

NIH Training Center

HIGHLIGHTS

Learn...Discover...Grow

3rd Quarter | FY 2020



Virtual Workshops at the NIHTC

The NIH Training Center is responsive to the needs of our customers. The following are just a few of our virtual classes with availability:

Management and Coaching Skills for Leaders: April 14

Building Effective Teams: April 15

Critical Thinking, Problem Solving and Decision Making: April 28

Success Strategies for Introverted Leaders: May 11

In addition, **coaching** and other resources are available from wherever you are.

Flexibility is key at the NIHTC! We'll continue to meet you wherever you are, to ensure your learning continues.

Visit **News** for updates about our course status. Feel free to visit our **Course Catalog** for a complete list of our classes.

Skillsoft Training

Skillsoft is a valuable resource for NIH staff. Log on today for access to online courses, books, videos and more! Visit, <https://hr.nih.gov/hr-systems/lms/skillsoft-training>.

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Spring Clean Your Professional Life

As many of us are now indoors, this is the perfect time to rid the clutter and things no longer “sparking joy” in our lives. Organize your desk, file cabinets, and email inbox. Get “clean” on your projects and daily “to-do” lists. This process also applies to your professional life:



What are your professional goals?

What courses are listed on your Individual Development Plan (IDP)?

Will you join any professional associations with both virtual and in-person developmental opportunities and networks?

Do you need to secure a mentor or a coach?

We are in a time of enormous change, while also spending a lot of time at home. It's a natural opportunity to reevaluate your work goals and make sure you're on track to meet them. The NIH Training Center team is here to help you with your action plan and to serve as your accountability partner. We exist solely to support YOU! For more about our team and the services we provide, visit <https://hr.nih.gov/training-center/about>.

New Learning Opportunities at the NIHTC



Women in Leadership Program Alumnae Coaching Circles: May 1-August 7 (Session 1) and July 9-September 24 (Session 2)

If you graduated from our **Women in Leadership: Strategies for Success** series, we invite you to participate in our new online WIL Program Alumni Coaching Circles. This offering provides a special

opportunity to continue to grow as a leader while benefiting from the wisdom and insight of peers. You will move beyond traditional training to explore real challenges and identify actions, ideas, resources and strategies designed to make you a more effective leader at NIH. Through this virtual medium, you will strengthen your network, provide NIH best practices for common challenges, and have the opportunity to practice your own coaching and mentoring skills in a confidential environment.

Leading Change: July 16

As a leader at NIH, you work in a world that is moving faster than ever. New technologies, globalization, changing workforce demographics, generational differences, the need for greater collaboration and shared decision-making all put pressure on leaders to develop skills that are far different from the approach that worked in previous decades. In this workshop, you will be introduced to the dynamics of change and systems thinking, enabling you to orient yourself and others in the midst of change. You will uncover barriers to change and define strategies for managing and leading people when the work involves implementing change.

Bystander Intervention Training: Coming Soon!

This class will be available in the late-spring to support anti-harassment training efforts. Once established, the Bystander Intervention course will be listed under the Professional Development section of our course catalog. Please contact Pam Welbon (pam.welbon@nih.gov) for more information.

We're Listening!

See what your colleagues shared with us about two of our newest courses:

Moving from Individual Performer to Leadership June 25 and August 26

- *"Appreciated all of the examples - especially those on how to receive negative feedback to be more effective."*
- *"I enjoyed the instructor."*
- *"...Valuable lessons learned, exercises, and techniques incorporated."*
- *"The instructor was engaging and the activities were really eye opening and purposeful."*

Leadership Presence and Communications July 29

- *"The instructor was knowledgeable, helpful and the material was well formed."*
- *"Relevant topics that can be applied immediately."*
- *"Many key takeaways, applicable to many careers and levels."*
- *"Engaging and interactive class activities; dynamic speaker, good info, lots of tips and hacks."*
- *"Lots of sound examples and class engagement."*

Introduction to the NIH Budget Workshop - Enhanced in June

Can we count on you to attend?

We've extended the course by a half-day to ensure a full and enriched learning experience. This refreshed version now includes the following aspects of budget execution:

Projections

Allotments

Centralized services

Reallocations

Funds control distributions

Demos of NIH budget systems and data tools!

For a complete list of budget and data skills courses, visit <https://hr.nih.gov/training-center/course-catalog/budget-and-data-skills>.



Intern Program Updates

VACANCY ANNOUNCEMENT

Mark your calendars: April 6-10

The NIH Management Intern Program vacancy announcement will be posted in **USAJobs**. The NIH Training Center will recruit a few outstanding NIH employees to participate in a competitive two-year internship program. As a Management Intern (MI), you'll gain insight into the administrative career opportunities at NIH and develop a robust professional network of colleagues through job rotations across the NIH. For more information, visit the **NIH MI Program** website.

ATTENTION SUPERVISORS

Too many projects for your staff? Secure an Intern!

The NIH Training Center hosts a SharePoint site that allows IC offices to post rotational opportunities for NIH Management Interns (MIs) and the Presidential Management Fellows (PMFs). These programs are highly competitive and attract the best and the brightest candidates into public service.

NIH MIs and PMFs work across all ICs at NIH on 3 to 4-month rotations in a broad range of administrative areas. These include budget and finance, grants management, contracts management and human resources as well as management/program analysts. Rotational opportunities provide on-the-job training with exposure to senior leadership and help MIs and PMFs complete program requirements.

To post rotational opportunities for MIs/PMFs, visit the **NIH MI/PMF SharePoint site**.

Join Us in June at the TCF!

The Training Collaborative Forum (TCF) is one of NIH's cornerstone groups. Established more than 14 years ago, the TCF meets quarterly to provide the training community with news and updates. There are more than 170 members responsible for training in their ICs. Previous topics included:

- NIH and IC Onboarding Programs
- Mentoring Program
- Supervisory Training Support
- Mandatory Training Updates
- And more!



On June 24 at Natcher at 1pm, we will feature NHLBI's Academic Degree Support Program, the Office of Human Resources' Workforce Planning tools and more. If you are a training professional or manage the training function in your IC, the TCF is a great opportunity to expand your NIH network! Please email ShaRhaina Brown at sharhaina.brown@nih.gov for membership inquiries.

For more details, visit: <https://hr.nih.gov/training-center/resources/nih-training-collaborative-forum>

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