to help.

Explore our full range of offerings at <http://trainingcenter.nih.gov/index.html>

The staff at the NIH Training Center wishes you a happy and fulfilling New Year, with continued progress meeting your goals. We hope to partner with you along this journey!



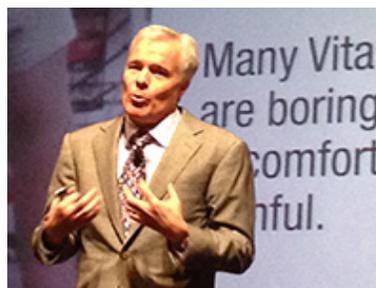
NIH Training Center Staff with representatives from the Workforce Support and Development Division

Quote Of the Quarter

"If your actions inspire others to dream more, learn more, do more and become more, you are a leader."

— John Quincy Adams

DDM Speaker Inspires NIH Audience to Find New Ways to Influence



On December 4, NIH welcomed renowned speaker and author, Joseph Grenny, as the first speaker in this year's DDM Seminar Series. Well-known for his *New York Times* bestselling books on "Crucial Conversations," Grenny illustrated six sources of influence that affect behavior change. More than 250 NIH employees attended this session in-

person, with more than 100 participating via videocast.

If you missed this seminar, the archived video is available at <http://videocast.nih.gov/launch.asp?18761>.

The NIH Training Center is offering a 2-day intensive "Influencer" training workshop, at Rockledge 1, on April 21-22. If you were intrigued by this DDM seminar and want to delve deeper into the six sources of influence that Grenny shared, visit <http://trainingcenter.nih.gov/ShowDetails.aspx?cid=NIHTC9412> for details. *Space is limited to 25 participants. Register soon to reserve your slot!*

2015 DDM Seminar Series Schedule

All events are from 11am-12:30 pm, in Building 10, Masur Auditorium.

- February 12 – Bonnie St. John
"Normal is Overrated: Aim Higher"
- April 9 – Sian Beilock
"Performing Under Pressure When it Counts"
- June 4 – Simon Sinek
"Why Leaders Eat Last: Inspiring Trust and Loyalty in Organizations"

2nd Quarter
FY 2015

Need Exceptional Meeting Space? Consider the NIH Training Center for Your Next Event



Are you having difficulty finding NIH space that meets your needs? Consider a room rental at the NIH Training Center's brand new facility, in Rockledge I. Parking is free and a full-scale cafeteria is conveniently right next door, in Rockledge 2. The Training Center has both traditional and computer classrooms available on a limited basis. Our traditional classrooms can accommodate 25 – 36 participants (or squeeze in a few more) and are ideal for meetings and workshops. Our computer classrooms can comfortably seat 20 – 21 people and are ideal for computer based training and exercises. We've also updated our classrooms to include video cameras and microphones to accommodate remote participants. With each classroom rental, you will receive technical support and basic equipment, including an instructor/meeting leader laptop, projector, and flipcharts. All you need to do is arrive; rest assured, our technical support specialists will assist with the rest. To learn more about a renting a classroom at the Training Center visit: <http://trainingcenter.nih.gov/rental>.

Do You Work in the Training and Employee Development Field at NIH?

If so, consider joining the Training Collaborative Forum. Held on a quarterly basis, the forum facilitates an open exchange where you can identify and learn more about current NIH training offices and programs and explore training best practices. Previous Forum topics include evaluation design and learning transfer, development and delivery of training for individuals with disabilities, and challenges and best practices in the training and development field, to name a few. For more information about the forum, contact Program Manager Derrick Prather at pratherd@mail.nih.gov.



(from left) Jeanette Smith (NHGRI) and Laura Toomey (OD/OHR) share future forum topics with the forum facilitator, Derrick Prather (OD/OHR/NIHTC).

NIHTC Open House – A Success!



On October 8, more than 100 employees from 22 ICs attended the NIH Training Center's Open House.

