



National Institutes of Health
Office of Management

NIH Training Center

eCATALOG

Learn... Discover... Grow...



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WELCOME FROM THE DIRECTOR OF THE NIH TRAINING CENTER

Dear New and Prospective Learners,

The NIH Training Center is delighted to meet you where you're at in your development journey. Whether you're new to our courses or have been a longtime customer, there's something here for you.

Our **eCatalog** offers a birds-eye view of all the subjects we currently offer NIH as training to individual students and office groups. As a resource you can save or print, we hope this guide can spark ideas and plans for you and your office's professional development. Flip through the curriculum by yourself or with your supervisor to get ideas on what skills and knowledge you'd like to enhance now, six months from now, or further down the road. Or, scan the topics within your leadership team to discuss priority training you want to bring to your organization.

If you have additional questions about the content, our program managers are available to discuss their course portfolios with you. If you're eager to sign up individually for the next available class, course offering details are posted live on our website's searchable [course catalog](#). For questions about class registrations and payment, contact us at NIHTrainingCenter@nih.gov.

Our class portfolio has expanded and deepened over the years, and I'm proud to say that we serve more NIH customers now than ever in the past two decades. Thank you for your trust and partnership.

Come see what we have to offer!

Sincerely,

A handwritten signature in black ink that reads "Elena J. Juris".

Elena Juris
Director
NIH Training Center

WHO WE ARE

The National Institutes of Health Training Center (NIHTC) is an organization within the Workforce Support and Development Division (WSDD), Office of Human Resources (OHR), Office of the Director (OD). We serve the needs of more than 20,000 employees of the National Institutes of Health (NIH), the nation’s medical research agency, by providing an array of high-quality training classes, leadership training programs, career development programs, and services to the NIH workforce.

The NIHTC helps the NIH community meet present and future challenges by offering valuable learning experiences that empower employees to maximize performance and achieve their full potential. Training is designed to further support and develop employees to advance the NIH mission, which is to seek fundamental knowledge about the nature and behavior of living systems and to apply that knowledge to enhance health, lengthen life, and reduce the burdens of illness and disability.



14,000+
Learners Served

414
Total Classes Run

A NOTE ABOUT FEE-FOR-SERVICE (FFS)

Ever wonder why the NIH Training Center (NIHTC) charges fees for their classes? Wonder no more.

Using a FFS model means that we have full cost recovery and spare the ICs from paying a central tap on our training, such that we only pass our costs on to those customers who actually use our services. Here are some advantages to the FFS model at NIH:

- **Lower pricing.** Vendors lower costs when they deliver multiple courses. In addition, the NIHTC is able to work with vendors to lock-in costs for one to three years.
- **The training comes to you.** Employees can learn at NIHTC locations on campus and at our White Flint location. Or virtually!
- **Networking opportunities.** Employees can participate in courses and programs with other NIH colleagues across the agency.
- **NIH-specific.** Courses can be customized with examples and scenarios specific to NIH.

Below are some examples of the cost savings achieved (in this case 31-63%) through NIHTC’s FFS model.

Class	Popular Metro DC Training Provider	NIH Training Center
Basic COR II Essentials	\$1599	\$730
MBTI	\$449	\$310
Retirement Planning	\$1019	\$399

HOW TO REGISTER FOR CLASSES

Follow the steps below. If you have questions or need additional assistance, please contact us at NIHTrainingCenter@nih.gov or 301-496-6211.

1. Click on a course title within this eCatalog or select a course from the NIH Training Center's [online course catalog](#).
2. Click **Register** on that course page to trigger a two-level approval chain within the HHS Learning Portal (LMS).
3. Click **Continue to Register**.
4. Log into the HHS Access Management System ([AMS](#)).
5. Select the HHS Learning Portal (LMS) link.
6. When prompted, select **"Yes, Continue Registration"** to complete the process. **IMPORTANT: Your request for registration will be sent directly to the waitlist pending full approval by your direct supervisor and final approver with a valid CAN number for billing.**

You will receive updates on your registration status and be [notified of any required approval actions](#).

There are a maximum number of seats per class. In order to ensure a place in class, it is recommended that you complete your enrollment at least four weeks prior to the class date. Course prices are subject to change.

TRAINING EXCLUSIVELY FOR YOUR TEAM

Participants from your team can attend training together, which facilitates collaboration and teambuilding among staff. Most courses in the NIHTC [course catalog](#) can be made available exclusively for your team or IC. Visit our [Group Training/Closed Enrollment](#) website to learn more.

TRAINING LOCATIONS

The NIH Training Center (NIHTC) offers learning to the NIH through various delivery modes. In addition to virtual learning, and coming to your IC site for group training, the NIHTC manages two training centers. The White Flint III facility is the NIHTC Headquarters location and the Natcher Building 45 location is on the NIH campus. Click on the linked photos below for more information.

WHITE FLINT BUILDING



NATCHER BUILDING



OUR INSTRUCTORS

The NIH Training Center strives to provide high-quality training to meet the learning and development needs of the NIH. To help meet that goal, we partner with a diverse team of qualified instructors who provide their expertise and unique skill sets in the areas of Acquisitions Management, Administrative Systems and Policy, Budget and Data Skills, Civility and Equity, LMS Administrator Training, Professional Development, Retirement Preparedness, and Supervision and Leadership Development. Our instructors are prepared and qualified to deliver training classes both in person and virtually.

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HOW TO GET THE MOST FROM THE eCATALOG

With such a large and wide-ranging catalog of courses, it's very easy to get lost in the topic structure or various acronyms used. We've provided a quick run-down of the different topics with a synopsis and a listing of the acronyms you may encounter below:

Class Topic Explanations

<p>Acquisitions Management: The NIH Training Center offers many training options for the extended acquisitions community at NIH. We offer certification, re-certification, and elective courses for Contracting Officers, Contracting Officer's Representatives (CORs), Purchasing Agents, and members of the delegated acquisitions community as well as others who require a better understanding of acquisitions.</p>	<p>LMS Administrator Training: The Learning Management System (LMS), also known as the HHS Learning Portal, is used across the Department of Health and Human Services (HHS). The LMS is used to track course registrations, complete mandatory and online trainings, view training history, certifications, curricula, and more. The NIH Training Center offers LMS classes to prepare you for your role in using the LMS.</p>
<p>Administrative Systems & Policy: The NIH Training Center offers training courses for a variety of NIH administrative systems that are integral for administrative and program support positions. Systems include the Concur Government Edition (CGE) travel system, Integrated Time and Attendance System (ITAS), Enterprise Human Capital Management (EHCM) system, and NIH Business System (NBS).</p>	<p>Professional Development: The NIH Training Center offers professional development courses designed to help you enhance your existing skills, improve your effectiveness, and prepare you for career advancement at NIH. Classes range in length from half-day to multi-day sessions.</p>
<p>Civility & Equity: The NIH Training Center provides select trainings to support the IC Anti-Harassment Outreach Plans as well as the Racial and Ethnic Equity Plan (REEP) for each Institute, Center, or Office (ICO). Current civility and equity classes are offered only as closed enrollments, to aid IC-led compliance efforts.</p>	<p>Retirement Preparedness: Whether in the middle, later, or closing in on the end of your career, the NIH Training Center offers workshops for every stage of your federal career. These workshops are intended to assist you in mapping to your eventual retirement by guiding you in considerations and strategies for the right now.</p>
<p>Budget & Data Skills: The NIH Training Center offers several hands-on budget and data analytics courses. The Introduction to the NIH Budget Process course is focused on budget operations, budget execution, and systems and is highly recommended for budget managers, budget analysts, and Administrative Officers wanting an overview of the budget process.</p>	<p>Supervision & Leadership Development: Whether you're a novice or expert, the NIH Training Center can support your development. We provide workshops that cover the mandatory requirements for new and experienced supervisors in our Supervisory Essentials and Refresher offerings.</p>

NIH Training Center Acronym List

CAN	Common Accounting Number	FERS	Federal Employees Retirement System
CGE	Concur Government Edition	FFS	Fee-for-Service
CLP	Continuous Learning Points	ITAS	Integrated Time and Attendance System
COR	Contracting Officer's Representatives	LMS	Learning Management System
CSRS	Civil Service Retirement System	NIHTC	National Institutes of Health Training Center
EHCM	Enterprise Human Capital Management		

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Acquisitions Management

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Advanced COR Refresher

Course Number

NIHTC9551

Length

1 Day

Continuous Learning Points (CLPs)

8

Related Courses

[COR Refresher](#)

[COR Refresher Plus](#)

Description

This course provides an in-depth review of the essential aspects of contract award and contract administration essential to the Contracting Officer's Representative's (COR) role. It fulfills the refresher requirement mandated for CORs by the NIH Acquisition Career Program and/or provides additional Continuous Learning Points (CLPs) towards re-certification. A Student Course Guide will be distributed.

Key Topics

- Review statutory, regulatory, and policy changes with a focus on post-award orientations, performance monitoring, inspection and acceptance, and contract modification.
- Review options, delays, terminations, past performance reporting, contract payments, and contract closeout.
- Explore how to apply course lessons to realistic, factual scenarios.

This class is for

- NIH employees who are CORs
- Other acquisitions personnel interested in cross-training and/or earning CLPs

To register for this class, click on the course title at the top of this page.

Advanced Simplified Acquisition

Course Number

NIHTC9532

Length

5 Days

Continuous Learning Points (CLPs)

40

Related Courses

[Basic Simplified Acquisition](#)

Description

This five-day course is a follow-on to the [Basic Simplified Acquisition](#) course. Students will develop a more in-depth understanding of the Federal Acquisition Regulation (FAR), Parts 10, 12, and 13 with a focus on the acquisition of goods and services up to \$250,000. Students will practice to reinforce key concepts and acquisition methods. Students must pass a final exam to obtain credit for the course. A Student Guide will be distributed.

Key Topics

- Learn ways to determine adequate competition and plan acquisition strategies effectively.
- Explore methods to evaluate and negotiate offers to obtain the best value.
- Determine how to identify fraud and recognize pertinent quality assurance issues.

This class is for

- NIH employees who are Purchasing Agents, Administrative Officers, Contract Specialists, Contracting Officer's Representatives, and other acquisition personnel interested in earning CLPs

To register for this class, click on the course title at the top of this page.

Annual FAR Update

Course Number

NIHTC9558

Length

1 Day

Continuous Learning Points (CLPs)

8

Related Courses

N/A

Description

This one-day session summarizes recent changes to the Federal Acquisition Regulation (FAR). Course material is continually updated and covers FAR changes finalized in the 12-month period preceding each class. This class enables busy acquisition professionals to catch up on a year's worth of changes in a single day. A Student Guide will be distributed.

Key Topics

- Gain a general overview of the Federal Acquisition Regulation.
- Review significant FAR changes and their impact.

This class is for

- All NIH Contracting Officer's Representatives, Contract Specialists, Program Managers, Purchase Card holders, and other members of the acquisition workforce interested in earning CLPs

To register for this class, click on the course title at the top of this page.

