

NIH Training Center

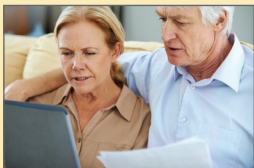
HIGHLIGHTS

Learn...Discover...Grow

2nd Quarter | FY 2019



Puzzled by Retirement Planning and Preparedness?



Are you wondering how the Thrift Savings Plan

(TSP) factors into retirement preparedness? Unclear about the rules to maintain **FEHB** and **FEGLI** as a federal retiree? Whether you are early in your career and want to begin planning or are approaching your retirement date and want to assess your readiness, the NIH Training Center has classes to address these and many other questions.

Visit our new **Retirement Preparedness Courses** page on the NIH Training Center website and check out the new course offerings. We also launched a new **Retirement Refresher** course for those within one year of retirement who have already taken the three-day workshop. Visit <https://hr.nih.gov/training-center/course-catalog/retirement-preparedness> for details.

NIH Training Center

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Happy New Year from the NIH Training Center

The NIH Training Center (NIHTC) is here to assist in your development in 2019. We'll work with you to take the required, small steps to help you become an even better YOU. Many of the skills learned in our leadership programs, courses and career development services are skills that transcend our personal and professional lives.



New 2019 Habits

How do new, novel behaviors become long-lasting new habits? If you participate in a course or program at the NIHTC or anywhere else, don't leave learning at the door on the last day. Incorporate what you've learned into everything you do! Self-awareness, action and consistency are key. Ensure your new skills are integrated into your daily routine.

Take the first step and explore how the NIH Training Center can help you reach your goals. Visit us at <https://trainingcenter.nih.gov/>. Now is the perfect time to create or update your Individual Development Plan (IDP). Visit <https://hr.nih.gov/training-center/services/individual-development-plan-idp-consulting-and-workshops> for details.

You Speak, We Listen

As a result of your feedback from the 2018 NIH Training Needs Assessment (TNA), we've integrated your suggestions into our strategic vision for 2019. The NIHTC offers classes, programs and services with you in mind.

New in 2019!

Scheduling Enhancements. You now have the option to take our multi-day **Supervisory Essentials**, **Supervisory Refresher** and **Pre-Retirement training classes** on a weekly basis instead of on consecutive days. You no longer have to be out of the office for days at a time to attend these courses if this is a concern for you.

More Online Learning Options: All of our LMS courses are now online webinars and you have the option to take our MS Office classes online also. Here's just one of our live webinars coming in February: **Excel Level 3**.

Teambuilding Training: We've streamlined our group training website to make it easier for you to submit requests to us. Visit <https://hr.nih.gov/training-center/services/customized-training>. Check out our new course - **Building Effective Teams**.

As you can see, we are listening to you and your opinions matter. Please continue to share your thoughts with us at NIHTrainingCenter@nih.gov.

2019 DDM Seminar Series Schedule

The DDM Seminar Series offers the NIH community engaging presentations that provide meaningful insights into leadership and management concepts, challenges, and solutions.

Time: 11:00 AM-12:30 PM

Location: Masur Auditorium, Building 10

Details: <http://www.ddmseries.od.nih.gov/>

Seminars are also available via videocast at <https://videocast.nih.gov/>

Andrew Shatté | February 7 Resilient Leadership

Ph.D. psychologist and research professor who has conducted extensive research into the effects of thinking style on resilience, motivation and performance. Dr. Shatté is a Fellow with the Brookings Institution where he trains high-level federal and military executives to better understand the psychological aspects of resilience and human performance.

Tasha Eurich | April 11 Leadership and Self-Awareness

Organizational psychologist, researcher, “Top 100 Coach” and New York Times best-selling author whose work on leadership and self-awareness has appeared in *Harvard Business Review*, *Fortune*, *Forbes*, *The New York Times*, *Fast Company*, *Entrepreneur*, and *New York Magazine*.

Mariana Mazzucato | June 6 Public Sector Innovation

Department Chair at University College London and international presenter whose work targets the myth of a lumbering, bureaucratic state versus a dynamic, innovative private sector, thereby offering a rethink of the role of public policy in fostering innovation and growth.

A Coaching Culture Counts!



OPM recently issued guidance to all federal agencies on the importance of creating a coaching culture. For details, visit <https://chcoc.gov/content/coaching-federal-government>.

To help NIH supervisors enhance their coaching skills, we're offering **Management and Coaching Skills for Leaders**. Visit our professional development course catalog for details about this and other professional development courses at <https://hr.nih.gov/training-center/course-catalog/professional-development>.

Supporting the NIH Mission 24X7

You hear a lot about scientific achievements at NIH, but how much do you know about its unique infrastructure?

Did you know?

- > NIH has its own **dedicated fire department** that provides fire, emergency medical, hazardous materials and specialized rescue services to the NIH.
- > NIH runs one of the **largest utility plants** in the country.
- > NIH's power plant is among the **lowest emission cogeneration plants in the world**.

Participants in the **NIH Executive Leadership Program** had the unique opportunity to see and learn about some of the most interesting Bethesda Campus support and first



responder facilities that provide utilities to the NIH main campus. Participants met with first responders, utility plant engineers, and equipment

operators who shared insights about keeping NIH safe to provide a reliable environment for biomedical research.

As one participant shared, *“It was great to spend time with classmates in a more casual activity and to get insights into NIH infrastructure. I think it builds familiarity in both areas and ultimately enhances a feeling of connectivity within the organization.”*

If you are an aspiring or existing “Top 5” Leader at NIH, consider the **Executive Leadership Program**. Recruitment for our 2020-2021 program begins in the summer of 2019. Contact Keisha Berkley, Program Manager, for details at Keisha.Berkley@nih.gov.

Brrr... Winter is Here

Winter is here and meteorologists are predicting a colder and snowier winter than last year. This is an excellent time to review our **Inclement Weather Policy**. As a general rule, we follow NIH's Operating Status per OPM's guidance. Last winter, we delivered training via WebEx for more than fifty of our remote-ready participants. How is that for customer service?



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