Safiya Stewart-Sagoua, Program Analyst at NCI, expressed, *"It was a great opportunity to not only see the training available to NIH staff but also get exposure to some available training offerings before you sign up for full classes. I learned a lot about the wide variety of trainings offered through the Center and about upcoming changes that will make training more accessible to staff. The NIHTC staff was very friendly and eager to help and answer any questions I had. I am looking forward to taking advantage of the available services through the Center."*

Thank you, Safiya, and we appreciate everyone who took the time to attend. It was rewarding for us to connect with the NIH community and showcase our new space.

Stay tuned for additional outreach events in 2015.

LMS Update

HHS has released a new timeline for the LMS upgrade! The new blackout dates are March 6th through March 18th. During this time the LMS will be unavailable to all system users. Please plan your training schedules with these dates of system unavailability in mind. **The new Go-live date is March 19th** (subject to change). All system functionality will be available at this time. Contact the HRSS Helpdesk for upgrade-related questions or additional support by creating a ticket using the online support form: <http://intrahr.od.nih.gov/helpdeskform.htm>.

AMTRAC Site: Rolling Forward in Navigating FAC Certifications

Launched in 2012, AMTRAC serves as a valuable tool to access information on acquisition certification and training requirements. The site now features links to new acquisition guidance issued by DHHS for Scientific Review Officers (SROs) and those pursuing their FAC-C, FAC-COR and FAC-PPM and purchasing certifications. Visit: http://trainingcenter.nih.gov/acquisition_mgmt_resource_ctr.html.

Coming Soon in March CON 100 (Shaping Smart Business Arrangements), CON 110 (Mission Support Planning), CON 120 (Mission Focused Contracting), CON 217 (Cost Analysis & Negotiation Techniques) and CON 218 (Advanced Contracting for Mission Support).

NIHTC Featured Course of the Quarter

Leading with Emotional Intelligence: Great Results and Happy People (Course #4004)

Keisha Berkley, NIH Training Center Program Manager, chats with Frances Johnston, one of the facilitators of the NIHTC's new workshop: "*Leading with Emotional Intelligence: Great Results and Happy People*." Fran also served as a key faculty member in the NIH Executive Leadership Program (ExLP).

Keisha: Why is emotional intelligence so important in the workplace?

Fran: Emotional intelligence is the most important element individuals can cultivate in themselves that helps them work better and create relationships that are essential to a positive and resonant work environment. Everyone knows the adage that you can't change anyone, except yourself. Emotional Intelligence is important in the workplace today because relationships are vital in the workplace, and relationships happen between people, not machines. Having leaders and employees that can create and sustain effective work relationships requires self-awareness and the ability to manage one's own emotions. Everyone wants to get things done in an easy and efficient manner, and they want to work together in peace and harmony. NIH employees are engaged in very important work, so it is important that they enable themselves to be at their best as much as possible.

Keisha: What expertise do you bring to this topic?

Fran: I have been teaching emotional intelligence and working with leadership teams and organizations for over 20 years. My experience includes working with all types of organizations, from corporations to food co-ops, and with all types of people at every level of an organization. Using this experience, I also co-authored the Harvard Business Press book, *Becoming a Resonant Leader*, which guides leaders in how they can increase their emotional intelligence and create resonant workplaces. I also bring my own emotional intelligence to my work! This helps me be authentic, approachable, have passion for what I do, and create enjoyable and effective learning and working groups.

Upcoming Emotional Intelligence Workshop Dates

February 27, May 1, September 18
8:30-5:00 Tuition \$740

For details, visit: <http://trainingcenter.nih.gov/ShowDetails.aspx?cid=NIHTC4004>

Space is limited to 25 participants per workshop.

Keisha: The NIH scientific community historically has not embraced what some would call "touchy feely" training. This course does, in fact, have exercises that embody this approach. What would you say to those who express reservations about participating?

