2017 DDM Seminar Series Cycle Comes to a Close

This fiscal year represented another successful series of nationally renowned speakers presenting at NIH as part of the Deputy Director for Management (DDM) Seminar Series. Below is a recap of this stellar year!

> **Shari Harley** shared with attendees approaches for using candor in the workplace to create a safe haven for employees, managers, and associates so they can speak productively.

> **Valorie Burton** used her model for developing resilience called, P.U.R.P.O.S.E. She demonstrated how we can develop the thinking style that helps us succeed under pressure, while finding joy and maintaining a positive perspective that makes us better … not bitter!

> **Al Pittampalli** suggested that it's our psychology that lies at the heart of why we end up in long, indecisive and unproductive meetings; only by fundamentally changing the way we think about meetings can we consistently create meetings that matter.

> **Shawn Achor** presented on "The Science of Happiness" and its meaning for resilience, optimism and ultimately, productivity.

Watch the archived DDM videocasts and receive 1.5 hours Continuous Learning Points (CLPs) towards supervisory training or submit sessions into FAITAS to receive 1.5 CLPs towards FAC-COR, FAC-C and FAC-PPM re-certifications. Visit **http://ddmseries.od.nih.gov/seminars_past.html**.

Help us identify outstanding speakers for next year! It's not too late, but please act quickly. Speaker nominations for FY18 opened on June 15th and will close on July 31. Visit **http://www.ddmseries.od.nih.gov** now to submit your nomination!
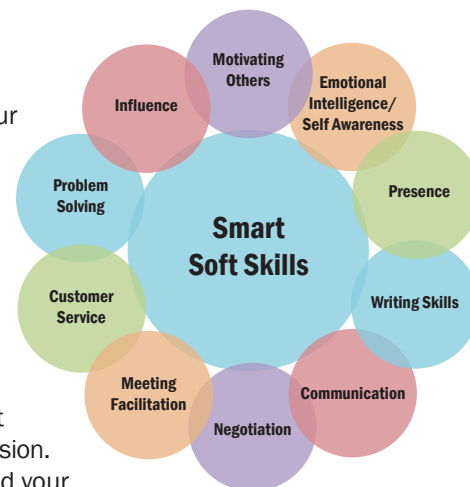
https://trainingcenter.nih.gov

Make Your Skills Shine

Register for Soft Skills September

Technical skills are critical for success in your position. However, if you want to excel, "soft skills" such as communication, problem solving and emotional intelligence are just as important.

As a supervisor, the success of your team lies in their ability to master these soft skills. Collaboration, managing time effectively, managing meetings and negotiating are among the necessary skills at the NIH to get your important work done and meet the mission. The NIH Training Center is here to help you and your team succeed and enhance productivity.

Last year, more than 230 NIH employees participated in our "Soft Skills September" classes. We devote the entire month to soft skills because we recognize the importance of these skills – you should, too! Don't miss the opportunity to refresh your skills as we approach FY2018. Our lineup of classes is below. Visit **https://trainingcenter.nih.gov/news.html** for details.

Course	Date	Location
Women in Leadership: Strategies for Success	Aug 22 - Sept 22	Rockledge 1
Meetings 101: Steps for Successful Meeting Management	Sept 8	Natcher
Managing Challenging Email (Half-Day)	Sept 11	Natcher
Writing Skills for NIH Employees	Sept 12	Rockledge 1
Critical Thinking, Problem Solving, and Decision-Making	Sept 12	Natcher
Success Strategies for Introverted Leaders	Sept 13	Natcher
Effective Writing Refresher Workshop (Half-Day)	Sept 14	Natcher
Motivating and Engaging NIH Employees	Sept 15	Natcher
Putting the Federal Employee Viewpoint Survey Results (FEVS) to Work: An Action-Planning Workshop	Sept 15	Natcher
Introduction to Project Management	Sept 18-19	Rockledge 1
Managing Difficult Conversations and Conflict at NIH: Fundamentals of Negotiation	Sept 19	Rockledge 1
Powerful Presentations and Storytelling: Small Group Coaching Workshop	Sept 19	Natcher
Leadership Skills for Non-Supervisors	Sept 20	Natcher
Cultivating a Culture of Service at NIH: Practical Tools to Improve the Customer Experience	Sept 21	Rockledge 1
Managing Multiple Priorities, Projects, and Bosses	Sept 21	Rockledge 1
Myers-Briggs Training (Half-Day)	Sept 25	Rockledge 1

