



NIH Training Center

HIGHLIGHTS

Learn...Discover...Grow

1st Quarter | FY 2018

Welcome to the New Fiscal Year!

The NIH Training Center is pleased to kick off the fiscal year with classes to fit your learning and development needs.



Registration is now available for our FY18 1st quarter classes. Visit our monthly training calendar at <https://trainingcenter.nih.gov/calendar/default.aspx>.

Successful Soft Skills September



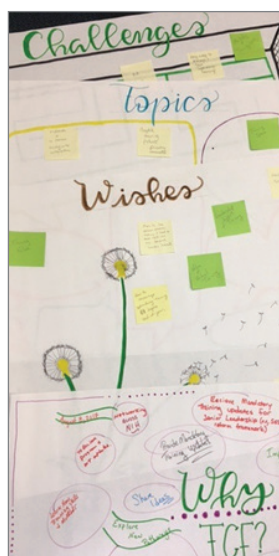
September is a month devoted to soft skills at the NIH Training Center. As in previous years, every interpersonal skills-building course was offered in September – this time with over 300 students attending.

We know you have many training source options available to you and we appreciate your support of the NIH Training Center. Our goal is to serve you and to provide 100% satisfaction.

For a list of upcoming professional development classes, see page 4. Be on the lookout for new courses covering additional topics in January!

<https://trainingcenter.nih.gov>

Join the Training Collaborative Forum



The Training Collaborative Forum (TCF) and IC Mandatory Training Coordinators (ICMTCs) convened this past August with a focus on “Purposeful Connections.” Participants shared training challenges, future forum topics, and training wish lists through collaborative activities.

The TCF brings together NIH employees and contractors who either work directly on or have an interest in training and professional development. The forum provides an opportunity to discuss best practices and other training matters. The next TCF is scheduled for December 14, 2017.

For details, visit https://trainingcenter.nih.gov/training_collaborative_forum.html.

Do you have an interest in training and development? If you would like to share ideas or insights about training in your IC, we'd love for you to join the forum.

For more information, please contact TCF Program Manager ShaRhaina Brown at sharhaina.brown@nih.gov.

Fame and Money ≠ Happiness + Satisfaction

Ted Talk to Watch: Robert Waldinger



What keeps us happy and healthy as we go through life? If you think it's fame and money, you're not alone – but, according to psychiatrist Robert Waldinger, you're mistaken. As the director of a 75-year-old study on adult development, Waldinger has unprecedented access to data on true happiness and satisfaction. In this talk, he

shares important lessons learned from the study as well as some practical, old-as-the-hills wisdom on how to build a fulfilling, long life.

While this long-term research study has received funding from private foundations, it has been financed largely by grants from NIH, first through the National Institute of Mental Health, and more recently through the National Institute on Aging.

To watch Waldinger's TED Talk, visit: https://www.ted.com/talks/robert_waldinger_what_makes_a_good_life_lessons_from_the_longest_study_on_happiness/discussion.

Renowned happiness researcher and author Shawn Achor addressed NIH leaders back in June with his “Positive Psychology, Productivity, and the Science of Happiness” lecture as part of our DDM Seminar Series. If you missed the live seminar, the videocast is available at <https://videocast.nih.gov/summary.asp?Live=23694&bhcp=1>.

Attention Acquisitions Professionals: Courses Designed with You in Mind

The NIH Training Center provides opportunities for you to earn Continuous Learning Points (CLPs) to apply towards your FAC-COR, FAC-C or FAC-PPM certification. There are many courses available to earn elective acquisition credits or provide you with preliminary exposure to the acquisitions environment.

For a list of our courses, see the Acquisitions Management course listing on page 4.

These courses receive rave reviews and are taught by federal acquisition experts. Just a few of our latest student comments follow:

Participant Feedback

"This is the BEST class I've taken in the 20 some years here at NIH. The instructor was great and kept the classroom totally engaged. I am even more encouraged and actually look forward to the several courses I still need to take to meet the FAC-C requirement!"

- Student from NIMH who completed CON 100

"Thank you very much – I actually enjoyed this class – teacher was great and I really learned a lot."

- Student from NIDA who completed FCN 190

Classes fill to capacity so don't delay your registration! Visit <https://trainingcenter.nih.gov/list.aspx?catId=1> for a list of all available courses. For a closed-enrollment acquisitions workshop specifically for your team or department, please contact Kim Doherty at Kimberly.Doherty@nih.gov for details.

Remote Workers Can Attend Training!

The NIH Training Center has remote training capacity to meet the needs of every student. We recognize that attending training out-of-state is not always possible due to budget

and time restrictions. The NIH Training Center can bring training on-site to your location, or you can participate remotely via WebEx. Contact us for details: NIHTrainingCenter@nih.gov.



New CLP Report Available in the LMS

The NIH Training Center believes your time is valuable. Here's a new report from the Learning Management System (LMS) to make tracking Continuous Learning Points (CLPs) a breeze.

The report is called the "NIH CLP Transcript Completions Report for the Learner" and tracks both Supervisory and NIH Acquisitions CLPs. You can easily access, modify and obtain the date range to any time frame to fit your needs.