Fran: Did you know that everything I teach is based on research from neuroscience and learning? The training has exercises that invite people to think, reflect, and then share what they think with other students. That is how adults learn social skills. They can all learn new ways to understand themselves and how to work with people who are different from them by style, personality or role. I think the term "touchy feely" is a way to dismiss a very important arena of life that people don't know what to do with. The things we teach in this course couldn't be more relevant to the skills needed to succeed as a leader or employee in the workplace today. Emerging research continually supports our approach and the importance of the soft skills (e.g., social awareness, influence, communication) in distinguishing great leaders from good ones. I would invite reluctant participants to attend the course, keep an open mind and move at their own speed. The courses we design allow people to come in at all different levels of comfort with the topic and engage with the content and their own growth in a way that feels natural for them. I'm confident that, like thousands of other leaders and employees we have worked with, they will find it professionally and personally valuable.

Keisha: What do you believe is the most important topic in this 1-day workshop?

Fran: While all the topics in the workshop are important in contributing to the whole of emotional intelligence, the most important is self-awareness. Self-awareness is the foundation of emotional intelligence and precedes all the other competencies. A person who is not self-aware will struggle to manage their own emotions and relationships and won't recognize their strengths and challenges as a person, family member and NIH team member. Self-awareness directs our motivation and goals for lifelong learning. So, self-awareness is the most important topic, but influencing skills may be the most practical and fun since it helps people get what they want from other people, and we all need more of that!

Keisha: If a person lacks awareness of their emotional intelligence, what are the potential consequences?

Fran: We experience and use our emotions every day, whether we are aware of it or not. However, people with greater emotional intelligence are able to manage themselves in ways that lead to more fun, happiness, meaning, achievement and relational success at work and in life. Individuals without emotional awareness often hold themselves back in unhealthy patterns of thought, behavior and ways of interacting with others, which can inhibit their own, their team's and organization's success. And sometimes people can't or don't choose to control their emotions. When people are like that, others often avoid them for fear of an outburst or unpredictable behavior. In these cases, awareness is key because it precedes the ability to intentionally change aspects of oneself or ways of interacting with others that are getting in the way of your success at work.

NIHTC Leadership Update

Kristen Dunn-Thomason is now Acting Director of the Workforce Support and Development Division (WSDD). In this capacity, Kristen is responsible for leading the NIH Training Center and the Workforce Enhancement Branch (WEB), which manages a variety of programs including NIH Honorary Awards, NIH New Employee Orientation, NIH Onboarding, Employee Engagement, Competencies, and Mentoring. Elena Juris, NIHTC Deputy Director, will become the Acting Director of the NIH Training Center.



We want to hear from you. If you have benefited from NIHTC workshops, programs or services, we'd love to hear your news. Drop us a note at training1@od.nih.gov. If there is something you wish we would do differently, or something that you simply don't like, we need to know that also. Feedback in all forms is constructive and will only help us better serve you!

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2nd Quarter FY 2015 Course Offerings