Basic COR I Essentials

Course Number

NIHTC9552

Length

1 Day

Continuous Learning Points (CLPs)

8

Related Courses

[Basic COR II Essentials](#)

Description

This one-day course is an introduction to the Contracting Officer's Representative (COR) role. It is designed for prospective CORs and provides a broad overview of the essential topics for the COR function and fundamental rules and regulations. This course meets one of the HHS requirements to obtain a FAC-COR Level 1 certification; however, there are additional training requirements in place. Consult the NIH Acquisition Career Program for guidance: ACP@od.nih.gov. A Student Guide will be distributed.

Key Topics

- Learn the duties and responsibilities of a COR.
- Explore the responsibilities of serving on a technical evaluation panel.
- Gain knowledge of acquisitions planning.

This class is for

- NIH employees who are prospective CORs, and other members of the acquisition workforce interested in earning CLPs

To register for this class, click on the course title at the top of this page.

Basic COR II Essentials

Course Number

NIHTC9546

Length

5 Days

Continuous Learning Points (CLPs)

40

Related Courses

[Basic COR I Essentials](#)

Description

This five-day course highlights the roles and responsibilities for Contracting Officer's Representatives (CORs) intending to obtain a Level 2 certification. Completion of the Basic COR I Essentials course is recommended prior. All aspects of the COR function are reviewed to include the practical application of contracting principles. To obtain credit, students must successfully pass a final exam. This course meets one of the HHS requirements to obtain a FAC-COR Level 2 certification; however, there are additional training requirements in place. Consult with NIH Acquisition Career Program for guidance: ACP@od.nih.gov. A Student Course Guide will be distributed.

Key Topics

- Learn how to develop the pre-award acquisition plans, statement of work, source selection criteria, and technical proposal instructions.
- Explore the selection process for the appropriate remedy for nonconforming or delinquent performance, and preparation of contractor performance evaluation reports.
- Discuss contract administration, monitoring, and ethical concerns.

This class is for

- NIH employees who are prospective CORs, and other members of the acquisition workforce interested in earning CLPs

To register for this class, click on the course title at the top of this page.

Basic Simplified Acquisition

Course Number

NIHTC9530

Length

5 Days

Continuous Learning Points (CLPs)

40

Related Courses

[Advanced Simplified Acquisition](#)

Description

This five-day course provides an overview of simplified acquisition procedures utilizing Federal Acquisition Regulation (FAR) Parts 10, 12, and 13. It provides students with a comprehensive understanding of acquiring goods and services through various purchasing methods up to \$250,000. Students must pass a final exam to order to obtain credit for the course. Typically, students also take the follow-on course, Advanced Simplified Acquisition. A Student Course Guide will be distributed.

Key Topics

- Gain knowledge of the policies and procedures for the acquisition of commercial and non-commercial goods and services using simplified acquisition procedures.
- Learn the competition requirements.
- Explore how to construct written solicitations for commercial and non-commercial goods and services.

This class is for

- NIH employees who are Purchasing Agents, Administrative Officers, Contract Specialists, Contracting Officer's Representatives, and other acquisition personnel interested in earning CLPs

To register for this class, click on the course title at the top of this page.

CON 1100: Contract Foundational Skills

Course Number

NIHTC9591

Length

8 Days

Continuous Learning Points (CLPs)

64

Related Courses

[CON 1200: Contract Pre-Award](#)

[CON 1300: Contract Award](#)

[CON 1400: Contract Post-Award](#)

Description

This eight-day class explores the numerous skills and competencies required for successful contracting specialist careers, including the acquisition process and general contracting principles, navigating, and applying FAR regulations and guidance, and developing comprehensive solicitations and contracts. This course is one of four courses within the Contracting Certification Training Program, based upon specific competencies within the Contracting Training Model.

Key Topics

- Explain the role of CON 1100 within the DAU Contracting Certification Training program.
- Summarize the DoD contracting process and recognize the parts of a solicitation and contract.
- Define the ethical behavior expected of all contracting professionals and their organizations.

This class is for

- NIH employees who are entry-level contracting professionals, and other members of the acquisition who are preparing for the Contracting Certification Exam.

To register for this class, click on the course title at the top of this page.

CON 1200: Contract Pre-Award

Course Number

NIHTC9579

Length

8 Days

Continuous Learning Points (CLPs)

64

Related Courses

[CON 1100: Contract Foundational Skills](#)

[CON 1300: Contract Award](#)

[CON 1400: Contract Post-Award](#)

Description

This eight-day class builds a foundation in essential contracting skills and competencies, such as general principles related to defining requirements, market research, acquisition planning, and solicitation development.

This course is one of four courses within the Contracting Certification Training Program, based upon specific competencies within the Contracting Training Model.

Key Topics

- Summarize the major elements of performing risk analysis through acquisition planning.
- Summarize contractor strategies and motivations in the competitive processes.
- Recognize effective teaming, joint venture arrangements and how a contractor executes a sales plan.

This class is for

- NIH employees who are entry-level contracting professionals, and other members of the acquisition who are preparing for the Contracting Certification Exam.

To register for this class, click on the course title at the top of this page.

CON 1300: Contract Award

Course Number

NIHTC9578

Length

8 Days

Continuous Learning Points (CLPs)

64

Related Courses

[CON 1100: Contract Foundational Skills](#)

[CON 1200: Contract Pre-Award](#)

[CON 1400: Contract Post-Award](#)

Description

Discover the skills and competencies that contracting specialists must acquire and apply throughout their careers. This course addresses skills and competencies most basic and fundamental to the contracting professional specific to contract award, which includes conducting cost or price analysis, planning negotiations, selecting a source, and understanding protests. This course is one of four courses within the Contracting Certification Training Program.

Key Topics

- Recognize key offer elements.
- Summarize contract risk, including cost, schedule, and performance risk and summarize the proposal analysis techniques.
- Given a contractor's offer, perform price analysis.

This class is for

- NIH employees who are entry-level contracting professionals, and other members of the acquisition who are preparing for the Contracting Certification Exam.

To register for this class, click on the course title at the top of this page.

CON 1400: Contract Post-Award

Course Number

NIHTC9577

Length

7 Days

Continuous Learning Points (CLPs)

56

Related Courses

[CON 1100: Contract Foundational Skills](#)

[CON 1200: Contract Pre-Award](#)

[CON 1300: Contract Award](#)

Description

This seven-day class builds on a foundation of essential skills and competencies for managing contracts and ensuring contractor performance meets contractual requirements. You will examine the duties performed by contracting personnel during the post award phase of the acquisition process and improve your knowledge and skills in managing contract performance. This course is one of four courses within the Contracting Certification Training Program.

Key Topics

- Describe the contract administration planning and decision-making processes
- Summarize the characteristics of contract payment
- Describe contract communication mechanisms for contract execution

This class is for

- NIH employees who are entry-level contracting professionals, and other members of the acquisition who are preparing for the Contracting Certification Exam.

To register for this class, click on the course title at the top of this page.

Contract Closeouts

Course Number

NIHTC9563

Length

1 Day

Continuous Learning Points (CLPs)

8

Related Courses

N/A

Description

This one-day training addresses the proper closeout and disposal procedures specific to Research & Development (R&D) contracts, Cost Reimbursement contracts, Fixed Price, Time & Materials, and GSA Schedule contracts. The course focuses on how to determine when quick closeout is preferable as well as a review of all quick closeout processes and requirements. Moreover, students will be instructed on the importance of proper administration of Government Furnished Property (GFP) to include a review of all pertinent federal laws on file maintenance and storage.

Key Topics

- Review of specific HHS disposal procedures.
- Discussion of closeout procedures based on contractual type.
- Quick closeouts.

This class is for

- NIH employees who are CORs
- Other acquisitions personnel interested in cross-training and/or earning CLPs

To register for this class, click on the course title at the top of this page.

COR Management of IT Service Contracts

Course Number

NIHTC9549

Length

1 Day

Continuous Learning Points (CLPs)

8

Related Courses

[Basic COR I Essentials](#)

[Basic COR II Essentials](#)

[Advanced COR Refresher](#)

[COR Refresher](#)

Description

This course looks to improving contractor performance by enhancing Contracting Officer's Representative's (COR) knowledge and practical application of IT contract management principles, policies, and procedures from contract award through contract completion.

Key Topics

- Recognize applicable regulations, policies, and laws that apply to IT contract management.
- Serve as an effective technical liaison between the project management team, the contracting officer, agency stakeholders, and the contractor.
- Know the project baseline, key contractual requirements, enterprise life cycle milestones, and security requirements under FISMA, HSPD-12, and the Privacy Act.

This class is for

- NIH employees who are prospective CORs, and other members of the acquisition workforce interested in earning CLPs

To register for this class, click on the course title at the top of this page.

COR Refresher

Course Number

NIHTC9547

Length

1 Day

Continuous Learning Points (CLPs)

8

Related Courses

[Basic COR I Essentials](#)

[Basic COR II Essentials](#)

Description

This course meets one of the requirements to maintain a FAC-COR certification at NIH. It provides a general review and update of statutory, regulatory, and policy changes and their impact on Contracting Officer's Representatives (COR). It discusses how each change affects COR responsibilities and how it should be implemented to ensure legal compliance and to further program interests in acquisition. We also offer the Basic COR I Essentials class that reviews the responsibilities of a COR and meets one of the requirements to earn a FAC-COR Level I certification. Further, we offer an Advanced COR Refresher class for those who desire a more in-depth review or who are interested in earning additional CLPs.

Please contact the Acquisition Career Program for more guidance on specific HHS certification requirements for CORs: ACP@od.nih.gov.

Key Topics

- General overview of the acquisition process to include review of the roles of the COR, Contracting Officer, as well as other personnel.
- Review and discussion of HHS acquisition plans to include market research and acquisition streamlining.
- Discussion of acquisition alternatives, Independent Government Cost Estimates (IGCE), capability of performance, and small business requirements.

This class is for

- NIH employees who are prospective CORs, and other members of the acquisition workforce interested in earning CLPs

To register for this class, click on the course title at the top of this page.

COR Refresher Plus

Course Number

NIHTC9553

Length

5 Days

Continuous Learning Points (CLPs)

40

Related Courses

N/A

Description

This five-day course provides an extended review of the Contracting Officer's Representative (COR) duties and responsibilities. It emphasizes enhancement of skills in contract preparation, formation, and administration through discussion and participation in exercises. Experience gained through contract administration and best practices will be highlighted. A Student Course Guide will be distributed.

Key Topics

- Learn about best value acquisition.
- Discuss the simplified acquisition procedures, technical evaluation panels and proposal evaluation techniques.
- Explore how to inspect and monitor contractor performance and quality assurance.

This class is for

- NIH employees who are CORs and other acquisitions personnel interested in cross-training and/or earning CLPs

To register for this class, click on the course title at the top of this page.