Steps for running the NIH CLP Transcript Completions Report for Learner:

1. Log in to the LMS (<https://ams.hhs.gov>).
2. Click on "Reports" located on the bottom of the left-hand menu.
3. In the Name field, type "NIH CLP%."
4. In the results list, under the Actions column, select "Actions" then "Execute."
5. In the parameters, enter a date range not to exceed 3 years.
6. Click "Generate."
7. The results will show your breakdown of NIH Supervisory and NIH Acquisition CLPs.



The NIH Acquisitions CLPs do not automatically transfer to FAITAS.

For more information and resources, visit the LMS Support Page at:

<https://intrahr.od.nih.gov/hrsystems/beneits/lms/lmssupport.htm>.

After logging into IntraHR, select **All Staff** → **Reports** → **Running the NIH CLP Transcript Completions Report for Learner**.



HHS Learning Portal

The Joy of Learning Enabled Through Access

Behind the Scenes:

MSS Kicks Off New Program Cycle

The Management Seminar Series (MSS) provides administrative and scientific staff an opportunity to obtain and/or enhance management and leadership skills through presentations, interactive activities, and open discussions. This fall, the NIH Training Center welcomed 17 new IC-nominated MSS Coordinators representing 10 ICs:

CSR	NCATS	NCI	NEI	NHGRI
NIBIB	NIDCD	NIDDK	NINDS	OD

Formal and Informal Training

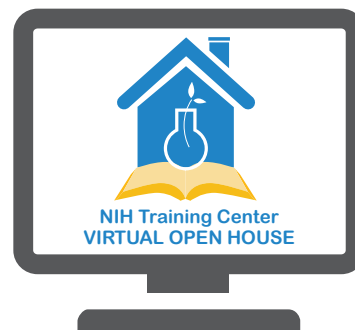
A reflection of the NIH community, this year’s coordinator roster includes NCATS - designated Presidential Management Fellows, current and former Mid-Level Leadership participants, scientists, business professionals, and analysts. Coordinators work in small trans-NIH teams to develop a management seminar for IC-nominated participants from across the NIH.

As part of the coordinator program onboarding process, Program Manager, Derrick Prather, facilitated a team-building workshop focused on self-awareness and team dynamics. In addition, NIH Training Center Director, Elena Juris reinforced their learning and furthered their understanding of self and others by facilitating a Myers-Briggs Type Indicator (MBTI) workshop. What a way to support team development! Management Seminar coordination provides an opportunity to refresh and enhance skills needed for roles in both administrative and scientific communities. MSS coordination also includes effectively working with others with similar and different perspectives, planning meetings and events, and networking with others outside of your IC.

In January 2018 the MSS will kick off with another series of learning.

Interested in Attending the MSS?

If you are a GS7–13 employee interested in attending the MSS, share your interest with your supervisor. If you are a supervisor interested in nominating your staff to attend, be on the lookout for the October Management Seminar Series call for nominations. For more information about the program and eligibility requirements, visit: https://trainingcenter.nih.gov/management_seminar_series.html.



First Virtual Open House

Mark your calendars! You surely will not want to miss our first Virtual Open House (VOH).

In 2018, you will have the opportunity to learn about the NIH Training Center’s FY18 programs, services and offerings from the comfort of your office or any other location! With the click of your mouse, you’ll be able to:

- > Participate in professional development mini-webinars.
- > Chat with NIH Training Center staff and get your questions answered on the spot.
- > Watch videos about our programs and services.
- > Learn how we can help you be successful.

Check back for advertisements over the next few months and routinely check our news page at: <https://trainingcenter.nih.gov/news.html>.

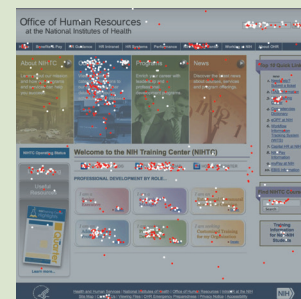
Your Clicks Matter!

At the NIH Training Center (NIHTC), our customers are our #1 priority. It’s important to us that you know about the broad range of NIHTC resources available to you. Our website is the central “one-stop-shop” for all of our services and we want to ensure it is organized in a way that appeals to you.

To help us understand your needs and how we can enhance the experience for you, we now use Crazy Egg software for metrics and tracking. This allows us to determine where you click (and perhaps more importantly where you don’t click), along with a host of additional metrics. We are excited to use this data to make more informed decisions about our services and enhance your experience while browsing our site.

Have you visited the NIHTC website lately? What features do you look for first? If you have feedback to share, please drop us a line at NIHTrainingCenter@nih.gov.

We’d love to hear from you!



Screen shot of the heat map mode. Colored dots represent the number of site clicks.

Consider Applying to the NIH Executive Leadership Program (ExLP) if you are an Aspiring or Existing “Top 5” Leader.



Recruitment for this highly selective program begins in January. Check the website at <https://trainingcenter.nih.gov/exlp/index.html> for updates, or contact Keisha Berkley at berkleyk@od.nih.gov.