Course Title	Length	Start Dates	Course #
Acquisitions Management			
Basic Simplified Acquisition	5 days	1/02	NIHTC9530
Purchase Card Training (NBS)	3 days	1/14, 2/23, 3/18	NIHTC9512
Federal Appropriations Law Refresher	1 day	1/15, 2/20, 3/16	NIHTC5524
Introduction to NIH Property Management (NBS)	3 days	1/20, 3/25	NIHTC9517
Professional Services	1 day	1/22	NIHTC5512
Price Reasonableness in Simplified Acquisitions	1 day	1/22	NIHTC2617
Internal & External Requisitioner (NBS)	1 day	1/23	NIHTC9516
Basic COR Training	5 days	1/26, 2/23, 3/23	NIHTC9546
Simplified Acquisition & Delegated Procurement (NBS)	5 days	1/26, 3/23	NIHTC9513
Federal Appropriations Law	3 days	2/2	NIHTC5521
Advanced Simplified Acquisition	5 days	2/9	NIHTC9532
COR Refresher	1 day	2/17	NIHTC9647
Property Management Refresher	2 days	2/26	NIHTC9520
CON 100: Shaping Smart Business Arrangements	5 days	3/16	NIHTC9566
Buyer Contracts	3 days	3/30	NIHTC9515
Administrative Systems & Policy			
ITAS for Supervisors & Leave Approv. Officials	1 day	1/9	NIHTC2627
Basic ITAS for Timekeepers	2 days	1/26, 2/3, 3/23	NIHTC2624
Fellowship Payment System	2 days	1/29	NIHTC2646
Advanced ITAS for Timekeepers	1 day	2/2	NIHTC2626
Capital HR Systems Training	1 day	2/3	NIHTC4009
Computer Applications			
Introduction to Microsoft Excel 2010	1 day	2/17	NIHTC6647
Intermediate Microsoft Excel 2010	1 day	2/18	NIHTC6648
Advanced Microsoft Excel 2010	1 day	2/19	NIHTC6699
Microsoft PowerPoint 2010: Design and Multimedia Mixing	1 day	3/5	NIHTC6624
Microsoft Excel 2010 Data and List Management	1 day	3/12	NIHTC6621
Microsoft Excel 2010 Managing Worksheets	1 day	3/12	NIHTC6622
Microsoft Excel 2010 Power Charts	1 day	3/13	NIHTC6620
Microsoft Word 2010: Exploring Track Changes	1 day	3/13	NIHTC6625
Management, Supervision & Leadership Skills Development			
Supervisory Refresher	2 days	2/19	NIHTC9561
Supervisory Essentials Training	3 days	3/23	NIHTC9511
Professional Development			
Managing Effective Meetings	1 day	2/3	NIHTC4101
Leadership Presence for NIH Executives	1 day	2/5	NIHTC4012
Managing Up: Communicating with your Boss	1 day	2/5	NIHTC1019
Introduction to the NIH Budget Process	1 day	2/10	NIHTC5260
Successful Conflict Resolution	1 day	2/10	NIHTC4202
Writing and Managing Executive Correspondence	2 days	2/11	NIHTC2115
Increasing Individual Productivity	1 day	2/11	NIHTC5110
Project Management	2 days	2/12	NIHTC9414
Gray Matters - Critical Thinking and Decision-Making	1 day	2/24	NIHTC4401
Managing Change at NIH: How to be a Successful Change Agent and Sponsor for Results	1 day	2/23	NIHTC4103
Leading with Emotional Intelligence: Great Results and Happy People	1 day	2/27	NIHTC4004
Title 42 at NIH	2 days	3/10	NIHTC8810
Planning and Leading Engaging Virtual Meetings	1 day	3/11	NIHTC4014
Retirement			
Pre-Retirement Workshop (FERS)	3 days	1/21, 2/18, 3/9	NIHTC5810
Pre-Retirement Workshop (CSRS)	3 days	1/7, 3/2	NIHTC5812
Mid-Career Retirement Workshop	2 days	3/19	NIHTC5814
Learning Management System (LMS)			
LMS Local Learning Registrar	1 day	1/13, 1/28, 2/6, 2/23, 3/10, 3/17	NIHTC1001
LMS Learning Administrator	2 days	1/20, 3/3	NIHTC1003
LMS People Administrator	2 days	2/24	NIHTC1002
Travel			
Domestic Travel (Concur Government Edition)	3 days	1/5, 2/9, 3/4	NIHTC2700
Domestic Travel Refresher (Concur Government Edition)	1 day	1/8	NIHTC2706
Foreign Travel (Concur Government Edition)	2 days	2/19	NIHTC2701
Sponsored Travel (Concur Government Edition)	1 day	2/27	NIHTC2702
Travel for AOs & Approving Officials (Concur Government Edition)	1 day	3/2	NIHTC2703

Please note: Additional programs are available! View the entire FY 2015 NIH Training Center course schedule at <http://trainingcenter.nih.gov>