FY18 Leadership Development Program Opportunities

Leadership begins with you! The NIH Training Center continues its efforts to support leadership development across the NIH by offering the Mid-level, Senior and Executive Leadership Programs. These NIH programs are transformative as our participants state they have had life-changing experiences by attending. An overview of our three flagship NIH-wide programs is below. Visit **https://trainingcenter.nih.gov/continuum_of_leadership.html** for details.

	NIH Mid-Level Leadership Program	NIH Senior Leadership Program	NIH Executive Leadership Program
Duration	13-day program over 8 months	10-day program over 4 months	13+ day program over 7 months. Program offered every other FY.
Audience	New and aspiring first-level supervisors	Middle and senior managers; experienced first-line supervisors	Select group preparing to take on Top 5 leadership roles and existing "Top 5" leaders
Targeted Group	GS 12, 13, 14 and Title 42 equivalents	GS 14, 15, SES and Title 42 equivalent leaders	GS 15, SES and Title 42 equivalent leaders
Recruitment Model	Individual recruitment	Team/IC recruitment	Individual recruitment
Call for Nominations to Executive Officers	September 2017	September 2017	January 2018

Do You Have a Current Individual Development Plan (IDP)?

Check out the valuable resources NIH offers to help you ensure success in your current position or future role:

> 1:1 IDP consulting

> IDP group workshops at your location

> Competencies models for developmental planning

> Career Maps for long-term goals

Explore your options at **https://trainingcenter.nih. gov/idp_consulting.html** and **https://hr.od.nih.gov/ workingatnih/competencies/default.htm**

Find HHS-wide career management resources at **https://hhsu.learning.hhs.gov/hhsuonline/ careermanagementguide.asp**.

NIH Training Center
VIRTUAL OPEN HOUSE

Coming Soon to Your Desktop in Early 2018! NIH Training Center Virtual Open House (VOH)

In early 2018, you will have the opportunity to learn about the NIH Training Center's FY18 programs, services and offerings from the comfort of your office. With the click of your mouse, you'll be able to:

> Participate in professional development mini-webinars.

> Chat with NIH Training Center staff and get your questions answered on the spot.

> Watch videos about our programs and services.

> Learn how we can help you be successful.

Stay tuned for advertisements over the next few months and routinely check our news page at: **https://trainingcenter.nih.gov/news.html**

We can't wait to interact with you online!

NIH Training Center SPOTLIGHT

Rick Hawkins: Thirty Years and Still Growing a Successful Career!

Our Highlights "NIHTC Spotlight" features an employee with an inspiring story to share...

(l to r) Chief Alvin Hinton, Rick Hawkins, and Elena Juris.

Earlier this year, Rick Hawkins, a current second-year Management Intern, was presented a 30-year length of service award. Elena Juris, Director of the NIH Training Center, and Chief Alvin Hinton of the NIH Police recognized him by surprise at the January **Management Seminar Series (MSS) (https://trainingcenter.nih.gov/management_ seminar_series.html)**. This was quite a humbling moment for the former Sergeant Hawkins, who served nearly 15 years with the NIH Police.

Service

With a strong passion "to serve my country in one way or the other," Rick's thirty years of public service began when he enlisted into the U.S. Navy straight out of high school. Rick then became a police officer, initially with the National Institute for Standards and Technology, and eventually with the NIH.

Second Career

Fueled by an enduring drive for continuous learning throughout his entire career, Rick began to serve on a variety of trans-NIH task forces as an officer. Rick went back to school in his late forties and began to explore careers outside of law enforcement. The desire to further serve the NIH through a next career step led him to successfully apply to the highly-competitive Management Intern Program at NIH. Rick shares, "the experiences and training I have received through the MI program have been outstanding and have provided me with a wide variety of opportunities on where to go next in my career." As Rick's Management Intern experience comes to an end, we'd like to congratulate him for 30 years of service and wish Rick continued success in his new role in the Office of Management Assessment's Program Integrity Division.