Federal Appropriations Law

Course Number

NIHTC5521

Length

2 Days

Continuous Learning Points (CLPs)

16

Related Courses

[Federal Appropriations Law Refresher](#)

[Introduction to the NIH Budget Process](#)

[COR Refresher](#)

Description

This course provides an in-depth overview of the important principles of Federal Appropriations Law supplemented by the most recent developments, Government Accountability Office (GAO) decisions, NIH cases, and HHS policies. Class discussion will be augmented with practical exercises to reinforce key fiscal concepts.

Key Topics

- Gain an overview of Federal Appropriations Law.
- Learn about obligating appropriated funds.
- Explore purpose limitations, time limitations, and amount limitations; severable vs. non-severable contracts; and continuing resolutions and funding lapses.

This class is for

- NIH employees who are Contracting Officer's Representatives (CORs), Contracting Officers, Budget Officers, Project Officers, Administrative Officers, Purchasing Agents, and others interested in earning CLPs

To register for this class, click on the course title at the top of this page.

Federal Appropriations Law Refresher

Course Number

NIHTC5524

Length

1 Day

Continuous Learning Points (CLPs)

8

Related Courses

[Federal Appropriations Law](#)

[Introduction to the NIH Budget Process](#)

Description

This course provides an in-depth overview of the important principles of Federal Appropriations Law supplemented by the most recent developments, Government Accountability Office (GAO) decisions, NIH cases, and HHS policies. Class discussion will be augmented with practical exercises to reinforce key fiscal concepts.

Key Topics

- Gain an overview of Federal Appropriations Law.
- Learn about the bona fide needs rule and severable vs. non-severable services.
- Explore continuing resolutions, funding purposes, and recent fiscal developments, cases, and policies.

This class is for

- NIH employees who are Contracting Officer's Representatives (CORs), Contracting Officers, Budget Officers, Project Officers, Administrative Officers, Purchasing Agents, and others interested in earning CLPs

To register for this class, click on the course title at the top of this page.

Fundamentals of Business, Cost, & Financial Management

Course Number

NIHTC9418

Length

3 Days

Continuous Learning Points (CLPs)

24

Related Courses

[Fundamentals of Leading Projects & Teams](#)

[Introduction to Project Management](#)

Description

This course addresses the principles, tools, and methods for developing, scheduling, coordinating, and managing projects and resources. Students will examine how to monitor and inspect costs, work, and contractor performance. Completion of the Introduction to Project Management course is recommended but not mandatory.

Key Topics

- Outline the process for building a viable business case containing both qualitative and quantitative decision criteria.
- Describe key concepts relating to cost estimating and the federal budgeting process.
- Learn key elements of allocation of funds and appropriations related to earned value management (EVM).

This class is for

- NIH employees who are Contracting Officer's Representatives (CORs), Project Managers, Administrative Officers, and members of the acquisition community interested in earning CLPs

To register for this class, click on the course title at the top of this page.

Fundamentals of Leading Projects & Teams

Course Number

NIHTC9419

Length

2 Days

Continuous Learning Points (CLPs)

16

Related Courses

[Fundamentals of Business, Cost & Financial Management](#)

Description

This course addresses key leadership skills, including building relationships, solving problems, and managing conflict. Concepts and skills discussed will build upon real-world scenarios. Class discussions, practical activities, and group activities are highlighted throughout and the Thomas-Killman Conflict Instrument (TKI) is utilized.

Key Topics

- Learn the key elements of leadership development.
- Explore conflict resolution.

This class is for

- NIH employees who are Contracting Officer's Representatives (CORs), Project Managers, Administrative Officers, and members of the acquisition community interested in earning CLPs

To register for this class, click on the course title at the top of this page.

ID/IQ Contracting Techniques

Course Number

NIHTC9562

Length

2 Days

Continuous Learning Points (CLPs)

16

Related Courses

N/A

Description

This course teaches students everything they need to know to effectively set-up and use Indefinite Delivery (ID) and Indefinite Quantity (IQ) contracts. Learn the three different types of ID/IQ contracts and how to set up a source selection process to identify the best value vendors. Explore how to decide whether to make single vs. multiple awards.

Key Topics

- Learn various types of ID/IQ contracts.
- Review the source selection process for ID/IQ type contracts.
- Discuss multiple awards as well as task order process.

This class is for

- All NIH employees who are Contract Specialists, Contracting Officer's Representatives (CORs), Project Managers, Administrative Officers, and members of the acquisition community interested in earning CLPs

To register for this class, click on the course title at the top of this page.

Intellectual Property

Course Number

NIHTC9522

Length

1 Day

Continuous Learning Points (CLPs)

8

Related Courses

N/A

Description

This course identifies and explores statutes and regulations that govern the creation, allocation, and preservation of intellectual property rights under government contracts. Real world examples—fact patterns, negotiating positions, and contract clauses—are highlighted with the goal of developing responses that reflect defensible applications of specific legal requirements.

Key Topics

- Discuss the patents under government contracts and the government's authority to authorize patent infringement, copyright, and trademark law under government contracts.
- Review trade secrets, technical data rights, and computer software data rights.
- Explore intellectual property rights under commercial item contracts and practical exercises based on actual licensing agreements.

This class is for

- All NIH employees including Contract Specialists, Contracting Officer's Representatives(CORs), Project Managers, Administrative Officers, and members of the acquisition community interested in earning CLPs

To register for this class, click on the course title at the top of this page.

Introduction to Project Management

Course Number

NIHTC9414

Length

3 Days

Continuous Learning Points (CLPs)

16

Related Courses

N/A

Description

Are you looking for a more in-depth, structured approach to project management that can also lead to Project Management Professional (PMP) certification? In this foundational two-day course, you'll obtain a solid understanding of project management methods, gain practical experience in proven project management techniques, and discover a wealth of valuable, flexible tools that you can use immediately to ensure the success of any project in any type of organization. As an introductory course that counts towards PMP certification, this course covers the roles and responsibilities of project managers across the project life cycle and defines and develops the foundation of a project plan, including the projects requirements document, work breakdown structure, cost, schedule, and other resources.

Participants will earn 16 Professional Development Units (PDUs) that can be used towards becoming PMP certified.

Key Topics

- Identify roles and responsibilities of a project manager.
- Learn key phrases of the project life cycle.
- Explore basis to assess project performance.

This class is for

- NIH employees responsible for managing projects—both large and small. This introductory course is not intended for senior project managers or PMP-certified employees.

To register for this class, click on the course title at the top of this page.

Managerial Cost Accounting for Decision Support

Course Number

NIHTC9592

Length

2 Days

Continuous Learning Points (CLPs)

16

Related Courses

[Data Analysis Essentials](#)

Description

Explore effective ways to gather, develop, provide, use, and analyze cost information to accurately determine the full cost of federal programs, their activities, and their outputs. This course emphasizes applying the requirements of SFFAS 4, Managerial Cost Accounting Concepts and Standards for the Federal Government, and introduces participants to the relationship between cost accounting, budgeting, and financial reporting. Gain an understanding of how cost information provides Congress, program managers, and the public with information used as the basis for making decisions about allocating federal resources; authorizing, adjusting, or eliminating programs; and assessing program performance.

Key Topics

- Explain basic managerial cost accounting terms and concepts
- Interpret current accounting principles
- Identify key cost information that can provide decision support for internal and external users of financial and nonfinancial information

This class is for

- This course is designed for federal financial management personnel who are responsible for updating, reviewing, or determining the accuracy and reliability of accounting data pertaining to cost for outputs and responsibility segments as well as those responsible for providing the support analysis for the Annual Performance Plan. While this course does not use debit and credit entries, a familiarity with financial record keeping and reporting will be helpful.

To register for this class, click on the course title at the top of this page.

Project Management Essentials for Non-Project Managers

Course Number

NIHTC9426

Length

2 Days

Continuous Learning Points (CLPs)

16

Related Courses

[Introduction to Project Management](#)

Description

Learn the basics of project management through a focus on terms and definitions, class discussion, and exercises that challenge you to develop the collateral often used in managing projects. Designed for those involved with projects in a non-managerial capacity, this course will help you use sound project management principles, including interacting with stakeholders, managing, and mitigating risk, and following the project lifecycle.

Key Topics

- Define project management terms.
- Describe fundamental project management concepts.
- Identify project stakeholders.

This class is for

- This course is designed for anyone who needs to know how to manage tasks or small projects with a structured approach to ensure success

To register for this class, click on the course title at the top of this page.

Source Selection for CORs

Course Number

NIHTC9542

Length

2 Days

Continuous Learning Points (CLPs)

16

Related Courses

[Basic Simplified Acquisition](#)

[Writing Statements of Work](#)

Description

This course focuses on source selection methods, typical organization (and variants), and source selection procedures. It examines special acquisition planning issues including concept development, market exchanges, and multi-step acquisition procedures. It covers preparation and approval of a technical plan, peer review, activities of technical evaluation panel, qualitative and quantitative scoring methods, oral presentations, cost realism analysis, and making/ supporting a source selection recommendation.

Key Topics

- Learn about source selection methods.
- Review various source selection procedures and techniques.
- Study the technical proposal analysis, peer review, and scoring methods.

This class is for

- All NIH employees including Contract Specialists, Contracting Officer's Representatives (CORs), Project Managers, Administrative Officers, and members of the acquisition community interested in earning CLPs

To register for this class, click on the course title at the top of this page.

Writing Statements of Work

Course Number

NIHTC8801

Length

2 Days

Continuous Learning Points (CLPs)

16

Related Courses

[Source Selection for CORs](#)

Description

This course focuses on developing the key document in the acquisition process—a Statement of Work (SOW). Attention to the legal do's and don'ts as well as procedures and steps for developing clear, complete, and concise SOWs for new acquisitions and task orders is discussed. A SOW template and a practical approach for identifying and gathering information is included.

Key Topics

- Identify essential SOW components and their interrelationship.
- Apply step-by-step procedures to capture SOW information including the POWER approach, job analysis, and work breakdown.
- Specify deliverables including hardware, software, technical data, and reports.

This class is for

- All NIH employees including Contract Specialists, Contracting Officer's Representatives (CORs), Project Managers, Administrative Officers, and members of the acquisition community interested in earning CLPs

To register for this class, click on the course title at the top of this page.

Administrative Systems & Policy



Domestic Travel (Concur Government Edition)

Course Number

NIHTC2700

Length

3 Days

Continuous Learning Points (CLPs)

N/A

Related Courses

[Foreign Travel](#)

[Sponsored Travel](#)

[Domestic Travel Refresher](#)

[Foreign/Sponsored Travel Refresher](#)

[Travel for AOs & Approving Officials](#)

Description

Receive complete instruction for preparing non-foreign travel requests for federal employees traveling within and outside the continental United States. Students will complete hands-on exercises by preparing travel authorizations using the Concur Government Edition (CGE) Travel System. Students will receive a handbook and job aid to use as a desk reference. Multiple monitors are encouraged for virtual training participation, though not required.

Note: This course satisfies the mandatory requirement for access to the CGE Travel System. It is also a prerequisite for Foreign Travel, Sponsored Travel, Travel for AOs & Approving Officials, and any travel refresher training.

Key Topics

- Gain understanding of rules and regulations governing the travel of federal employees.
- Learn about making reservations using multiple methods.
- Learn rules regarding the use of government travel charge card with ATM features and methods of reimbursement.

