

NIH Training Center

HIGHLIGHTS

Learn...Discover...Grow

3rd Quarter | FY 2017

DDM Seminar Series Speaker Valorie Burton Encourages Employees to Be Resilient and Ready!



On February 16, NIH welcomed the second speaker of the 2016-17 Deputy Director for Management (DDM) Seminar Series.

At a particularly interesting time for federal employees navigating the cascading effects from a change in administration, Valorie Burton's presentation on how to be "resilient and ready" was timely and welcome.

The DDM Seminar Series offers the NIH community engaging presentations that provide meaningful insights into leadership and management concepts, challenges, and solutions. The seminars provide NIH employees the opportunity to advance their knowledge of best practices in a variety of leadership and management issues. If you cannot join in person, each seminar is available via NIH video cast at <http://videocast.nih.gov/>.

Mark Your Calendars!

AI Pittampalli - April 13 The Psychology of Great Meetings

Author of *Read This Before Our Next Meeting*, one of the most popular meeting guides of the decade, and who has been featured in *Harvard Business Review*, *Psychology Today*, *Forbes*, and on NPR.

Shawn Achor - June 15 Positive Psychology, Productivity and the Science of Happiness

One of the world's leading experts on the connection between happiness and success, whose research made the cover of *Harvard Business Review*, who has lectured in more than 50 countries on resilience, optimism and the power of a positive mind.

DDM Seminars are from 11:00-12:30, in the Masur Auditorium, Building 10. Visit <http://www.ddmseries.od.nih.gov/> for details.

<https://trainingcenter.nih.gov>

2016-2017 NIH Executive Leader Program Participants Visit Capitol Hill and Celebrate Program Completion



ExLP participants, faculty and staff with Representative Brett Gurthrie (R-KY).

On March 3, NIH Executive Leadership Program (ExLP) participants visited Capitol Hill to engage with members of Congress, congressional staff and policy-makers. This was a great opportunity for participants, particularly for NIH leaders whose roles don't typically involve significant contact and interactions with the legislature. Representatives Don Beyer (D-VA), Brett Gurthrie (R-KY), and a host of policy experts offered insights on leadership, the current climate, budget and policy.

NIH's own Adrienne Hallett, Associate Director, NIH Legislative Office of Policy and Analysis and ExLP 2014 alum Anne Tatem, Sr. Legislative Analyst shared insights with the ExLP cohort on NIH policy matters, how NIH works with Congress, and the inner-workings of the legislative office.



Representative Don Beyer (D-VA)

The ExLP commencement ceremony was held on March 22. Major General Charles Bolden, former NASA Administrator and NIAID's Dr. John J. McGowan, Deputy Director for Science Management, moved the audience with their inspiring messages.



Congrats to all 2016-2017 graduates for being nominated and completing this selective leadership program. We hope you found the seven month leadership journey both valuable and memorable. On behalf of the NIH Training Center, we wish you the best in your careers at NIH!

Interested in learning more about the ExLP? Visit: <https://trainingcenter.nih.gov/exlp/index.html>.

The 2018-2019 ExLP will begin in July 2018 with a call for nominations in January 2018.



Do you enter financial information into the LMS?

If so, don't forget to add the 7-digit CAN (Common Account Number) to the employee's Order History page as a CAN note. This is the **ONLY** place that will process the CAN correctly. Here's a quick tip: in the CAN note field, enter just 7 numbers. Any additional verbiage will cause the NBS to send an error back to the LMS.

Check out the NIH Order Reconciliation Report!

There is a report in the LMS called the "NIH Order Reconciliation Report." The results of this report will provide the IC with Student information, Order Number, Document Number, Course Title, Course Date, CAN (*if entered or not*), NBS Process Status and Price.

For more information and resources, visit the LMS Support Page @ <https://hr.od.nih.gov/hrsystems/benefits/lms/lmssupport.htm>.

