Purpose of Presentation

Update on current supervisory requirements

- 5CFR Parts 410 and 412: “Training; Supervisory, Management, and Executive Development”

Update on pending supervisory requirements

- HHS proposed requirements
Background – Current Activities

• NIH Supervisory Training Committee established
  – Develop NIH-wide supervisory training policy
  – Determine structure and content of new supervisor training offered through the NIH Training Center

• HHS Learning Council
  – Giving feedback within HHS on central policy
**CY10 Requirements**

- Provide training within one year of an employee's initial appointment to a supervisory position
- Required topics include:
  - Mentoring/Coaching employees
  - Improving employee performance
  - Conducting performance appraisals
  - Dealing with unacceptable performance
- Impacts supervisors appointed since December 10, 2009
- Experienced supervisors new to NIH
  - Evaluate if understand four required topics in federal context
  - Training still required on federal information if come from private sector
- No specific class is currently required
- Supervisory training committee is developing a class for future years
Current Options for Meeting this Requirement

• NIHTC has two courses which combined meet the requirement:
  – **Holding Employees Accountable** (9511)
    • Tuition for 2-day course: $854
  – **Effective Communication Skills for Managers** (9521)
    • Tuition for 2-day course: $571

• In FY11 will consolidate classes into one 3-day session
• ICs may also offer their own programs
• ER 101 and 201 courses include holding employees accountable and PMAP
• Tracking via spreadsheet, a template will be provided
Future Requirements – OPM Regulation

• Existing supervisors must have refresher training every 3 years
Future Requirements – Congress

• **Federal Supervisor Training Acts of 2009 and 2010**
  – Through committee in both branches of Congress

• Adds to OPM list of training topics

• Also includes:
  – Mentoring (all new supervisors must have a mentor)
  – Format (new supervisor training must be instructor-led and interactive)
  – Competencies (supervisor competency assessments required, training must address identified agency gaps)
Future Requirements – HHS Proposed Content

- HR Staffing
  - Hiring Process
  - Hiring Strategies
  - Hiring Authorities
  - Hiring Flexibilities
  - Promotions

- Performance Management and Appraisal Plan (PMAP)
  - PMAP Policy
  - PMAP Plan Development
  - Mid-Year Review Process
  - Annual Rating Process

- Employee Viewpoint Survey Input (addressing specific employee feedback)

- Performance Management
  - Setting Performance Expectations
  - Monitoring Performance
  - Diagnosing Performance Problems
  - Mentoring for Performance
  - Recognizing Positive Performance Outcomes

- Employee and Labor Relations
  - Prohibited Personnel Practices
  - Merit Systems Principles
  - Performance Improvement Plan
  - Disciplinary Options

- Leave Administration
- Enterprise Systems
- Work Life Quality
Supervisory Training Committee Next Steps

1. Finalize an NIH-wide supervisory training policy
2. Work with the NIHTC to design a course for new supervisors
   – Planned for CY11
   – Will incorporate topic areas from all mandates
   – 3-day length
   – Fee-for-service through the NIHTC
   – Tracked via LMS
3. Determine how to implement the 3-year refresher training
Actions Needed from the EOs

Assess current programs your IC offers in meeting the mandatory training for new supervisors requirement

Appoint an IC Training Coordinator who will provide support to your IC on mandatory training policy and related processes

Ensure that new supervisors attend training on 4 mandated topics
IC Training Coordinator Role

• Serve as link between the IC and training organizations
• Relay training information to IC leadership
• Provide support to the IC (and be the IC internal POC) on the NIH supervisory training policy and related processes. This may include:
  – Coordinating supervisor training tracking and reporting
  – Advising new supervisors on IC recommended course offerings
• Send name of coordinator to Rachel Pemble, rpemble@od.nih.gov, by August 20
Committee Members

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