This class is for

- NIH travel planners

To register for this class, click on the course title at the top of this page.

Domestic Travel Refresher (Concur Government Edition)

Course Number

NIHTC2706

Length

1 Day

Continuous Learning Points (CLPs)

N/A

Related Courses

[Foreign Travel](#)

[Sponsored Travel](#)

[Foreign/Sponsored Travel Refresher](#)

[Travel for AOs & Approving Officials](#)

Description

If you received Domestic Travel training in the past two–three years, this is the refresher you need. In this one-day travel refresher, existing NIH travel planners and travel approving officials (including administrative officers) will receive a brief review of the rules and regulations for preparing travel for federal employee domestic travel. This is a hands-on class and training will allow time for discussion to enhance each participant’s knowledge, so please bring questions for the instructor. Multiple monitors are encouraged for virtual training participation, though not required.

Note: This course is intended for current Concur Government Edition (CGE) Travel System users. To gain access to the CGE Travel System, new users will need to take the three-day Domestic Travel class. Domestic Travel is a prerequisite for this refresher.

Key Topics

- Learn updates of recent changes in travel policy.
- Review rules and regulations applicable to the domestic travel processes.
- Identify procedures/approvals required for employees traveling in domestic locations.

This class is for

- Existing NIH travel planners with CGE access

To register for this class, click on the course title at the top of this page.

EHCM System Training

Course Number

NIHTC4009

Length

1 Day

Continuous Learning Points (CLPs)

N/A

Related Courses

N/A

Description

The Enterprise Human Capital Management (EHCM) System (formerly known as the Capital HR System) Training course is designed for professionals and administrative officers (AOs) across NIH ICs who require a better understanding of the EHCM system. Specifically, this course reviews utilizing and processing actions in EHCM. Students will receive a broad overview of EHCM functionalities and features including: the Recruitment Module, Personnel Actions Requests (PARs), printing SF-50s and SF-52s, and searching for and running public queries and reports. This course also explores various PARs to include the following: promotion; reassignment; resignation; extension; workflow and worklist, such as reviewing, returning, approving, and removing actions.

Note: Level 5 (tier 2) Security Clearance is a requirement for EHCM System access.

Key Topics

- System functionalities and features
- Job requisitions/job openings
- Processing PARs

This class is for

- HR Professionals and Administrative Officers who work on staffing records.

To register for this class, click on the course title at the top of this page.

Federal HR for Administrative Professionals

Course Number

NIHTC8600

Length

2 Days

Continuous Learning Points (CLPs)

16

Related Courses

N/A

Description

This class helps you successfully meet organizational objectives and abide by human resources (HR) laws as you handle the HR aspects within an administrative role. Topics covered include compensation, hiring, and job classification. In addition, gain knowledge and skills in the “Think Like an Economist” section.

Federal HR for Administrative Professionals is a two-day class designed to assist non-HR administrators with the ins and outs of human resources management.

Key Topics

- Understand federal human resources principles and decisions
- Explore the compensation process
- Review equal pay for equal work concept

This class is for

- Non-HR administrators and management analysts interested in basic federal HR management.

To register for this class, click on the course title at the top of this page.

Foreign Travel (Concur Government Edition)

Course Number

NIHTC2701

Length

2 Days

Continuous Learning Points (CLPs)

N/A

Related Courses

[Sponsored Travel](#)

[Foreign/Sponsored Travel Refresher](#)

[Domestic Travel Refresher](#)

[Travel for AOs & Approving Officials](#)

Description

Receive complete instructions for preparing travel for individuals traveling on behalf of the federal government to foreign countries. During hands-on exercises, students will prepare foreign travel using the Concur Government Edition (CGE) Travel System. You will receive a handbook to use as a desk reference. Multiple monitors are encouraged for virtual training participation, though not required.

Note: This course is intended for current Concur Government Edition (CGE) Travel System users. To gain access to the CGE Travel System, new users will need to take the three-day Domestic Travel class. Domestic Travel is a prerequisite for this class.

Key Topics

- Gain understanding of federal travel rules and regulations governing foreign travel.
- Online Notification of Foreign Travel (NFT) preparation.
- Identify passports and visa requirements.

This class is for

- Existing travel planners with CGE access

To register for this class, click on the course title at the top of this page.

Foreign/Sponsored Travel Refresher (Concur Government Edition)

Course Number

NIHTC2707

Length

1 Day

Continuous Learning Points (CLPs)

N/A

Related Courses

[Domestic Travel Refresher](#)

[Travel for AOs & Approving Officials](#)

Description

If you received Domestic Travel, Foreign Travel, and Sponsored Travel training in the past two–three years, this is the refresher you need for Foreign/Sponsored Travel. In this one-day travel refresher, existing NIH travel planners and travel approving officials (including administrative officers) will receive a brief review of the rules and regulations for preparing travel for federal employee foreign and sponsored travel. This is a hands-on class and training will allow time for discussion to enhance each learner’s knowledge, so please bring questions for the instructor.

Note: This course is intended for current Concur Government Edition (CGE) Travel System users. To gain access to the CGE Travel System, new users will need to take the following prerequisites: Domestic Travel, Foreign Travel, Sponsored Travel.

Key Topics

- Learn updates of recent changes in travel policy.
- Review rules and regulations applicable to foreign travel processes.
- Review rules and regulations applicable to sponsored travel process.

This class is for

- Existing travel planners with CGE access

To register for this class, click on the course title at the top of this page.

Introduction to Purchase Card

Course Number

NIHTC9512

Length

3 Days

Continuous Learning Points (CLPs)

24

Related Courses

[Purchase Card – Logs & Reconciliation](#)

Description

This course is mandatory for prospective purchase card holders or card approving officials (CAO). The course provides an introduction to purchasing using the NIH purchase card for micro purchases and an overview of the NIH Business System (NBS) for logging purchases and reconciliation. Students will complete instructor-led and independent computer-based simulation exercises. Each student will receive a guide with NIH purchase card policies and procedures. Questions on obtaining a purchase card should be directed to: CreditCard@od.nih.gov.

The Introduction to the NIH Business System (Course # NIHNBSLMS2074) provides an overview of the NBS organization and the NBS Community Portal. It is recommended prior to this course and is available in the LMS.

Key Topics

- Describe the uses and limitations of the NIH purchase card.
- Perform the roles and responsibilities of a card holder and/or CAO.
- Identify the key areas in which card holders and CAOs are involved in the purchase card process.

This class is for

- NIH employees including purchase card holders and CAOs

To register for this class, click on the course title at the top of this page.

ITAS for New Timekeepers & AOs

Course Number

NIHTC2624

Length

2 Days

Continuous Learning Points (CLPs)

N/A

Related Courses

[ITAS Refresher for Timekeepers & AOs](#)

[ITAS for Supervisors and Leave Approv. Officials](#)

Description

This class was formerly called Basic ITAS for Timekeepers. The class was retitled, but the course content remains the same.

Learn how to use the Integrated Time and Attendance System (ITAS) - an application that timekeepers, supervisors, and employees use to report and track time and attendance. Learn how to accurately complete and maintain employee timekeeping records. Through class lecture and hands-on exercises, learn the HHS regulations and NIH procedures necessary to create and maintain these records. Students will receive reference materials for use on the job.

Key Topics

- Learn timekeeper duties and responsibilities.
- Learn administrative officer (AO) duties and responsibilities related to ITAS.
- Explore the different categories of leave, premium pay, tours of duty, and proper procedures for each category.
- Learn how to create and edit timecards, create and delete leave requests, when and how to edit employee profile information, and add and remove supplements.

This class is for

- New timekeepers, AOs, and support staff with time and attendance responsibilities in ITAS..

To register for this class, click on the course title at the top of this page.

ITAS for Supervisors & Leave Approving Officials

Course Number

NIHTC2627

Length

½ Day

Continuous Learning Points (CLPs)

N/A

Related Courses

[ITAS for New Timekeepers & AOs](#)

[ITAS Refresher for Timekeepers & AOs](#)

Description

This half-day session is for supervisors to become familiar with pay and leave policies and procedures at the NIH. Learn how to use the Integrated Time and Attendance System (ITAS) to fulfill your supervisory responsibilities related to time and attendance. All students will receive a reference manual.

Key Topics

- Learn the basic features of ITAS.
- Learn important pay and leave policies for managing time and attendance of employees.
- Identify responsibilities of the supervisor, timekeeper, and employee for time and attendance procedures.

This class is for

- Supervisors and other leave approving officials

To register for this class, click on the course title at the top of this page.

ITAS Refresher for Timekeepers & AOs

Course Number

NIHTC2626

Length

6 Hours

Continuous Learning Points (CLPs)

N/A

Related Courses

[ITAS for New Timekeepers & AOs](#)

[ITAS for Supervisors & Leave Approv. Officials](#)

Description

This class was formerly called Advanced ITAS for Timekeepers. The class was retitled, but the course content remains the same.

Students will explore various timekeeping issues that may arise for timekeepers and administrative officers. Learn how to troubleshoot employee timecards. Review and discuss the most current changes in HHS regulations and procedures and discover how they affect maintaining time and attendance records. Students will receive reference materials for use on the job.

Key Topics

- Troubleshoot problematic employee timecards and leave balances.
- Review important information about the audit process including causes of leave discrepancies, conducting audits, and correcting leave discrepancies.
- Identify new timekeeping policies and procedures and learn to incorporate them into your daily routine.
- Explore ITAS and its functionality in greater detail.

This class is for

- Timekeepers, AOs, and support staff who have completed the ITAS for New Timekeepers & AOs (formerly Basic ITAS for Timekeepers) class and have at least two months of recent timekeeping experience.

To register for this class, click on the course title at the top of this page.

Purchase Card - Logs & Reconciliation

Course Number

NIHTC2635

Length

1 Day

Continuous Learning Points (CLPs)

8

Related Courses

[Introduction to Project Management](#)

Description

This one-day, non-mandatory course is for current purchase card holders and card approving officials (CAOs) who have already completed the initial three-day Introduction to Purchase Card training (Course # NIHTC9512) and have been provisioned as a purchase card holder and/or CAO in the NIH Business System (NBS). This course is a subset of Day 2 of the three-day Introduction to Purchase Card training and is intended to provide hands-on practice exercises, both independent and instructor-led, for how to create purchase card log entries and reconcile bank transactions in NBS. The course will not address purchase card orders over the micro purchase threshold that are sent to PRISM for award. Additional information on this process and purchase card to PRISM can be found on the NBS Acquisition Portal under Purchase Card to PRISM Phase I.

Key Topics

- Copy log entries and change field information.
- Match a bank transaction to a log entry.
- Change field information through purchase card reconciliation.

This class is for

- All NIH employees including purchase card holders and CAOs

To register for this class, click on the course title at the top of this page.

