



NIH Training Center

HIGHLIGHTS

Learn...Discover...Grow

2nd Quarter | FY 2018

2018 DDM Speaker Series: Motivation, Innovation, and Workforce Dynamics

Chances are, you have heard about the Deputy Director for Management (DDM) Seminar Series and most of you have attended some seminars in the past. The DDM Seminar Series offers the NIH community engaging presentations that provide meaningful insights into leadership and management concepts, challenges, and solutions.

2018 DDM Seminar Series Schedule

Time: 11:00 AM-12:30 PM

Location: Masur Auditorium, Building 10

Details: <http://www.ddmseries.od.nih.gov/>

Lisa Bodell | February 8 Innovation and Simplification: Times of Change

Globally recognized innovation leader, futurist and author of *Kill the Company*. Bodell has appeared on FOX News and in publications such as *Forbes*, *Business Week*, *The New York Times*, *WIRED*, *Harvard Business Review*, and *The Futurist*.

Sheila Heen | April 5 Thanks for the Feedback: The Science and Art of Receiving Feedback Well

Author of *Thanks for the Feedback* and Harvard Law School Lecturer who has appeared on *Oprah*, *The G. Gordon Liddy Show*, NPR's *Diane Rehm Show*, FOX News, and CNBC's *Power Lunch*.

Christine Porath | June 14 The Impact of Civility and Incivility on Worker Productivity

Author of *The Cost of Bad Behavior*, whose research has appeared in the *Academy of Management Journal*, *Journal of Applied Social Psychology*, and *Harvard Business Review* and featured in *Time*, *The Wall Street Journal*, *The Washington Post* and on CBS, FOX News, CNN, BBC, and NPR.

Seminars are also available via videocast at <https://videocast.nih.gov/>.

Happy New Year from the NIH Training Center



Thank you for entrusting your learning with us. The NIH Training Center (NIHTC) exists to serve you – all 18,000+ of NIH's employees, spanning 27 Institutes and Centers. As NIH's dedicated resource, our goal is to create learning experiences to help you be the best you can be. We strive for excellence across all of our functions – from customer service to courses and program evaluations.

We recognize that you have a choice when it comes to training and development. You may have opportunities within your IC, through your professional affiliations, and with external training organizations. A hallmark of our organization is the NIH-wide networking and

connections that are inherent to your experiences in our workshops and programs. Amid any change or uncertainty, we are here to help ensure you are prepared to carry out your unique roles at NIH in supporting and accomplishing our collective mission: *To seek fundamental knowledge about the nature and behavior of living systems and the application of that knowledge to enhance health, lengthen life, and reduce illness and disability.*

On behalf of my team at the NIHTC, thank you for your partnership. If you haven't yet experienced any of our programs, workshops, or services yet, we hope that you will consider us in 2018.

We have a lot to be proud about...and owe it all to you.

Sincerely,

Elena Juris

Director, NIH Training Center



Ensure Your Voice is Heard! Participate in the 2018 NIH Training Needs Assessment



This February, the NIH Training Center will administer the 2018 NIH Training Needs Assessment. This biennial assessment is your opportunity to let us know your training needs. Here are five reasons not to miss the chance to let us hear what you are thinking:

- > **Feedback:** We are listening! Now's the time to speak up and let us know what is working or not.
- > **Propose a Class:** The NIH Training Center offers a variety of classes including acquisitions, ITAS, Travel, Retirement, Professional Development and more. Why not suggest a class? If a number of people want a new course, we can put it on next year's schedule.
- > **Support Your Training Center:** The NIH Training Center is your place for learning and development. Make sure the training you need is offered.
- > **Time is Limited:** We know you are busy. We've streamlined the questions, so less time is needed to complete it.
- > **Reports:** IC training liaisons can receive a report with their IC findings. This report is instrumental in planning training and gives you a glimpse as to what training may uniquely benefit your IC.

The **2018 NIH Training Needs Assessment** is scheduled for release in February 2018. Questions? Email them to NIHTrainingCenter@nih.gov.

New Classes for You in 2018!

Basic COR I Essentials: Designed for the prospective COR who plans to serve on technical evaluation panels or work on low-risk contract vehicles, such as supply contracts and orders up to \$25,000. This course is a 1-day, broad overview of basic contracting.

CON 124 Contract Execution: Learn how to execute the acquisition plan through the solicitation phase, source selection decision, and contract award.