You Asked the NIH Training Center... We Answered.

Q: I'm interested in taking a course, however the dates don't work for me. What can I do?

A: Visit the NIH Training Center website (<https://trainingcenter.nih.gov/Default.aspx>) under COURSES, select the CATEGORY of interest, which will display a variety of classes. Click on your preferred class. If you don't see the course listed, follow the link at the bottom of the page that says "I would like to be contacted when additional offerings are scheduled." We'll contact you and let you know when the next class is.

Q: I'm confused. What's the difference between confirmed and approved?

A: When you have been confirmed for a class, it means that your registration has made it to the roster and not our waitlist. Confirmed does not guarantee a seat in the class! Your spot is guaranteed once you are approved. Approved status occurs when both your manager and your AO have approved your registration order in the LMS.

Q: How do I drop a class, approve an order, or change my approver on my LMS profile?

A: Visit the NIH Training Center homepage and search for LMS Technical FAQs: <http://hr.od.nih.gov/hrsystems/benefits/lms/faqs.htm>.



Top 6 Reasons to Enroll in a NIH Training Center Course

- 1** Engage in a valuable dialogue with our dedicated and experienced instructors/experts.
- 2** Network and meet your NIH colleagues from various ICs.
- 3** Receive training materials, resources and job aides to assist you when you are back at work.
- 4** Practice new skills in a safe and nurturing environment.
- 5** Become more effective in your current role and help prepare for your future role.
- 6** Learn, Discover, and Grow - continuous improvement is key!

New Workshop!

Political Savvy - A Critical Component to Thriving in Your Career

To be successful in your career at NIH, intellect and technical proficiency is obviously important. The ability to forge alliances and avoid animosities is equally as important.

We are pleased to announce our new workshop, **Political Savvy - A Critical Component to Thriving in Your Career** (NIHTC4510). This workshop covers a key element for success that people rarely talk about - the ability to understand all the unspoken things that go on in their workplaces, which can quickly derail their efforts, agendas, and stagnate their careers.

Enroll in this course to:

LEARN twenty-five rules of positive workplace politics.

PRACTICE skills with a case study containing numerous political issues.

UNDERSTAND eleven ways to tell who has unspoken power and influence.

GET STARTED NETWORKING with a simple and effective method to take the dread out of doing it.

DEVELOP A PERSONAL ACTION PLAN for being highly visible without compromising your ethics.

Visit the url below for details and to register:

<https://trainingcenter.nih.gov/ShowDetails.aspx?cid=NIHTC4510>.

STUDENT SPOTLIGHT



Jennifer Smith, IT Specialist, NLM

Our Highlights "Student Spotlight" features a student with an inspiring story to share...

With more than 700 graduates and growing, the Mid-level Leadership Program (MLP) remains one of NIH's most popular programs. Jennifer Smith, Information Technology Specialist at NLM, is a shining example of how the MLP can change lives.

Jennifer began her career at NIH more than 40 years ago during the summer as a clerk. As an "extreme" introvert, Jennifer excelled in her various roles at NIH but talking to strangers remained a challenge. Her shyness was compounded with her inability to hear. At a young age, an ear infection robbed Jennifer of her ability to hear. However, her parents were determined that Jennifer lived a life that took back what was lost by enrolling her in therapeutic programs. These programs taught Jennifer how to speak and lip read so she could communicate with others with the aid of lip reading and a hearing device.

Challenges

Initially Jennifer had some reservations participating in the MLP. In fact, she was determined to remain quiet and just listen and learn. To her surprise, day one of the program orientation set the precedent for a highly interactive, engaging, and motivating experience. This caught Jennifer by surprise. Most importantly, her cohort peers naturally welcomed her and provided collegial support. Jennifer was enthused by the continuous support throughout the program. Moreover, she had another inspiring role model, NIDCD's Management Analyst David Rice, who also happens to be deaf. This was not by design but the irony resulted in a life-changing experience.