Sponsored Travel (Concur Government Edition)

Course Number

NIHTC2702

Length

1 Day

Continuous Learning Points (CLPs)

N/A

Related Courses

[Foreign Travel](#)

[Domestic Travel Refresher](#)

[Foreign/Sponsored Travel Refresher](#)

[Travel for AOs & Approving Officials](#)

Description

This class will give travel planners, reviewers, and approvers a complete overview of sponsored travel. During this one-day class, sponsored travel documents will be created in the Concur Government Edition (CGE) Travel System through hands-on exercises. Students will receive a manual which includes in-depth sponsored travel policy. Multiple monitors are encouraged for virtual training participation, though not required.

Note: This course is intended for current CGE Travel System users. To gain access to the CGE Travel System, new users will need to take the three-day Domestic Travel class. Domestic Travel is a prerequisite for this class. Foreign Travel is encouraged as a prerequisite, but not required.

Key Topics

- Review of the sponsored travel process and policy, including documentation requirements.
- Learn the CGE Travel System functionality related to sponsored travel.
- Identify methods of reimbursement for travel expenses.

This class is for

- Existing travel planners with CGE access

To register for this class, click on the course title at the top of this page.

Title 42 at NIH

Course Number

NIHTC8810

Length

2½ Day

Continuous Learning Points (CLPs)

N/A

Related Courses

N/A

Description

This course explores the legal and policy foundations of the Title 42 appointment and pay authority which provides NIH with the flexibility needed to attract and retain scientists with outstanding scientific, technical, and clinical skills. Students will learn the background knowledge used to assist in handling a variety of Title 42 cases involving issues such as professional designations, peer review, and pay. Learn how to play an effective role in facilitating the appropriate use of NIH's intramural and extramural professional designations and peer review systems.

Key Topics

- Discuss the statutory and policy guidance for the use of Title 42.
- Explore the use of professional designations at NIH.
- Learn the recruitment and pay of intramural and extramural Title 42 scientists.

This class is for

- NIH employees interested in an overview of Title 42 and how the authority is utilized in NIH's intramural and extramural programs

To register for this class, click on the course title at the top of this page.

Travel for AOs & Approving Officials (Concur Government Edition)

Course Number

NIHTC2703

Length

1 Day

Continuous Learning Points (CLPs)

N/A

Related Courses

[Foreign Travel](#)

[Sponsored Travel](#)

[Domestic Travel Refresher](#)

[Foreign/Sponsored Travel Refresher](#)

Description

Become familiar with the NIH administrative officer (AO) and approving official role in reviewing and approving federal funds for government employees on official travel. Use the CGE Travel System to demonstrate a variety of travel situations. Students will receive a handbook to use as a desk reference. Multiple monitors are encouraged for virtual training participation, though not required.

Note: This course is intended for current CGE Travel System users. To gain access to the CGE Travel System, new users will need to take the three-day Domestic Travel class. Domestic Travel is a prerequisite for this class.

Key Topics

- Application of current government rules and regulations in the funding and payment process for domestic/foreign travel authorizations and vouchers, local travel, and HHS-348 sponsored travel.
- Discover common errors in travel authorizations and vouchers.
- Discuss the amendment process.

This class is for

- Existing AOs and approving officials with CGE access.

To register for this class, click on the course title at the top of this page.

Travel for NIH Travelers

Course Number

NIHTC2644

Length

½ Day

Continuous Learning Points (CLPs)

N/A

Related Courses

[Domestic Travel](#)

[Foreign Travel](#)

[Sponsored Travel](#)

Description

Learn the most recent federal and NIH rules and regulations governing federal employees on official travel in local, domestic, and foreign areas. This seminar provides a summary of regulatory guidance as contained in the Federal Travel Regulations (FTR), DHHS Travel Procedures, and NIH Travel Policy Handbook which govern the preparation, authorization, and reimbursement of expenses incurred by Federal employees while performing travel on official business. Receive a reference guide you can use at your workplace.

Key Topics

- Obtaining proper authorization to travel.
- Using the federal government travel charge card with ATM features.
- Determining per diem and other allowable travel costs.

This class is for

- NIH travelers

To register for this class, click on the course title at the top of this page.

Budget & Data Skills

Budget Process for Scientists and Science Administrators

Course Number

NIHTC5262

Length

3 Hours

Continuous Learning Points (CLPs)

3

Related Courses

[Introduction to the NIH Budget Process](#)

Description

This three-hour course is designed for principal investigators, staff scientists, and others involved in scientific programs (intramural and extramural) whose work may include budget management. Course content includes an overview of the federal budget process from formulation to execution and review, with an emphasis on how that process operates at NIH. A Student Course Guide will be distributed.

Key Topics

- Learn key budget terms, requirements, and procedures and roles and responsibilities of budget officials and organizations.
- Explore the NIH budget support mechanisms, people, and systems that aid in budget execution.
- Identify methods of reimbursement for travel expenses.

This class is for

- NIH employees in the scientific community interested in learning more about the budget process at NIH

To register for this class, click on the course title at the top of this page.

Data Analysis Essentials

Course Number

NIHTC5301

Length

2 Days

Continuous Learning Points (CLPs)

16

Related Courses

[Principles of Data Visualization](#)

Description

This two-day course goes beyond the qualitative side of data analysis. Explore proven quantitative tools and methods for analyzing, interpreting, and utilizing data. Learn best practices for organizing, summarizing, and interpreting quantitative data. Using Excel as the main tool, students will learn how to solve the problem of how to productively handle spreadsheets and reports. This class targets budget analysts, program/management analysts, and others who seek to enhance their data analysis skill.

Key Topics

- Interpreting and translating data into decisions.
- Effective use of data and statistics in business.
- Consequences of improper data manipulations.

This class is for

- NIH employees interested in expanding their knowledge and skills of data analysis.

To register for this class, click on the course title at the top of this page.

Introduction to the NIH Budget Process

Course Number

NIHTC5260

Length

1½ Days

Continuous Learning Points (CLPs)

11

Related Courses

N/A

Description

This course provides an overview of the NIH federal budget process, budget operations and systems, and the role of key budget managers. Participants will learn everyday NIH business terms, how NIH receives its budget, and be introduced to activities that range from operating budget to fiscal year-end close out. Hands-on exercises include budget calculations and more. The course is intended to enhance your understanding of the federal budget process and does not address the specifics of how to manage a budget.

Key Topics

- Learn the federal budget process from formulation to execution.
- Identify key budget terms, requirements, and procedures.
- Identify the roles and responsibilities of key budget management officials.

This class is for

- All NIH employees

To register for this class, click on the course title at the top of this page.

Principles of Data Visualization

Course Number

NIHTC4025

Length

2 Days

Continuous Learning Points (CLPs)

4

Related Courses

[Data Analysis Essentials](#)

Description

Staff at NIH frequently need to select an appropriate visual format to communicate data, but how do you choose the format of the visual? Spreadsheets and large tables can be complex, difficult to decipher, and present barriers to extracting valuable information from an organization's data. Applying basic best practices for data visualization will allow you to identify how to graphically display data in presentations and reports to inform decision makers. In this course, you will learn basic data visualization techniques, then strengthen and practice those new techniques in a capstone exercise.

Key Topics

- Describe the importance of data visualization for business intelligence and decision-making.
- Use psychology of perception to assess and enhance the impact of visuals for the stakeholder audience.
- Use data visuals to convey distribution and relationships.

This class is for

- NIH staff with a basic understanding of Microsoft Excel who want to explore how to enhance using data for visual presentations

To register for this class, click on the course title at the top of this page.

Civility & Equity



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Course Number

NIHTC4901

Length

2 Hours

Continuous Learning Points (CLPs)

N/A

Related Courses

[Bystander Training for Supervisors](#)

[Race Ahead](#)

[Racial Equity Basic](#)

[Racial Equity Extended](#)

[Racial Equity Immersive](#)

Description

The NIH Bystander Training supports ICs with their Anti-Harassment Training

Plans. This live, 2-hour training focuses on equipping employees, at all levels, to transform culture by (1) preventing all forms of harassment, and (2) increasing supportive, positive interactions with the end goal of increasing safety, productivity, and retention of a diverse and talented workforce.

Each IC has determined what specific training it will uniquely approve to satisfy its Anti-Harassment requirements. Check with your supervisor about your IC's Anti-Harassment Plan, to ensure that Bystander Training will count towards them.

Key Topics

- Overview of NIH Agency-specific Goals
- Description of Selected Forms of Harassment
- The Solution

This class is for

- This course is for all NIH Employees.

To register for this class, click on the course title at the top of this page.





Course Number

NIHTC4902

Length

2 Hour

Continuous Learning Points (CLPs)

2

Related Courses

[Bystander Training](#)

[Race Ahead](#)

[Racial Equity Basic](#)

[Racial Equity Extended](#)

[Racial Equity Immersive](#)

Description

The NIH Bystander Training for Supervisors supports ICs with their Anti-Harassment Training Plans. This live, 2-hour training teaches participants bystander-intervention techniques that encourage respect, civility, and fairness in the workplace. This training helps employees find their voice to positively shape the culture of their work environments and provides them with the tools they need to become active bystanders.

Each IC has determined what specific training it will uniquely approve to satisfy its Anti-Harassment requirements. Check with your supervisor about your IC's Anti-Harassment Plan, to ensure that Bystander Training will count towards them..

Key Topics

- Approaching Harassment from a Safety Perspective
- What Prevents Bystanders from Becoming
- Active Bystanders

This class is for

- This course is for all NIH Supervisors.

To register for this class, click on the course title at the top of this page.



Course Number

NIHTC4517

Length

½ Day

Continuous Learning Points (CLPs)

N/A

Related Courses

[Bystander Training](#)

[Bystander Training for Supervisors](#)

[Racial Equity Basic](#)

[Racial Equity Extended](#)

[Racial Equity Immersive](#)

Description

This half-day Race Ahead training comprises of a collection of interactive dialogues, training, and strategies to sharpen participant skills and strategies to address systemic exclusion and advance ethnically fair organizations. These sessions use cognitive-based therapeutic strategies to encourage participants to better understand the ill effects of racialism and the exclusive systems it produces to the detriment of societal health and organizational performance. Participants will engage in a series of dialogues, exercises, and scenarios that uncover the roots of racialism and show how through collective effort, one can dismantle these systems of exclusion by applying inclusive behaviors and thinking.

Key Topics

- Build a clear understanding of systemic/ structural racism and structural inclusion and explore the individual, interpersonal, organizational, and societal dynamics that make both possible.
- Learn to discuss race and racism constructively and authentically within NIH and with NIH partners and stakeholders as well as within one's own community of family and friends.
- Gain tools and practices and identify next steps both as individuals and as leaders for counteracting racial bias and dismantling structural racism at NIH, in biomedical research, health care, and beyond to increase health equity and advance scientific workforce diversity.

This class is for

- All NIH Employees

To register for this class, click on the course title at the top of this page.



Course Number

NIHTC4512

Length

3 Hours

Continuous Learning Points (CLPs)

N/A

Related Courses

[Bystander Training](#)

[Bystander Training for Supervisors](#)

[Race Ahead](#)

[Racial Equity Extended](#)

[Racial Equity Immersive](#)

Description

In this three-hour introduction to racial equity, facilitators will use stories and data to present a perspective that racism is fundamentally structural in nature. By examining characteristics of modern-day racial inequity, the presentation introduces participants to an analysis that most find immediately helpful and relevant.