It's never too late to learn, develop, and grow!

Which LMS Course Is Right for You?

The NIH Training Center offers Learning Management System (LMS) training to meet your LMS needs. Check out the three charts below to determine which class best matches your LMS role:

Local Learning Registrar - Learn to:	Learning Administrator - Learn to:	People Administrator - Learn to:
View and edit Learner profiles	Create and manage course resources	Use simple and advanced searching techniques to view Learner Profile information
Reactivate deactivated LMS accounts	Create and manage courses and course offerings	Search and view jobs
Create orders to register Learners for course offerings found in the LMS catalog	View and manage rosters	Search, view, create, edit and assign roles
Modify and/or drop course registration orders	View Learner profiles and current and completed learning	Search and view competencies and competency details
View and edit a Learner's current and completed learning	Close out Instructor-Led Training (ILT) offerings	Create competency groups
Approve/reject orders on behalf of managers and Additional Approvers for Orders	Run, export, email and create subscriptions for various reports	Run, export, email and create subscriptions for various reports
Run, export, email and create subscriptions for various reports		
Upcoming Class: 8/8	**Upcoming Class: 7/12 & 9/11**	**Upcoming Class: 7/18**

For more information about LMS class roles and permissions, please visit the LMS Support Page: Learning Management System (LMS) at NIH - Support.

To register for a LMS class, visit the NIH Training Center - Course Catalog (**https://trainingcenter.nih.gov/Default.aspx**) or call the NIH Training Center at 301-496-6211.

Join the "What's Fresh in the LMS" Yammer group. #LMSFresh

New Courses to Help Display and Analyze Data

Hands-On Data Visualization Workshop (NIHTC4022)
July 24

Enroll in this one-day class and learn how to take your data from good to great! Learn about visual processing theory and why it is relevant for our work at NIH. Receive useful tips on how to improve default chart settings in MS Excel. Uncover which chart types tell the best story in your dataset and explore design skills to highlight main points. For details and to register, visit **https://trainingcenter.nih.gov/ShowDetails.aspx?cid=NIHTC4022**.

Data Analysis Essentials (NIHTC5301)
August 30-31

Designed for NIH Budget Analysts, Program Analysts, Management Analysts and Administrative Officers in mind, this two-day course will help you enhance your quantitative data analysis through the use of MS Excel. Learn best practices for organizing, summarizing, and interpreting quantitative data. Create a repeatable process for analyzing and identifying data patterns. Visit **https://trainingcenter. nih.gov/ShowDetails.aspx?cid=NIHTC5301** for details and to register.

