



NIH Training Center

HIGHLIGHTS

Learn...Discover...Grow

4th Quarter | FY 2019

It's Back! Soft Skills September



September is the time we focus on the importance of soft skills. Business

thoughtleaders such as Seth Godin call these soft skills "real" skills, because interpersonal skills and emotional intelligence are critical to the workplace. You'll find a wide range of courses from **Conflict Management** and **Team Building** to **Managing-Up**, and how to use **coaching skills as a supervisor**. Check out our September schedule for details and to register: <https://hr.nih.gov/training-center/course-calendar>.

Introducing Instructor Bios!



We realize our course descriptions and class titles are not the only things you consider when deciding on a training. The experience and credibility of the instructor is a key deciding factor. For your convenience, we now post our NIHTC instructors on our site. Visit: <https://hr.nih.gov/training-center/instructor-bios>.

Our goal at the NIHTC is to ensure you are well-informed!

NIH Training Center Headquarters

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NIH Training Center Moves to White Flint

We have exciting news! We've moved from our current Rockledge headquarters to 11601 Landsdown Street in North Bethesda. We're thrilled about our new facility, which is adjacent to the White Flint Metro Station. Rest assured if you are enrolled in a course at Rockledge, you will receive ample guidance about the new location.

Benefits to You:

Top-quality classes now with a wide range of walkable lunch options.

The latest in audio-visual technology to enhance your learning experience.

Metro-accessible at White Flint station, along with shuttle and parking options.

Comprehensive information on **parking** and **shuttle** options, along with FAQs, are posted at <https://hr.nih.gov/training-center/about/move-white-flint>.

The NIH Training Center location on the main campus in Natcher (Building 45) remains unchanged.

NIH Training Center @ White Flint

Enhance your path to learning! Follow us to the new White Flint location.

We can't wait to see you at our new location!

Attention: FY19 Deadlines

The end of the fiscal year is quickly approaching. If you plan to use FY19 funds for NIH Training Center courses (both open & closed enrollment) or executive coaching services, please be mindful of the deadlines below:



August 2 - Coaching Engagements

Final day to submit a new external executive coaching request form. For details, visit <https://hr.nih.gov/training-center/services/executive-leadership-and-team-coaching>.

August 16 - Coaching Renewal

Final day to notify Keisha Berkley at Keisha.berkley@nih.gov of your intent to renew an expired coaching request with your existing coach.

August 30 - Closed Enrollments

Final day to request a closed enrollment class for your team. Visit <https://hr.nih.gov/training-center/course-catalog> for a listing of classes in our course catalog.

September 4 - Open Enrollments

Final day to register for FY19 courses. All LMS training nominations must be fully approved by this date.

Internal Leadership Coaching



Are you a frontline team lead, supervisor, or senior GS 13 or 14 employee? Is executive coaching beyond your budget? If so, consider NIH Training Center Internal Leadership Coaching by a certified

coach with supervisory experience. Internal coaches approach coaching from an NIH perspective with a focus on behavioral changes that can contribute to personal, team, and organizational success. Confidentiality is assured.

A past client shares a coaching experience:

"This experience has taught me how to connect with my team and colleagues in a different way. Giving people the chance to share their concerns in a safe space has deepened my connection on two cross-functional teams."

To get started, submit a request at <https://hr.nih.gov/training-center/request-internal-leadership-coaching>.

A coach from the NIH Training Center will reach out to you for additional information before your office commits any funding.

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from business to leadership to technology to professional development and many more. Audiobooks are available too! To access follow this link <https://hr.nih.gov/sites/default/files/public/documents/hr-systems/lms/pdf/books24x7-onthego.pdf>.

Important note: The content you access in Books & Videos is not recorded on your LMS Complete Learning transcript. However, you do have access to your "Book Transcript" in the app.

FY20 Classes Coming Soon!



Get ready for our FY20 classes at the NIHTC. Check back at our course catalog in late August for next fiscal's classes at <https://hr.nih.gov/training-center/course-catalog>.

Stay Connected: Join the NIHTC Listserv



For news and updates from the NIH Training Center, please join our Listserv. Self-subscribe at <https://list.nih.gov/cgi-bin/wa.exe?A0=nihtc>. Don't miss out on important happenings and new classes. Sign-up today and encourage your colleagues to join as well!

Explore 2020 Leadership Programs

The 2020 call for Mid-level Leadership Program (MLP) and Senior Leadership Program (SLP) nominations will be announced to Executive Officers this fall. Currently, all 2019 sessions are in full swing. If you'd like to participate in the 2020 sessions, visit our Continuum of Leadership Programs site to learn more about which program is right for you, and talk with your supervisor: <https://hr.nih.gov/training-center/leadership/nih-continuum-leadership>.

Seeking DDM Seminar Speakers for FY20!

This July, we invite NIH employees to submit speaker nominations for the 2019-2020 Deputy Director for Management (DDM) Seminar Series. Nominations are open until July 31, 2019. Visit <http://ddmseries.od.nih.gov> to submit your nomination.

The 2018-2019 season marked another successful year of nationally renowned speakers presenting at NIH as part of the DDM Seminar Series:

2018-19 Speaker	Topic
Kwame Christian	Finding Confidence in Conflict
Andrew Shatté	Resilient Leadership
Tasha Eurich	Leadership and Self-Awareness
Mariana Mazzucato	Public Sector Innovation



Mariana Mazzucato

Watch the archived DDM video-casts and receive 1.5 hours Continuous Learning Points (CLPs) towards supervisory training requirements. You can also record your CLPs in FAITAS towards FAC-COR, FAC-C and FAC-PPM re-certifications.

Visit http://www.ddmseries.od.nih.gov/Seminars_past.html.

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