Key Topics

- Participants consider that racism is fundamentally structural in nature.
- Participants conclude that it is our failure to connect dots - not lack of data - that has led to society's misdiagnosis of the problem at hand.
- Participants receive guidelines that can be touchstones for this training and can be used over time when facing challenges of leading counter-cultural, transformational change.

This class is for

- All NIH employees.

To register for this class, click on the course title at the top of this page.





Course Number

NIHTC4514

Length

2 Days

Continuous Learning Points (CLPs)

N/A

Related Courses

[Bystander Training](#)

[Bystander Training for Supervisors](#)

[Race Ahead](#)

[Racial Equity Basic](#)

[Racial Equity Immersive](#)

Description

In this lively and participatory presentation, facilitators will use stories and data to present a perspective that racism is fundamentally structural in nature. This two-day training is designed to develop the capacity of participants to better understand racism in its institutional and structural forms.

Key Topics

- Participants consider that racism is fundamentally structural in nature.
- Participants conclude that it is our failure to connect dots - not lack of data - that has led to society's misdiagnosis of the problem at hand.
- Participants receive guidelines that can be touchstones for this training and can be used over time when facing challenges of leading counter-cultural, transformational change.

This class is for

- All NIH employees.

To register for this class, click on the course title at the top of this page.





Course Number

NIHTC4514

Length

1 ½ Day

Continuous Learning Points (CLPs)

N/A

Related Courses

[Bystander Training](#)

[Bystander Training for Supervisors](#)

[Race Ahead](#)

[Racial Equity Basic](#)

[Racial Equity Extended](#)

Description

In this lively and participatory presentation, facilitators will use stories and data to present a perspective that racism is fundamentally structural in nature. This two-day training is designed to develop the capacity of participants to better understand racism in its institutional and structural forms.

Key Topics

- Participants consider that racism is fundamentally structural in nature.
- Participants conclude that it is our failure to connect dots - not lack of data - that has led to society's misdiagnosis of the problem at hand.
- Participants receive guidelines that can be touchstones for this training and can be used over time when facing challenges of leading counter-cultural, transformational change.

This class is for

- All NIH employees.

To register for this class, click on the course title at the top of this page.



LMS Administrator Training

LMS Learning Administrator

Course Number

NIHTC1003

Length

6 Hours

Continuous Learning Points (CLPs)

N/A

Related Courses

[LMS Local Learning Registrar](#)

Description

Employees attending this course will learn how to create and manage courses and offerings in the Learning Management System (LMS). This hands-on course fulfills the requirement to gain administrator access to the LMS.

Key Topics

- Managing the course and delivery type.
- Managing offerings.
- Managing rosters.

This class is for

- All NIH employees

To register for this class, click on the course title at the top of this page.

LMS Local Learning Registrar

Course Number

NIHTC1001

Length

4 Hours

Continuous Learning Points (CLPs)

N/A

Related Courses

[LMS Learning Administrator](#)

Description

This hands-on course fulfills the requirement to become a Local Learning Registrar (LLR). This course covers approving training registrations for the NIH Training Center on behalf of supervisors or AOs, registering IC staff for training classes, adding completions for IC staff taking classes outside LMS, and running reports on IC staff completions.

Key Topics

- Learn how to create registrations for learners.
- Approve and add Common Accounting Numbers (CANs).
- Understand how to add training completed outside the LMS to a learner's transcript.

This class is for

- All NIH employees

To register for this class, click on the course title at the top of this page.

Professional Development



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7 Habits for Highly Effective People: Foundations

Course Number

NIHTC6520

Length

1 Day

Continuous Learning Points (CLPs)

7

Related Courses

N/A

Description

This one-day Franklin Covey course will help you develop your ability to effectively lead others, explore how to better influence, engage, and collaborate. In addition to learning how to be more effective at achieving your goals, you will also learn how to use processes and tools to live and apply the 7 habits every day. This course is highly experiential, with learning via presentation, interactive exercises, and small and large group discussions.

Key Topics

- Define clear measures of success and create a plan to achieve them for both life and work.
- Develop your leadership effectiveness on three distinct levels—Individual, Team, and Organizational.
- Prioritize and achieve the most important goals instead of constantly reacting to urgencies.

This class is for

- NIH Team Leaders, Supervisors, Managers, and Executives

To register for this class, click on the course title at the top of this page.

Best Practices for Working in a Multicultural Workplace

Course Number

NIHTC4021

Length

1 Day

Continuous Learning Points (CLPs)

3

Related Courses

[Navigating Generational Differences in the Workplace](#)

Description

Today's workplace is a vibrant tapestry of cultures, ideas, and viewpoints. Navigating this rich diversity is both an opportunity and a challenge. This course is a roadmap to cross-cultural competence, from identifying cultural differences to handling them effectively.

Students will explore the subtle verbal and non-verbal communication cues, helping you decode how cultural factors may influence them in different contexts. This exploration will provide invaluable insights into your workplace's culture, revealing how it compares to yours and how to manage the differences effectively.

Key Topics

- Understand the concept of culture, exploring its elements, evolution, and its role in shaping behavior.
- Recognize different forms of communication, both verbal and non-verbal, and understand how cultural factors can influence these.
- Identify cultural differences in communication and the potential issues they may cause in the workplace.
- Navigate the cultural dimensions proposed by Geert Hofstede, gaining a deeper understanding of their workplace culture, and formulating effective strategies to manage cultural differences.

This class is for

- All NIH Employees

To register for this class, click on the course title at the top of this page.

Building and Sustaining Great Customer Service

Course Number

NIHTC4017

Length

1 Day

Continuous Learning Points (CLPs)

2

Related Courses

N/A

Description

At NIH, we are each other's customer; every encounter is a gift to someone by sharing our expertise, offering to help, and putting others' needs first. This includes travel planners, acquisitions professionals, administrative officers, grants specialists, Clinical Center staff, HR professionals, CIT and OIT helpdesk representatives, Office of the Director staff, and anyone who interfaces with patients undergoing clinical trials, external stakeholders, or internal customers/colleagues. These everyday interactions shape and mold the NIH culture. Come learn how to better use a tool that is in your possession already.

Key Topics

- Learn what creates an exceptional customer experience and identify the benefits of great customer experiences.
- Recognize the importance of an optimistic attitude when offering service.
- Explore the three levels of customer satisfaction, seven standards of service excellence, and recognize barriers to an exceptional customer experiences.

This class is for

- All NIH employees

To register for this class, click on the course title at the top of this page.

Communicate with Confidence and Clarity: Small Group Virtual Presentation Skills Training

Course Number

NIHTC4003

Length

1 Day

Continuous Learning Points (CLPs)

2

Related Courses

[Effective Communications and Leadership Presence](#)

Description

In our new work from home environment, face-to-face presentations are a distant memory. Though it may not feel like you're presenting, each virtual meeting, discussion, and briefing is a presentation opportunity that can elevate your work and career. Consider that working virtually enables us to overcome old barriers such as location, fixed schedules, and the pace at which we work. Yet, these developments often fail to meet the challenge of connecting and communicating meaningfully with a virtual audience. This course acknowledges those virtual communication challenges and provides practical strategies that will help you communicate in more polished and persuasive ways. Designed specifically for NIH professionals, you'll receive valuable feedback on how to overcome any communication challenge while elevating your virtual delivery skills.

Key Topics

- Virtual environments.
- Storytelling, the do's and don'ts.
- Successful messaging for all.

This class is for

- All NIH employees

To register for this class, click on the course title at the top of this page.

Critical Thinking, Problem Solving, and Decision Making

Course Number

NIHTC4401

Length

1 Day

Continuous Learning Points (CLPs)

2

Related Courses

[Breakthrough and Innovative Thinking](#)

Description

In today's complex, data-driven world, professionals face many "gray" areas in which they need to think critically and exercise personal judgment. This course offers tools and techniques for sharpening the "gray cells" of the brain for clearer thinking and more effective decision-making.

Key Topics

- Understand and practice specific techniques for deducing the right conclusions from data to solve problems and make decisions.
- Uncover techniques for evaluating your own and others' proposed solutions and decisions.
- Practice avoiding stumbling blocks for effective decision-making and learn how personal assumptions and views can help or hinder your reasoning and decision-making.

This class is for

- All NIH employees

To register for this class, click on the course title at the top of this page.

Effective Communications and Leadership Presence

Course Number

NIHTC4030

Length

½ Day

Continuous Learning Points (CLPs)

3

Related Courses

[Communicate with Confidence and Clarity:
Small Group Virtual Presentation Skills
Training](#)

Description

Effective communication skills and presence combined enhance your ability to shape agendas, influence decisions, achieve results, and engage and motivate stakeholders. This half-day interactive and engaging course will offer concrete approaches to help dial-up your impact.

Key Topics

- Uncover the impact of leadership presence.
- Plan and prepare for high-impact communications.
- Enhance credibility, connection, and influence.

This class is for

- Team Leaders, Supervisors, Managers, and Executives

To register for this class, click on the course title at the top of this page.

Effective Writing Refresher Workshop (Half Day)

Course Number

NIHTC2116

Length

3 Hours

Continuous Learning Points (CLPs)

1

Related Courses

[Writing Skills for NIH Employees](#)

Description

Want to transform your writing from good to great? Good writing isn't just for Hemingway; it makes good sense for daily business, too. This three-hour refresher workshop targets the most common writing errors in organization, grammar, and style that are seen across NIH administrative and scientific staff writing challenges.

Please note you should bring writing samples and a writing project to class. You will also receive resources and a checklist to keep handy.

This course is the successful outgrowth of a pilot workshop series previously conducted for high-performing OD employees. The instructor has served as a writing consultant for NIH scientists and administrators, is a published medical author, possesses a master's in teaching English, and has taught English grammar in the U.S. and Europe.

Key Topics

- Engaging your audience.
- Working on organization, format, grammar, voice, and tone.
- Streamlining your sentences and exploring elements of plain language.

This class is for

- All NIH employees

To register for this class, click on the course title at the top of this page.

Emotional Intelligence

Course Number

NIHTC4004

Length

1 Day

Continuous Learning Points (CLPs)

7

Related Courses

N/A

Description

Emotional Intelligence research shows that knowing how to manage oneself and how to interact successfully with other people is a key component for success at every level in an organization. The good news is that emotional intelligence can be developed. In this practical, skill-based, and interactive one-day course, you will strengthen your awareness and develop practical methods for expanding your emotional intelligence at work.

Key Topics

- Assess your level of emotional intelligence.
- Identify the impact of emotional intelligence at work.
- Learn practical strategies for increasing your emotional intelligence.

This class is for

- All NIH employees

To register for this class, click on the course title at the top of this page.