Accelerate Your Success: Build a Positive Workplace Reputation: Developing and employing effective communication, political savvy, and personal management skills are critical to career acceleration. This interactive, engaging, and fun workshop provides the essential skills and sensibilities all professionals need to master.

Making Meetings Matter: The Art and Science of Leading Effective Meetings: Tired of wasting your time in meetings that do not produce results? In today's team-driven environment, skilled facilitation is crucial to the delivery of outstanding results and organizational success. This workshop – now reduced to a convenient half day – will help you increase the effectiveness of your meetings by learning the basic techniques of skilled facilitation.

Cultivating a Culture of Service at NIH: Practical Tools to Improve the Customer Experience: NIH employees not only serve the American people but also each other; we are each other's customers and help one another. This course is targeted to anyone who interfaces with patients, external stakeholders, or internal customers/colleagues, such as Travel Planners, Acquisitions Professionals, Administrative Officers, Grants Specialists, Clinical Center Staff, HR Professionals, CIT and OIT Helpdesk Representatives, or Office of the Director Staff.

Hands-On Data Visualization Workshop: Crystal clear charts and graphs save your audience's mental energy, keep your reader engaged, and help to persuade your audience. After this hands-on workshop, you'll be better able to effectively visualize and present your data with use of in MS Excel.

Data Analysis Essentials: Explore proven quantitative tools and methods for analyzing, interpreting, and utilizing data and learn the best practices for organizing, summarizing, and interpreting quantitative data.

Difficult Conversations: Moving from Conflict to Collaboration: The language we use and the conversations we have are key causal elements that influence virtually everything we do and every result we achieve. As a participant in this course, you will learn how to hold intentional conversations that dramatically improve your relationships and lead to better outcomes with colleagues, peers, supervisors and direct reports.

Strengths Finder 2.0: Discover What You Do Best: You've heard of the Gallup Poll to monitor political races. Now Gallup brings you tools to use in the workplace. Strengths Finder 2.0 will help you to recognize your talents, build them into strengths, and learn how to apply them on the job. During this course, you will explore your unique set of 34 natural talents and learn how to use them to maximize your potential.

7 Habits of Highly Successful People: The Franklin Covey 7 Habits of Highly Effective People multi-day workshop helps participants to develop the ability to effectively lead themselves, influence, engage and collaborate with others, continually improve, and renew their capabilities. This workshop helps you develop your leadership effectiveness at the individual, team, and organizational level.

Connect with Us at Our First Virtual Open House



Registrants will have the opportunity to join us LIVE, so don't delay—register today!

Did you know that years ago, milk, diapers, and fresh laundry were delivered to your doorstep (No, not by Amazon!)? Decades later, the

demand for convenience is still popular in our society.

We at NIHTC are always thinking of new ways to connect with YOU – our customers – and are pleased to announce our inaugural Virtual Open House (VOH) on February 22, from 1-2:30 PM.

Register now at <https://goo.gl/forms/B1r13EIIp8ZaS053>. The open house will be live via WebEx.

Experience what we have to offer! All you need is internet access, a smartphone, or a computer to connect with us for this interactive and engaging experience.

What Can You Expect at the NIH Training Center's VOH?

Learn what programs and courses we have to help you improve in your current role and how to prepare for career advancement.

Obtain answers to all your questions about the NIHTC and what we have to offer.

Explore our wide range of leadership programs and courses with experts.

**A Virtual Connection...for Growth and Direction...
Get Smart at your NIH Training Center!**

Did You Know?

6,862 NIH employees utilized a NIH Training Center service in 2017!



Are You an Aspiring or Existing “Top 5” Leader at NIH?

Consider the NIH Executive Leadership Program



If you are a GS-15, SES or equivalent leader at NIH, the NIH Executive Leadership Program (ExLP) is an excellent opportunity for you to refine your leadership skills with a small cohort (limited to 20) of high-performing NIH executives. Through this 7-month leadership journey, you will:

Receive a 360 assessment with 8 dedicated executive coaching hours.

Engage with scholar practitioners via interactive discussions, case studies, and experiential exercises on topics such as executive communications, change and innovation, leading during uncertain times, managing change, and more.

Interact with NIH leadership by working on a NIH project, participating in exclusive ExLP events with senior executives and receiving support from peer mentors.

Visit Capitol Hill and meet with members of congress, staffers and policy experts. Learn about NIH policy issues and external perceptions of NIH.