Triumphs

The climactic moment came at the MLP graduation during which participants were asked their most memorable moment and most important lesson learned. It was then Jennifer shared that the acceptance of her cohort peers, their desire to listen to what she had to say, and the ability to collaborate with others were the most memorable. The MLP boosted her self-confidence, resulting in her decision to collaborate with others and participate in various outreach programs.

The NIH Training Center thanks Jennifer's division director Ivor D'Souza and supervisor Diane Adams for investing in her. We applaud Jennifer, a dedicated NIH employee and MLP graduate, who has emerged from the shadows and into the spotlight.



Public Service Recognition Week (PSRW) is a time dedicated in honor of the men and women who serve our nation as federal, state, and local government employees. At NIH we want to participate as well.

How can you participate?

Take a photo of yourself with the "I ♥ Public Service" template, available at http://publicservicerecognitionweek.org/celebration_toolkit/.

Please be sure to take high-resolution photos!

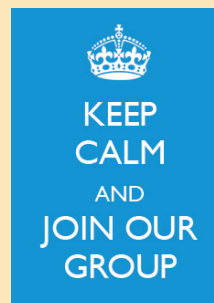
By participating in the "I ♥ Public Service" whiteboard photo campaign, you are visually highlighting positive images of government services and showcasing the important work you are performing at NIH on a daily basis.

Spread the word about PSRW the week of May 7-13 by:

- ♥ Uploading your photo to Facebook and/or Twitter using the following hashtags: #NIH #PSRW #Proud2ServeUSA. The #NIH hashtag allows NIH to find our employees!
- ♥ Sending your photo to NIHforJobs@od.nih.gov. Images will be posted on NIH social media outlets.
- ♥ Adding the PSRW logo to your email signature.
- ♥ Attending one of the events being held in your honor. Visit <http://publicservicerecognitionweek.org/events>.

If you have questions or would like more information about PSRW, contact ShaRhaina Brown at sharhaina.brown@nih.gov.

Want to Know More about the NIH Training Center? Join the Listserv!



If you've never signed up to receive information from the NIH Training Center, now is the time to join our listserv! Get first dibs on one of our popular offerings and avoid the waitlist! Be one of the early birds who learns about new classes, coaching, leadership programs and much more! Don't waste another minute - join the listserv today:

<https://list.nih.gov/cgi-bin/wa.exe?SUBED1=nihtc&A=1>.