Leaderships Skills for Non-Supervisors

Course Number

NIHTC1017

Length

1 Day

Continuous Learning Points (CLPs)

7

Related Courses

[Starting Your Leadership Journey - The Basics](#)

Description

This course will explore the mystery of why we follow some people and ignore others. Through discussions and activities, you will be able to identify the essential behaviors of a leader, learn how to think like a leader, and gain valuable knowledge in how to build your own following as an individual contributor. It's important to demonstrate leadership behaviors even when you don't manage a team. Explore challenges of leading without formal authority with your peers across NIH and explore how to best leverage relationships and hold others accountable.

Key Topics

- Becoming a "Go To" person, rising above the ordinary, creating positive change, building rapport, meeting needs others ignore, and demonstrating integrity.
- Identifying essential behaviors of a successful leader, maintaining a positive and resilient attitude, and building a personal growth program to support the demands of leadership.
- Creating positive change, maintaining an optimistic and resilient attitude, and investing in the development of others.

This class is for

- All non-supervisors

To register for this class, click on the course title at the top of this page.

Management and Coaching Skills for Leaders

Course Number

NIHTC4505

Length

1 Day

Continuous Learning Points (CLPs)

7

Related Courses

[Starting Your Leadership Journey - The Basics](#)

Description

Leadership and coaching skills are essential for today's managers. Learn to identify your leadership strengths, explore self-development tools to gain the trust, inspiration and commitment of your team. Practice skills through group exercises, taking your Kouzes/Posner Leadership Predictive Index (LPI) assessment and a role-play. Learn the value of coaching and provide you with a safe space to practice new coaching techniques.

Key Topics

- Explore the "Five Practices of Exemplary" Leadership and apply them to your leadership style.
- Learn how to create the right coaching environment for your team.
- Master the art of asking the right questions.

This class is for

- Team Leaders, Supervisors, Managers, and Executives.

To register for this class, click on the course title at the top of this page.

Managing Challenging Emails

Course Number

NIHTC2100

Length

½ Day

Continuous Learning Points (CLPs)

2

Related Courses

N/A

Description

Email—the quickest communication that is often interpreted differently. Managing challenging emails in the workplace requires a combination of interpersonal communication skills, self-awareness, and organizational understanding.

Participate in this interactive half-day session with staff from the NIH Office of the Ombudsman to identify and address the top five email frustrations. Recognize problematic emails from real-life scenarios and learn how to respond. Practice effective email communication that gets a response, conveys the desired tone, or communicates emotions productively. Develop strategies to manage and de-escalate email conflict and identify email best practices.

NIH ombudsmen use their expertise in communication, conflict resolution, and organizational dynamics to help individuals and groups identify and resolve underlying causes of conflict and will provide you with tools to communicate effectively and appropriately via email.

Key Topics

- Identify problematic emails.
- Practice effective email communication.
- Develop strategies to manage and de-escalate email conflict.

This class is for

- Federal employees at all levels interested in improving their email communication skills

To register for this class, click on the course title at the top of this page.

Managing Change - Strategies and Tools for NIH Leaders

Course Number

NIHTC4107

Length

1 Day

Continuous Learning Points (CLPs)

7

Related Courses

N/A

Description

Implementing change is a critical responsibility of any leader. We can improve our chances for success if we have in place a mindset and change management framework to inform the actions we take, the pace we pursue, the way we communicate, and how we address the “human-side” of change and navigate around obstacles and resistance.

Participants who attend this course will have a pragmatic and actionable framework for implementing change and an improved ability to identify course corrections necessary to fully achieve critical goals and outcomes.

Key Topics

- Understanding the dynamics of change and effective techniques for leading change in your leadership role at the NIH.
- Assessing the “readiness” of your team/ staff/division to implement change and making necessary adjustments to your change management plan.
- Examining and fully understanding the impact of change on people and how to see the “human-side” of change as an opportunity for collaboration.

This class is for

- All NIH supervisors and managers, particularly those leading change management initiatives

To register for this class, click on the course title at the top of this page.

Managing Conflict and Challenging Conversations

Course Number

NIHTC4203

Length

1 Day

Continuous Learning Points (CLPs)

7

Related Courses

N/A

Description

This session provides science-based and experientially tested techniques to de-escalate destructive, confrontational situations and other misunderstandings at work. Opportunities to effectively manage behavioral triggers are explored, along with the means to help others to appropriately regulate their intensity. Practice these new skills in a highly engaging and supportive atmosphere.

Key Topics

- Explore the differences between productive conflict and unhealthy confrontations.
- Build the skills necessary to convert potentially volatile interactions into constructive engagements.
- Examine the role of conflict in team dynamics and opportunities for both leaders and individual contributors to intervene effectively.

This class is for

- All NIH employees

To register for this class, click on the course title at the top of this page.

Managing Hybrid Teams

Course Number

NIHTC4506

Length

1 Day

Continuous Learning Points (CLPs)

7

Related Courses

N/A

Description

Teams are comprised of people working at a physical location and working from home. This hybrid approach has become the new normal. Managing hybrid teams requires engagement while ensuring team effectiveness. This class provides leaders with a toolkit for managing hybrid teams including holding them accountable no matter where they work. Participants will also obtain strategies for maximizing team performance for the hybrid workplace.

Key Topics

- Explore the benefits of managing hybrid teams.
- Learn how to build psychological safety in your workplace.
- Learn the four stages of team performance and how to drive operational accountability.

This class is for

- NIH Managers, Team Leaders, and Supervisors

To register for this class, click on the course title at the top of this page.

Managing Multiple Priorities, Projects, and Bosses

Course Number

NIHTC5110

Length

1 Day

Continuous Learning Points (CLPs)

2

Related Courses

N/A

Description

Do you experience never ending to-do lists, deadlines, and constant interruptions, change, or stress? Managing your workday is a skill that needs constant sharpening regardless of your years at the NIH. After taking this course you'll feel recharged about your work, gain a new perspective, and leave with strategies on identifying priorities, managing stress, and communicating with others.

Key Topics

- Learn the importance of planning priorities and how to WIN every hour.
- Focus on ways to prioritize the workload from multiple bosses.
- Gain techniques to manage levels of stress and motivation.

This class is for

- All NIH employees

To register for this class, click on the course title at the top of this page.

Managing Up, Down, and Across

Course Number

NIHTC4510

Length

½ Day

Continuous Learning Points (CLPs)

3

Related Courses

N/A

Description

Taking your career to the next level requires professional relationships and a reputation for producing stellar results. You must be able to combine technical skills with interpersonal skills. Developing and employing effective communication, team building, and personal management skills are critical to getting your career from where you are to where you want to be. This interactive, engaging, and fun half-day workshop provides the essential skills and sensibilities all professionals need to master.

Key Topics

- Cultivating a workplace image that allows your intent to match the impact received.
- Displaying professionalism to match the organizational culture and being politically savvy.
- Building effective workplace relationships, adapting to organizational culture and a multi-cultural workplace.

This class is for

- All NIH employees

To register for this class, click on the course title at the top of this page.

Mastering Work in a Hybrid Workplace

Course Number

NIHTC4101

Length

½ Day

Continuous Learning Points (CLPs)

2

Related Courses

N/A

Description

The hybrid workplace is here to stay. Organizations in every sector have embraced the concept that “work is what you do, not where you do it.” While this exciting change in how we work has the potential to offer employees more flexibility and result in higher productivity for the organization, there are also challenges to overcome.

This workshop provides proven best practices that will help NIH staff and leaders succeed and addresses the most common issues and obstacles that teams face as they adapt to hybrid work realities.

Key Topics

- Manage and communicate up, down, and across virtually.
- Articulate and manage workplace expectations and relationships.
- Create and maintain organizational trust with supervisors and peers.

This class is for

- All NIH employees

To register for this class, click on the course title at the top of this page.

Navigating Generational Differences in the Workplace

Course Number

NIHTC4205

Length

½ Day

Continuous Learning Points (CLPs)

3

Related Courses

[Best Practices for Working in a
Multicultural Workplace](#)

Description

Developing, motivating, and retaining the best and brightest talent from all generations is the key to any organization's success. Creating an environment where all generations can work collaboratively and respectfully is essential to organizational sustainability and growth. This highly participatory and thought-provoking ½ day workshop raises awareness of the distinctive perspectives, motivations, needs, and expectations of each generation employed at NIH.

Key Topics

- Understand and respect generational differences and commonalities.
- Develop strategies for common generational clash points.
- Identify how generational differences may affect communication and teamwork
- Build relationships and cohorts across generational divides.
- Turn negative stereotypes into positive working relationships.

This class is for

- All NIH Employees

To register for this class, click on the course title at the top of this page.

Starting Your Leadership Journey - The Basics

Course Number

NIHTC1018

Length

1 Day

Continuous Learning Points (CLPs)

7

Related Courses

[Emotional Intelligence](#)

[Leadership Skills for Non Supervisors](#)

Description

This course explores advanced leadership principles that support thinking, feeling, and acting your way into an effective leadership identity and brand. 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. Warning - be willing to address your non-strengths, capitalize on your strengths, and step-up and lead.

Key Topics

- Leave with a robust leadership skills toolbox designed to prepare individual contributors to step up and lead across a range of situations and circumstances.
- Practice and explore communication strategies that get results.
- Gain ways to uncover your true leadership potential as you learn proven techniques to inspire, motivate, and develop others.

This class is for

- NIH Team leaders and non-supervisors

To register for this class, click on the course title at the top of this page.

Success Strategies for Introverted Leaders

Course Number

NIHTC4502

Length

1 Day

Continuous Learning Points (CLPs)

7

Related Courses

N/A

Description

Are you a manager who sometimes freezes up when asked tough questions on the spot? Do you prefer one-on-one conversations to boisterous meetings? Do you tend to do a deep dive into your work without sufficiently communicating your and your team's accomplishments? This hands-on seminar provides tools and techniques to help you discover your quiet strengths and apply them to make a meaningful impact on your organization. Learn how to manage your energy as an introvert, communicate in ways that best suit your personality, and get seen and heard to maximize your contributions. Receive a copy of the facilitator's book, *Self-Promotion for Introverts*.

Key Topics

- Identify and use your quiet strengths as an introverted manager to your advantage and manage your energy efficiently (discover what recharges you; balance your social time with requisite time alone).
- Communicate powerfully up, down, and sideways within the organization.
- Foster improved teamwork among introverted and extroverted team members and raise your and your team's visibility to increase recognition, retention, promotion potential.

This class is for

- All NIH employees

To register for this class, click on the course title at the top of this page.

Understanding the Dynamics of Change for Non-Supervisors

Course Number

NIHTC4515

Length

1 Day

Continuous Learning Points (CLPs)

4

Related Courses

N/A

Description

Participants who complete this course will have a greater ability to develop change resilience throughout their career and work from a new understanding of strategies to navigate and promote useful change.

Key Topics

- Understand the dynamics of change within organizations such as the NIH.
- Develop strategies for being “change resilient” and explore ways to promote adaptability and nimbleness when faced with change.
- Examine and understand the “human-side” of change and how people can be a compelling force for effectively implementing change.

This class is for

- All staff, particularly NIH employees impacted by change

To register for this class, click on the course title at the top of this page.