By January 31, the application to this highly selective and competitive program will be available at <https://trainingcenter.nih.gov/exlp/index.html>. Access this site for the program brochure, session dates, ExLP alumni profiles, program feedback, tuition and more. Executive Officers will vet and submit applications to the NIHTC in April. If you have questions about the ExLP, email Keisha Berkley, ExLP Program Manager, at berkleyk@od.nih.gov.

Expanded Access to Skillsoft Content

Do you have contractors in your IC that need access to the Skillsoft collection of online courses and Books 24X7?

NIH contractors, who currently do not receive access to these services, can obtain a Skillsoft license in coordination with their Contract Officer’s Representative, the NIH Office of Human Resources, and the Department of Health and Human Services (HHS). Through a Memorandum of Understanding with HHS, a limited number of licenses are available for contractors whose CORs have justified Skillsoft contractor access.

To assist your contractor(s) with obtaining Skillsoft content access, follow these steps:

- > Contact your appropriate Contracting Officer Representative (COR).
- > IC COR sends an email justification to the NIH Training Center – NIHTrainingCenter@nih.gov.
- > The IC COR will be contacted by the LMS Program Manager on the status of the request once reviewed.

New Supervisor Training



Did you know your NIH Training Center provides excellent supervisory training that includes the opportunity to speak with NIH Staffing, PMAP, and Employee/Labor Relations *subject matter experts*?

The 3-day **Supervisory Essentials Workshop** provides everything you need to be compliant with the mandatory training requirement for new supervisors. Past participants have commented that they wish they had taken the training sooner. Please don’t wait until the end of your first year as a supervisor to receive the training that can assist you today!

Our March session is available for registration now. If you have questions regarding mandatory training or supervisory training, contact Pam McClinton at pam.mcclinton@nih.gov.

What are NIHTC Training Participants Learning? Key Takeaways!

Pre-Retirement Training

“I can’t retire yet. Helpful information about federal benefits, financial planning and information about the TSP, IRA and health insurance post-retirement.”

Women in Leadership: Strategies for Success

“I have a right to express my opinion and find my voice - in fact, this is essential to my career progression.”

Leadership Skills for Non-Supervisors

“You don’t have to be a manager or supervisor to have the skills to be one!”

Myers Briggs Training (for Intact Teams)

“Ways in which our team works very well together, and how we as a group can help our new supervisor.”



