

LEARNING OBJECTIVES OF PROGRAM SESSIONS INCLUDE:

The Art of Supervision

- Learn what “exceptional leadership” is, and the role Emotional Intelligence plays in becoming an exceptional leader
- Learn and practice communication skills used by effective leaders, including communicating to understand, for action, and for coaching

HR Staffing Overview

- Discuss the importance of hiring the right person when you have the opportunity, and learn how to effectively do so

Employee and Labor Relations

- Learn how to establish a positive work environment based on a comprehension of the Prohibited Personnel Practices, Equal Employment Opportunity and Diversity Management principles and practices
- Experience hands-on lessons in Leave Management, and methods of recognizing and addressing troubling performance and conduct

Performance Management & PMAP

- Discuss the importance and benefits of good performance management, and learn and practice a proven process for managing your staff’s performance
- Become familiar with the current PMAP policy, plan, procedures and schedule

NIH Enterprise Systems for Supervisors

- Become familiar with the various systems used by NIH supervisors and managers; learn about NIH support resources available for each system

Balancing Work and Life

- Discuss the benefits and challenges of achieving a Work Life balance
- Assess your current level of Work Life balance
- Become aware of Work Life resources and services at NIH to support attaining a Work Life balance
- Learn ways to support your staff in gaining Work Life balance