Women in Leadership Program Alumnae Coaching Circles

Course Number

NIHTC4509

Length

12 Hours

Continuous Learning Points (CLPs)

7

Related Courses

[Women in Leadership: Strategies for Success](#)

Description

Developed for NIH graduates of the [Women in Leadership: Strategies for Success](#) series, this program will allow you to continue to grow as a leader and benefit from the wisdom and insight of your peers. Each circle will consist of 16 women, facilitated by coaches and facilitators. You'll be introduced to new leadership development content in a confidential, motivating environment. Join a circle and move beyond traditional training to explore real challenges and identify actions, ideas, resources, and strategies to make you a more effective leader at NIH.

Key Topics

- An introductory session to orient you to the process, meet your peers, and learn how to get the most from the program.
- A series of six 1.5-hour coaching sessions, drawing on topics introduced in the 3.5-day session you completed.
- Each session begins with a short centering practice to support bringing your full self to each session and to encourage greater mindfulness and self-awareness between sessions.

This class is for

- NIH leaders who have completed the [Women in Leadership: Strategies for Success](#) series

To register for this class, click on the course title at the top of this page.

Women in Leadership: Strategies for Success

Course Number

NIHTC4504

Length

3 ½ Days

Continuous Learning Points (CLPs)

25

Related Courses

[Women in Leadership Program Alumnae Coaching Circles](#)

Description

This dynamic workshop series is designed to provide you with insights, tools, and strategies to improve your leadership skills and expand your capacity to lead effectively. Designed around the topics that research and experience show to benefit women the most, this multi-day program focuses on helping you to develop your own vision, voice, leadership presence, resilience, and successful integration of work and life priorities. Through a highly interactive experience facilitated by leadership educators and coaches, you will gain a deeper awareness of your unique strengths, perspective, opportunities for growth, and possible “de-railers” or stress behaviors. Prior to the workshop, you will take the DiSC assessment tool, which will provide insight about your leadership style, behavior and the effect you have on others.

Key Topics

- Learn the basic competencies of emotional intelligence and behavioral style.
- Uncover distinctions and strategies for moving from reactionary to visionary.
- Identify values and strengths as part of what constitutes your personal leadership presence.

This class is for

- NIH women at the GS-13 level and equivalent positions and above

To register for this class, click on the course title at the top of this page.

Writing Skills for NIH Employees

Course Number

NIHTC2114

Length

1 Day

Continuous Learning Points (CLPs)

3

Related Courses

[Effective Writing Refresher Workshop \(Half Day\)](#)

Description

In this one-day workshop, you'll learn the three dimensions of professional writing: organization, format, and style. *Using the Business Writer's Handbook*, you will become familiar with the generally accepted principles governing day-to-day correspondence. You will review how to improve your writing skills by applying plain English principles, such as writing in the active voice. You will also discuss how to manage the writing and editing process when working with a team of contributors. The instructor will focus on letters and memos (whether delivered on paper by mail, or electronically by email), reports, and executive summaries.

Key Topics

- Managing the writing project, using style guides, and putting plain language into practice.
- Writing letters, memos, executive summaries, and emails.
- Writing, editing, and managing the preparation of reports.

This class is for

- NIH employees interested in writing more effectively

To register for this class, click on the course title at the top of this page.

Retirement Preparedness



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Pre-Retirement Workshop (CSRS)

Course Number

NIHTC5812

Length

3 Days

Continuous Learning Points (CLPs)

N/A

Related Courses

[Pre-Retirement Workshop \(FERS\) - Daily](#)

[Pre-Retirement Workshop \(FERS\) - Weekly](#)

[Retirement Refresher Workshop](#)

Description

Are you prepared for retirement? This three-day Civil Service Retirement System (CSRS) workshop will provide you with an overview of your federal retirement benefits. Begin to secure your finances and set financial goals to smoothly transition into retirement.

Key Topics

- Understand CSRS retirement benefits.
- Explore leave, healthcare, life insurance, and Social Security benefits.
- Review financial, Thrift Savings Plan (TSP), and income tax planning.

This class is for

- Employees hired prior to 1984 with no breaks in service, or rehired employees after 12/31/1983 with more than a one-year break in service and at least five years of creditable civilian federal service by the end of 1986, and within 10 years of retirement eligibility.

To register for this class, click on the course title at the top of this page.

Pre-Retirement Workshop (FERS) - Daily

Course Number

NIHTC5810

Length

3 Days

Continuous Learning Points (CLPs)

N/A

Related Courses

[Pre-Retirement Workshop \(FERS\) - Weekly](#)

[Pre-Retirement Workshop \(CSRS\)](#)

[Retirement Refresher Workshop](#)

Description

Are you within 10 years of retirement eligibility and beginning to consider life after NIH? This three-day Federal Employees Retirement System (FERS) workshop is designed to provide you with an overview of your federal retirement benefits. Begin to secure your finances and set goals necessary to smoothly transition into retirement.

Please note this same three-day FERS class is also offered across three consecutive weeks. Please register for [NIHTC5811 \(FERS\)](#) if that better suits your work schedule.

Key Topics

- Understand FERS retirement benefits.
- Explore leave, healthcare, life insurance, and Social Security benefits.
- Review financial, Thrift Savings Plan (TSP), and income tax planning.

This class is for

- Employees within 10 years of retirement eligibility.

To register for this class, click on the course title at the top of this page.

Pre-Retirement Workshop (FERS) - Weekly

Course Number

NIHTC5811

Length

3 Days

Continuous Learning Points (CLPs)

N/A

Related Courses

[Pre-Retirement Workshop \(FERS\) - Daily](#)

[Pre-Retirement Workshop \(CSRS\)](#)

[Retirement Refresher Workshop](#)

Description

Are you within 10 years of retirement eligibility and beginning to consider life after NIH? The three-day Federal Employees Retirement System (FERS) workshop, which runs across three consecutive weeks, will provide you with an overview of your federal retirement benefits. Begin to secure your finances and set goals necessary to smoothly transition into retirement.

Please note that this three-day FERS class runs across three consecutive weeks. Please register for [NIHTC5810 \(FERS\)](#) if you prefer our traditional schedule of three consecutive weekdays.

Key Topics

- Understand FERS retirement benefits.
- Explore leave, healthcare, life insurance, and Social Security benefits.
- Review financial, Thrift Savings Plan (TSP), and income tax planning.

This class is for

- Employees within 10 years of retirement eligibility.

To register for this class, click on the course title at the top of this page.

Retirement Refresher Workshop

Course Number

NIHTC5815

Length

½ Day

Continuous Learning Points (CLPs)

N/A

Related Courses

[Pre-Retirement Workshop \(FERS\) - Daily](#)

[Pre-Retirement Workshop \(FERS\) - Weekly](#)

[Pre-Retirement Workshop \(CSRS\)](#)

Description

This course is designed for the federal employee within one year of retirement, who has already completed the three-day Pre-Retirement Workshop, and who is reviewing options for retirement and fine-tuning decisions on when to leave service. Attendees will receive a review of options and changes in laws affecting benefits, Social Security, and the Thrift Savings Plan (TSP).

Key Topics

- Learn the best date to retire.
- Explore survivor benefit elections.
- Reviewing TSP withdrawal options.

This class is for

- Federal employees within one year of retirement.

To register for this class, click on the course title at the top of this page.

Supervision & Leadership Development



Super Short: Effective Feedback

Course Number

NIHTC9560

Length

3 Hours

Continuous Learning Points (CLPs)

3

Related Courses

[Supervisory Essentials](#)

[Supervisory Refresher](#)

[SuperShort Trainings](#)

Description

Effective Feedback is one of three topic areas covered in the NIHTC Supervisor Shorts series. Our Supervisory Refresher is converted into short three-hour trainings to support a supervisor's specific need and provide training in bite-sized pieces to support more challenging schedules.

Key Topics

- Explore the ladder of inference.
- Discuss active listening skills.
- Review self-management techniques.

This class is for

- All NIH Supervisors

To register for this class, click on the course title at the top of this page.

Super Short: Performance Conduct

Course Number

NIHTC9557

Length

3 Hours

Continuous Learning Points (CLPs)

3

Related Courses

[Supervisory Essentials](#)

[Supervisory Refresher](#)

[SuperShort Trainings](#)

Description

Performance Conduct is one of three topic areas covered in the NIHTC Supervisor Shorts series. Our Supervisory Refresher is converted into short three-hour trainings to support a supervisor's specific need and provide training in bite-sized pieces to support more challenging schedules.

Key Topics

- Review the Performance Management Appraisal Program (PMAP) policy.
- Discuss Mid-year review process.
- Explore accomplishment narratives.

This class is for

- All NIH Supervisors

To register for this class, click on the course title at the top of this page.

Super Short: Work-life Balance

Course Number

NIHTC9564

Length

3 Hours

Continuous Learning Points (CLPs)

3

Related Courses

[Supervisory Essentials](#)

[Supervisory Refresher](#)

[SuperShort Trainings](#)

Description

Work-Life Balance is one of three topic areas covered in the NIHTC Supervisor Shorts series. Our Supervisory Refresher is converted into short three-hour trainings to support a supervisor's specific need and provide training in bite-sized pieces to support more challenging schedules.

Key Topics

- Review the Wheel of Life: Time-management exercises.
- Explore individual work/life balance.
- Discuss how to support staff work/life balance.

This class is for

- All NIH Supervisors

To register for this class, click on the course title at the top of this page.

Supervisory Essentials Training

Course Number

NIHTC9511

Length

3 Days

Continuous Learning Points (CLPs)

24

Related Courses

[Supervisory Trainings](#)

[Supervisory Refresher](#)

Description

This three-day interactive training equips new NIH supervisors and managers with the knowledge, skills and techniques needed to grow their performance as leaders, as well as ways to effectively manage and support their staff's performance and development. Participants will have the opportunity to build a network of colleagues while they accrue resources and tools needed to become skilled leaders at NIH. This course satisfies the mandatory training requirement for new supervisors.

Key Topics

- Explore the Art of Supervision.
- Discuss HR Staffing, Employee and Labor Relations.
- Performance and PMAP Review the NIH Enterprise Systems for Supervisors.

This class is for

- New NIH supervisors during their first year of supervision

To register for this class, click on the course title at the top of this page.

Supervisory Refresher Training

Course Number

NIHTC9561

Length

2 Days

Continuous Learning Points (CLPs)

16

Related Courses

[Supervisory Essentials](#)

[Supervisory Trainings](#)

Description

This two-day interactive program provides refresher training for NIH supervisors and managers who have been on the job for one or more years. Participants will explore applications of emotional intelligence; discuss difficult employee relations issues and resolutions; review the performance management process to develop and evaluate staff; explore ways to manage current changes; and learn tools and techniques to develop a work-life balance. This course satisfies the mandatory training requirement for experienced supervisors.

Key Topics

- Explore applied Emotional Intelligence.
- Learn how to manage Remote Workers.
- Review ways to manage change.

This class is for

- Experienced NIH supervisors (one + years)

To register for this class, click on the course title at the top of this page.