2nd Quarter FY 2018 Course Offerings

Course Title	Length	Start Dates	Course #
Acquisitions Management			
COR Management of IT Service Contracts	2 days	1/16	NIHTC9549
Federal Appropriations Law	2 days	1/18, 3/29	NIHTC5521
CON 100: Shaping Smart Business Arrangements	5 days	1/22	NIHTC9566
Basic COR II Essentials	5 days	1/22, 2/26	NIHTC9546
COR Refresher	1 day	1/23, 3/20	NIHTC9547
Basic Simplified Acquisition	5 days	1/29	NIHTC9530
Internal & External Requisitioner (NBS)	1 day	2/6	NIHTC9516
CON 124: Contract Execution	2 days	2/8	NIHTC9575
Federal Appropriations Law Refresher	1 day	2/12, 3/27	NIHTC5524
Intellectual Property	1 day	2/13	NIHTC9522
Advanced COR Refresher	1 day	2/14	NIHTC9551
Basic COR I Essentials	1 day	2/16	NIHTC9552
ID/IQ Contracting Techniques	2 days	3/1	NIHTC9562
Advanced Simplified Acquisition	5 days	3/5	NIHTC9532
CON 170: Fundamentals of Cost & Price Analysis	10 days	3/5	NIHTC9574
Introduction to NIH Property Management (NBS)	3 days	3/20	NIHTC9517
Annual FAR Update	1 day	3/23	NIHTC9558
Administrative Systems & Policy			
ITAS for Supervisors & Leave Approv. Officials	1 day	1/11	NIHTC2627
Fellowship Payment System	2 days	1/17, 3/26	NIHTC2646
Basic ITAS for Timekeepers	2 days	1/23, 2/12, 3/26	NIHTC2624
Capital HR Systems Training	1 day	1/23, 3/22	NIHTC4009
Purchase Card Training (NBS)	3 days	1/24	NIHTC9512
Title 42 at NIH	2 days	2/6	NIHTC8810
Advanced ITAS for Timekeepers	1 day	2/14	NIHTC2626
Computer Applications & Concepts			
Microsoft Excel 365 Level 1	1 day	2/12	NIHTC7005
Microsoft Excel 365 Level 2	1 day	2/13	NIHTC7006
Management, Supervision, & Leadership Development			
Leadership Skills for Non-Supervisors	1 day	1/11	NIHTC1017
Supervisory Essentials Training	3 days	3/6	NIHTC9511
Professional Development			
Managing Challenging Email	1 day	1/9	NIHTC2100
Cultivating a Culture of Service at NIH: Practical Tools to Improve the Customer Experience	1 day	1/12	NIHTC4017
Accelerate Your Success: Build a Positive Workplace Reputation	1 day	1/18	NIHTC4510
Making Meetings Matter: The Art & Science of Leading Effective Meetings	1 day	1/18	NIHTC4101
Managing Change at NIH: How to be a Successful Change Agent and Sponsor for Results	1 day	1/24	NIHTC4103
Data Analysis Essentials	2 days	1/29	NIHTC5301
Introduction to Project Management	2 days	2/1	NIHTC9414
Critical Thinking, Problem Solving, and Decision Making	1 day	2/6	NIHTC4401
Managing Multiple Priorities, Projects, and Bosses	1 day	2/7	NIHTC5110
Mid-Career Financial Planning Workshop	2 days	2/8	NIHTC5814
Powerful Presentations and Storytelling: Small Groups Coaching Workshop	1 day	2/15	NIHTC4003
Difficult Conversations: Moving from Conflict to Collaboration	1 day	2/20	NIHTC4203
Writing Statements of Work	2 days	2/26	NIHTC8801
StrengthsFinder 2.0 - Discover What You Do Best	1 day	2/27	NIHTC4900
Myers-Briggs Training	1 day	3/12	NIHTC9590
Effective Writing Refresher Workshop (Half-Day)	1/2 day	3/14	NIHTC2116
7 Habits for Highly Effective People: Signature Edition 4.0	2 days	3/20	NIHTC6520
Retirement			
Pre-Retirement Workshop (FERS)	3 days	1/3, 1/10, 1/31, 2/7, 2/21, 3/7	NIHTC5810
Pre-Retirement Workshop (CSRS)	3 days	2/28	NIHTC5812
Learning Management System (LMS)			
LMS Learning Administrator	1 day	1/22, 3/12	NIHTC1003
LMS Local Learning Registrar	1 day	2/5	NIHTC1001
LMS People Administrator	1 day	3/15	NIHTC1002
Travel			
Domestic Travel (Concur Government Edition)	3 days	1/17, 2/5, 2/20, 3/14	NIHTC2700
Foreign Travel (Concur Government Edition)	2 days	1/25, 2/26, 3/28	NIHTC2701
Sponsored Travel (Concur Government Edition)	1 day	1/29, 2/28	NIHTC2702
Domestic Travel Refresher (Concur Government Edition)	1 day	1/30	NIHTC2706
Foreign/Sponsored Travel Refresher (Concur Government Edition)	1 day	1/31, 3/28	NIHTC2707
Travel for AOs & Approving Officials (Concur Government Edition)	1 day	3/21	NIHTC2703

Please note: Additional courses are available! View the entire FY2018 NIH Training Center course schedule at <https://trainingcenter.nih.gov>.

Quote of the Quarter

“Don't just learn, experience.
 Don't just read, absorb.
 Don't just change, transform.
 Don't just relate, advocate.
 Don't just promise, prove.
 Don't just criticize, encourage.
 Don't just think, ponder.
 Don't just take, give.
 Don't just see, feel.
 Don't just dream, do.
 Don't just hear, listen.
 Don't just talk, act.
 Don't just tell, show.
 Don't just exist, live.”

-Roy T. Bennett,
 “The Light in the Heart”

Editorial Staff

Keisha Berkley, Editor
 Barb LeClair, Managing Editor
 Elena Juris, Editor in Chief
 Minda Littman, Designer

Contributors

Keisha Berkley Kimberly Doherty
 Keturah Dubar Barb LeClair
 Pam McClinton Robert Michon
 Michele Schwartzman Felicia Shingler



NIH Training Center

Rockledge One, Suite 4000
 6705 Rockledge Drive
 Bethesda, MD 20892
 T (301) 496-6211 F (301) 480-3197
NIHTrainingCenter@od.nih.gov
<https://trainingcenter.nih.gov/>