3rd Quarter FY 2017 Course Offerings

Course Title	Length	Start Dates	Course #
Acquisitions Management			
Federal Appropriations Law	2 days	4/3, 6/26	NIHTC5521
Advanced COR Refresher	1 day	4/5	NIHTC9551
Introduction to NIH Property Management (NBS)	3 days	4/5, 6/21	NIHTC9517
Basic COR Training	5 days	4/10, 5/15, 6/12	NIHTC9546
COR Essentials/COR Refresher	1 day	4/10, 5/19, 6/2, 6/23	NIHTC9547
Intellectual Property	1 day	4/14	NIHTC9522
Purchase Card Training (NBS)	3 days	4/19, 5/17, 6/12	NIHTC9512
ID/IQ Contracting Techniques	2 days	4/24	NIHTC9562
Basic Simplified Acquisition	5 days	4/24	NIHTC9530
Federal Appropriations Law Refresher	1 day	5/5, 6/30	NIHTC5524
Internal & External Requisitioner (NBS)	1 day	5/9, 6/22	NIHTC9516
Source Selection for CORS	2 days	5/30	NIHTC9542
Advanced Simplified Acquisition	5 days	6/5	NIHTC9532
Contract Closeouts	1 day	6/8	NIHTC9563
Simplified Acquisitions & Delegated Procurement (NBS)	5 days	6/26	NIHTC9513
Administration Systems & Policy			
Basic ITAS for Timekeepers	2 days	4/24, 6/12	NIHTC2624
Capital HR Systems Training	1 day	5/11	NIHTC4009
Fellowship Payment System	2 days	5/25	NIHTC2646
Advanced ITAS for Timekeepers	1 day	6/14	NIHTC2626
Introduction to the NIH Budget Process	1 day	6/20	NIHTC5260
Computer Applications & Concepts			
Microsoft Excel 365 Level 1	1 day	4/10	NIHTC7005
Microsoft Excel 365 Level 2	1 day	4/11	NIHTC7006
Management, Supervision, & Leadership Development			
Supervisory Refresher	2 days	4/6	NIHTC9561
Leadership Skills for Non-Supervisors	1 day	4/12	NIHTC1017
Supervisory Essentials Training	3 days	5/10	NIHTC9511
Women in Leadership: Strategies for Success	4 days	5/16	NIHTC4504
Success Strategies for Introverted Leaders	1 day	5/22	NIHTC4504
Professional Development			
Strategies for Effective Email Communication	1 day	4/4	NIHTC2100
Managing Multiple Priorities, Projects, and Bosses	1 day	4/5, 4/25	NIHTC5110
Project Management	2 days	4/10, 6/5	NIHTC9414
Effective Writing Refresher Workshop (Half Day)	1/2 day	4/11	NIHTC2116
Customer Service Excellence	1 day	4/13	NIHTC4017
Putting the Federal Employee Viewpoint Survey Results (FEVS) to Work: An Action Planning Workshop	1 day	4/14	NIHTC4501
Motivating and Engaging NIH Employees	1 day	4/14	NIHTC4500
Writing Skills for NIH Employees	1 day	4/18	NIHTC2114
Critical Thinking, Problem Solving, and Decision Making	1 day	4/24	NIHTC4401
Powerful Presentations and Storytelling: Small Groups Coaching Workshop	1 day	5/2	NIHTC4003
Political Savvy, A Critical Component to Thrivings in Your Career	1 day	5/3	NIHTC4510
Meetings 101: Steps for Successful Meeting Management	1 day	5/8	NIHTC4101
Mid-Career Financial Planning Workshop	2 days	5/25	NIHTC5814
Unconscious Bias	1 day	6/1	NIHTC4402
Managing Difficult Conversations and Conflict at NIH: Fundamentals of Negotiation	1 day	6/6	NIHTC4203
Professional Services	1 day	6/23	NIHTC5512
Writing Statements of Work	2 days	6/26	NIHTC8801
Retirement			
Pre-Retirement Workshop (CSRS)	3 days	4/5, 6/14	NIHTC5812
Pre-Retirement Workshop (FERS)	3 days	4/19, 5/17, 6/7	NIHTC5810
Learning Management System (LMS)			
LMS Local Learning Registrar	1 day	4/3, 6/7	NIHTC1001
LMS Learning Administrator	1 day	5/8	NIHTC1003
Travel			
Domestic Travel (Concur Government Edition)	3 days	4/4, 4/5, 5/3, 5/15, 5/31	NIHTC2700
Sponsored Travel (Concur Government Edition)	1 day	4/10, 6/28	NIHTC2702
Foreign Travel (Concur Government Edition)	2 days	5/11, 6/29	NIHTC2701

Please note: Additional courses are available! View the entire FY2017 NIH Training Center course schedule at <https://trainingcenter.nih.gov>.

Quote of the Quarter

“Do all the good you can. By all the means you can. In all the ways you can. In all the places you can. At all the times you can. To all the people you can. As long as you ever can.”

-John Wesley

This Fall... Virtual Open House



The NIH Training Center is coming to you! Well, not exactly. The Virtual Open House will allow you to explore the NIHTC classes

and experience interactive program discussions from the comfort of your workstation. Look for it on your desktop this Fall. Check our news site for updates as they become available at <https://trainingcenter.nih.gov/news.html>.

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