



NIH Training Center

HIGHLIGHTS

Learn...Discover...Grow

2nd Quarter | FY 2020

2020 DDM Seminar Series Announced

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 insights into leadership and management concepts, challenges, and solutions.

Coming Up!



Laurie Santos

Please join us for our next DDM Seminar Series speaker, Laurie Santos, who will be speaking on "Positive

Psychology and The Science of Well Being" on February 6.

Time

11:00 AM-12:30 PM

Location

Masur Auditorium, Building 10

Details

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

NIH Training Center Headquarters

White Flint III
11601 Landsdown Street
North Bethesda, MD 20852

Natcher (Building 45)

45 Center Drive
Bethesda, MD 20892
T (301) 496-6211 F (301) 480-3197

NIHTrainingCenter@nih.gov

<https://trainingcenter.nih.gov/>

New Decade – New Classes

We have a variety of new courses available for you in 2020.

Moving from Individual Performer to Formal Leadership

Date: February 19

Whether you are clear about the kind of leader that you want to be, or still trying to find your way, this interactive experience meets the needs of emerging leaders at all levels. At the end of this course, you will leave with a robust "leadership skills toolbox" designed to prepare individual contributors to step up and lead across a range of situations and circumstances.

Who should attend: New team leaders or supervisors, or employees who will soon transition into a leadership role.

Building Resilience and Managing Stress for Leaders

Date: March 5

As organizational expectations and workloads increase, so too does our stress. Many of us believe working harder and longer is the only answer. This leads to chronic stress and high rates of burn-out, and results in many of us routinely sacrificing our downtime and neglecting our self-care. Come prepared to learn how to deal with setbacks and bounce back.

Who should attend: Team Leads, Supervisors, and Managers.

Adobe Acrobat Pro DC

Beginner: February 26

Advanced: March 5

Adobe Acrobat Pro DC is used to view, create, manipulate, print and manage files in portable document format (pdf). Explore the features of this dynamic software program. Bring your laptops with you with Adobe Pro pre-loaded.

Who should attend: All NIH Employees.

Attention NIH Acquisitions Professionals

Do you know the NIHTC offers more than 20 open market acquisitions courses?



If not, there's good news! Kim Doherty, NIHTC Acquisitions Program Manager, will "hit the road" and visit ICs in 2020 to share information about these courses. If you are interested in having Kim at your IC, please contact her directly at kimberly.doherty@nih.gov.

For more acquisitions information visit the Acquisition Management Training Resource Center (AMTRAC) page at <https://hr.nih.gov/training-center/resources/amtrac/nih-acquisition-management-training-resource-center-amtrac>.

2020 is Here – Happy New Year!

New decades symbolize a fresh start, a new beginning, a clean canvas upon which to create a meaningful and beautiful life. What does the new decade mean to you? What will you do differently in 2020? Here's what a few of your NIH colleagues have to share:



For me, 2020 is an opportunity to do something new or do something differently; to take on new challenges. In 2020, I plan to embrace new perspectives, adapt to change with more fluidity and make self-care a priority!

– LaKisha Bolden, NCI



In 2020 I plan to take more risks! To be successful in any goal I recognize the importance of self-care and plan to focus on both my physical and mental health. It will be a year without one of my biggest supporters and I plan to dedicate 2020 to my Grandmother.

– Stephanie Lacy, NIMH



I'm not much for ultimatums and resolutions, but I think consciously stopping to reflect and note when I'm reverting to an old or undesirable cycle/pattern of behavior, and in that moment, taking a step out of that cycle.

– Caitlin O'Donnell, OD

The NIH Training Center (NIHTC) is here to help you pursue your professional goals. We offer a variety of leadership programs, coaching and career development services and classes to make your career aspirations a reality. Start off the new year – and new decade – right and enhance yourself and your skills. You deserve it!

Get started today. Visit: <https://hr.nih.gov/training-center/about>

Inclement Weather – Stay Alert



Forecasters are predicting a lot of snow for our area this winter. If you are confirmed for an upcoming class, please take a few minutes to familiarize yourself with our inclement weather policy for our closure

and early dismissal guidelines. Visit: <https://hr.nih.gov/training-center/about/government-closure-or-delay>.

Customer Experience Corner

At the NIHTC, customers are front and center. Here are a few services we use to enable real-time feedback and an enriching follow-on experience:



- **Mobile-Ready Evaluations.** We've revamped our evaluation process. With your smartphone, you can quickly send us real-time feedback about your experience in our courses.
- **Additional Learning Opportunities.** We keep in touch with you. After you complete a course with us, you will receive a follow-up email. We want to ensure that what you learned with us led to a positive change in your skills.
- **Communication.** Join our **NIHTC Listserv** for “News You Can Use” updates and other important announcements and training opportunities. Our classrooms are also now a vital source of information with important announcements displayed on white boards.

Customer service is our priority! If you have suggestions for how to make your experience with us great or our website better, contact us at nihtrainingcenter@nih.gov.



Management Interns. Yes, Please!

Recruitment for the NIH Management Intern Program begins in January 2020. The **NIH Management Intern (MI) Program** offers a few outstanding NIH employees the two-year opportunity to rotate through different administrative career fields and fast-track their career. If you are looking for a new career challenge, consider applying to the Management Intern (MI) Program. For more information visit <https://hr.nih.gov/training-center/programs/intern/mi/management-intern-program-mi>.

For the latest news on MI recruitment announcements, join the **NIH Management Intern Recruitment Listserv**.

Editorial Team

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

Contributors

Keisha Berkley
Kim Doherty
Bob Michon
Pam Welbon