1st Quarter FY 2018 Course Offerings

Course Title	Length	Start Dates	Course #
Acquisitions Management			
FCN 190: Fundamentals of the FAR	10 days	10/16	NIHTC9567
Basic COR II Essentials	5 days	10/23, 11/13, 12/11	NIHTC9546
Introduction to NIH Property Management (NBS)	3 days	10/24, 12/12, 12/18	NIHTC9517
Purchase Card Training (NBS)	3 days	10/25, 11/13, 12/11	NIHTC9512
Internal & External Requisitioner (NBS)	1 day	10/30, 12/14	NIHTC9516
COR Refresher	1 day	10/30, 12/14	NIHTC9547
Federal Appropriations Law	2 days	11/1, 12/7	NIHTC5521
Basic COR I Essentials	1 day	11/3, 12/6	NIHTC9552
CON 170: Fundamentals of Cost & Price Analysis	10 days	11/6	NIHTC9574
Federal Appropriations Law Refresher	1 day	11/7, 12/18	NIHTC5524
CON 127: Contract Administration	2 days	11/20	NIHTC9573
Intellectual Property	1 day	11/20	NIHTC9522
Advanced COR Refresher	1 day	11/21	NIHTC9551
Basic Simplified Acquisition	5 days	11/27	NIHTC9530
Source Selection for CORS	2 days	11/27	NIHTC9542
Contract Closeouts	1 day	11/29	NIHTC9563
ID/IQ Contracting Techniques	2 days	11/30	NIHTC9562
Writing Statements of Work	2 days	12/4	NIHTC8801
CON100: Shaping Smart Business Arrangements	5 days	12/4, 12/18	NIHTC9566
Simplified Acquisitions & Delegated Procurement (NBS)	5 days	12/4, 12/18	NIHTC9513
Administrative Systems & Policy			
Capital HR Systems Training	1 day	11/6	NIHTC4009
Basic ITAS for Timekeepers	2 days	11/6, 12/18	NIHTC2624
Budget Process for Scientists and Science Administrators	1 day	11/14, 12/18	NIHTC5262
Fellowship Payment System	2 days	11/16	NIHTC2646
Introduction to the NIH Budget Process	1 day	12/1	NIHTC5260
Advanced ITAS for Timekeepers	1 day	12/20	NIHTC2626
Computer Applications & Concepts			
Microsoft Excel 365 Level 1	1 day	11/8	NIHTC7005
Microsoft Excel 365 Level 2	1 day	11/9	NIHTC7006
Management, Supervision, & Leadership Development			
Supervisory Essentials Training	3 days	11/1, 12/5	NIHTC9511
Leadership Skills for Non-Supervisors	1 day	11/17	NIHTC1017
Women In Leadership: Strategies for Success	4 days	12/8	NIHTC4504
Success Strategies for Introverted Leaders	1 day	12/15	NIHTC4502
Supervisory Refresher	2 days	12/19	NIHTC9561
Professional Development			
Introduction to Project Management	2 days	11/28	NIHTC9414
Managing Multiple Priorities, Projects, and Bosses	1 day	11/28, 12/18	NIHTC5110
Critical Thinking, Problem Solving, and Decision Making	1 day	11/29	NIHTC4401
Powerful Presentations and Storytelling: Small Groups Coaching Workshop	1 day	11/30	NIHTC4003
Mid-Career Financial Planning Workshop	2 days	12/4, 12/18	NIHTC5814
Hands-On Data Visualization Workshop	1 day	12/5	NIHTC4022
Writing Skills for NIH Employees	1 day	12/14	NIHTC2114
Retirement			
Pre-Retirement Workshop (FERS)	3 days	11/1, 12/18	NIHTC5810
Pre-Retirement Workshop (CSRS)	3 days	12/27	NIHTC5812
Learning Management System (LMS)			
LMS Learning Administrator	1 day	11/2	NIHTC1002
LMS Local Learning Registrar	1 day	11/6, 12/4	NIHTC1001
LMS People Administrator	1 day	12/11	NIHTC1003
Travel			
Domestic Travel (Concur Government Edition)	3 days	10/16, 11/1, 11/17, 12/6, 12/18	NIHTC2700
Foreign Travel (Concur Government Edition)	2 days	10/23, 11/27, 12/18	NIHTC2701
NIH Sponsored Travel (Concur Government Edition)	1 day	11/29, 12/18	NIHTC2702

Quote of the Quarter

“Imagination is the beginning of creation. You imagine what you desire, you will what you imagine and at last you create what you will.”

-George Bernard Shaw

“Tell us what you think!”



Customer Feedback

Women In Leadership

“One of the best, if not the best leadership course I’ve taken at NIH/HHS or elsewhere!”

Customer Service Excellence

“The course and instructor were outstanding! Great, practical content and an encouraging, clear teacher made the course very helpful and memorable.”

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Please note: Additional courses are available! View the entire FY2018 NIH Training Center course schedule at <https://trainingcenter.nih.gov>.