4th Quarter FY 2017 Course Offerings

Course Title	Length	Start Dates	Course #
Acquisitions Management			
COR Essentials/COR Refresher	1 day	7/13, 8/29	NIHTC9547
Advanced Simplified Acquisition	5 days	7/17	NIHTC9532
Basic COR Training	5 days	7/17, 8/14, 9/11	NIHTC9546
Internal & External Requisitioner (NBS)	1 day	7/17, 8/17, 9/5	NIHTC9516
Purchase Card Training (NBS)	3 days	7/18, 8/28, 9/6	NIHTC9512
FCN 190: Fundamentals of the FAR	10 days	7/24	NIHTC9567
CON 127: Contract Administration	2 days	7/27	NIHTC9573
Intellectual Property	1 day	7/31	NIHTC9522
Federal Appropriations Law Refresher	1 day	8/8	NIHTC5524
Introduction to NIH Property Management (NBS)	3 days	8/14	NIHTC9517
Simplified Acquisitions & Delegated Procurement (NBS)	5 days	8/21	NIHTC9513
Federal Appropriations Law	2 days	8/23	NIHTC5521
Advanced COR Refresher	1 day	8/28	NIHTC9551
CON 170: Fundamentals of Cost & Price Analysis	10 days	9/11	NIHTC9574
Administrative Systems & Policy			
Capital HR Systems Training	1 day	7/13,9/7	NIHTC4009
Basic ITAS for Timekeepers	2 days	7/24, 8/29, 9/5	NIHTC2624
Fellowship Payment System	2 days	7/27, 9/14	NIHTC2646
Title 42 at NIH	2 days	8/1	NIHTC8810
Introduction to the NIH Budget Process	1 day	8/11	NIHTC5260
ITAS for Supervisors & Leave Approv. Officials	1 day	8/24	NIHTC2627
Advanced ITAS for Timekeepers	1 day	8/31	NIHTC2626
Computer Applications & Concepts			
Microsoft Excel 365 Level 1	1 day	8/7	NIHTC7005
Microsoft Excel 365 Level 2	1 day	8/8	NIHTC7006
Management, Supervision, & Leadership Development			
Leadership Skills for Non-Supervisors	1 day	7/11, 9/20	NIHTC1017
Supervisory Essentials Training	3 days	7/19, 8/9	NIHTC9511
Supervisory Refresher	2 days	9/6	NIHTC9561
Professional Development			
Writing Skills for NIH Employees	1 day	7/10, 9/12	NIHTC2114
Managing Challenging Email	1 day	7/11, 9/11	NIHTC2100
Managing Change at NIH: How to be a Successful Change Agent and Sponsor for Results	1 day	7/12	NIHTC4103
Cultivating a Culture of Service at NIH: Practical Tools to Improve the Customer Experience	1 day	7/12, 9/21	NIHTC4017
Hands-On Data Visualization Workshop	1 day	7/24	NIHTC4022
Critical Thinking, Problem Solving, and Decision Making	1 day	7/25, 9/12	NIHTC4401
Managing Multiple Priorities, Projects, and Bosses	1 day	7/28, 9/21	NIHTC5110
Introduction to Project Management	2 days	8/8, 9/18	NIHTC9414
Mid-Career Financial Planning Workshop	2 days	8/17	NIHTC5814
Women in Leadership: Strategies for Success	4 days	8/22, 8/31, 9/22, 9/26	NIHTC4504
Data Analysis Essentials	2 days	8/30	NIHTC5301
Meetings 101: Steps for Successful Meeting Management	1 day	9/8	NIHTC4101
Success Strategies for Introverted Leaders	1 day	9/13	NIHTC4502
Effective Writing Refresher Workshop (Half-Day)	1/2 day	9/14	NIHTC2116
Putting the Federal Employee Viewpoint Survey Results (FEVS) to Work: An Action Planning Workshop	1 day	9/15	NIHTC4501
Motivating and Engaging NIH Employees	1 day	9/15	NIHTC4500
Powerful Presentations and Storytelling: Small Groups Coaching Workshop	1 day	9/19	NIHTC4003
Managing Difficult Conversations and Conflict at NIH: Fundamentals of Negotiation	1 day	9/19	NIHTC4203
Myers-Briggs Training (Half-Day)	1/2 day	9/25	NIHTC9590
Retirement			
Pre-Retirement Workshop (FERS)	3 days	7/5, 7/31, 8/23, 9/13	NIHTC5810
Pre-Retirement Workshop (CSRS)	3 days	8/28	NIHTC5812
Learning Management System (LMS)			
LMS Learning Administrator	1 day	7/12, 9/11	NIHTC1003
LMS People Administrator	1 day	7/18	NIHTC1002
LMS Local Learning Registrar	1 day	8/8	NIHTC1001
Travel			
Domestic Travel (Concur Government Edition)	3 days	7/10, 7/19, 8/9, 9/12	NIHTC2700
Foreign Travel (Concur Government Edition)	2 days	7/26, 9/18	NIHTC2701
Sponsored Travel (Concur Government Edition)	1 day	9/7	NIHTC2702

Please note: Additional courses are available! View the entire FY2017 NIH Training Center course schedule at https://trainingcenter.nih.gov.

Quote of the Quarter

"Setting goals is the first step in turning the invisible into the visible."

-Tony Robbins

"Tell us what you think!"

Feedback is a Gift

At the NIH Training Center, we consider your feedback a gift to us. If you take our courses, please participate in our electronic surveys. Your opinions matter and will help us better serve you. If you prefer to simply e-mail us your thoughts, reach us at **training1@od.nih.gov** or contact Barb LeClair, NIH Training Center Deputy Director, at **barb.leclair@nih.gov**.

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