

# NIH Training Collaborative Forum

July 17, 2008

Rockledge 2, Rm. 9100-9104





# The Value of Succession Planning

**Training Collaborative Forum**

**July 17<sup>th</sup>, 2008**

***By Evans Aine***



# The Value of Succession Planning

## Agenda -

- ❑ *Observations*
- ❑ *Definitions & Common Terms*
- ❑ *Workforce Trends & Concerns*
- ❑ *What are the Options?*
- ❑ *NIH Vision and Strategy*
- ❑ *Succession Planning Framework*
- ❑ *Elements of Succession Planning*

# The Value of Succession Planning

## Observations:

- “76% of 252 organizations surveyed indicate they were less than fully confident in their ability to staff leadership positions across the next five years” **The Corporate Leadership Council 2000**
- “The growing challenge of recruiting and retaining talented workers solidifies the role of benefits as a top strategic consideration for company management and a key point of differentiation among companies competing for leadership talent” **Kiplinger Mag. 2007**
- “60% of 1,380 HR directors of large US Companies said their firms had no Executive succession plans in place” **HBR Nov. 2007**
- During the next 10 years an increasing number of companies will face an unusually large shortfall in executive talent brought on by:
  - Retirement
  - Downsizing of the 1990
  - The need For leaders with more competencies, and ;
  - The need for higher-performing leaders

**White Paper, William C. Byham, PH.D.**

# The Value of Succession Planning

## Definitions & Common Terms

- ❑ Succession planning is any effort designed to ensure the continued effective *performance* of an organization, division, department or work group by making provision for the *development, replacement,* and *strategic* application of key people over time that exerts *critical influence* on organizational activities, operationally and/or strategically
- ❑ A succession planning and management program is a *deliberate* and *systematic* effort by an organization to ensure *leadership continuity in key positions*, including management, technical and professional specialist roles.
- ❑ A Program designed to *retain* and *develop intellectual and knowledge capital* for the *future*, and encourage *individual advancement*

### ❑ Leadership Talent Pipeline - Bench-Strength – Leadership Talent Pool

...It's NOT a process for pre-selection

...It's NOT a process for filling vacancies

...It's a process that begins years before an actual need

...It's a process for identifying and developing leaders for the short-term and the long-term

# The Value of Succession Planning

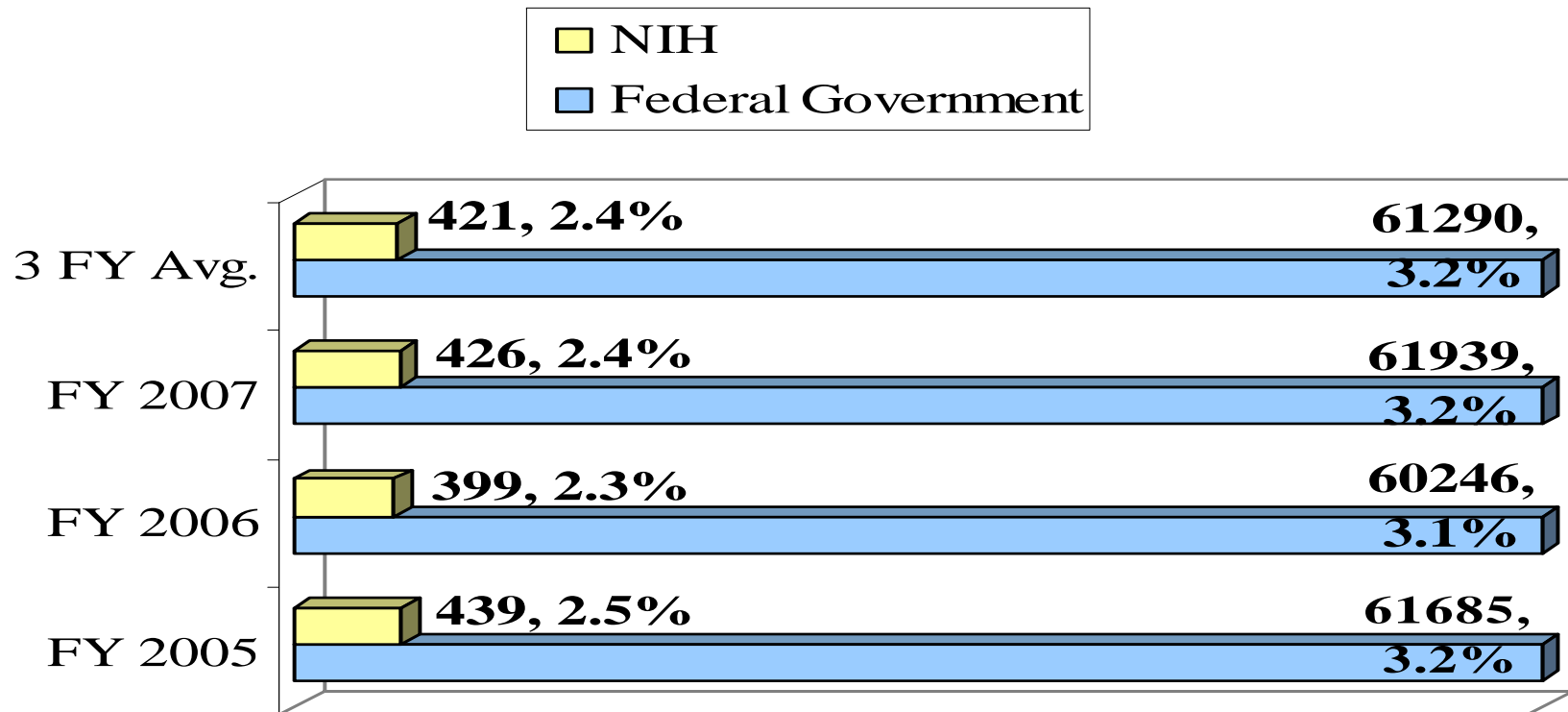
## Workforce Trends & Concerns-

“Virtually every executive faces the same daunting dilemma, the demand for leadership talent far outstrips the supply.” **David Whitman, Chairman, President and CEO Whirlpool Corporation**

- # **The Truth about Federal Retirement** - Is there a potential retirement tsunami?
- # **Generational Gap** - How wide is the leadership gap?
- # **Demand for more Competencies** - What is the rationale?
- # **Stealing / Robbing Talent** - Can anything be done?

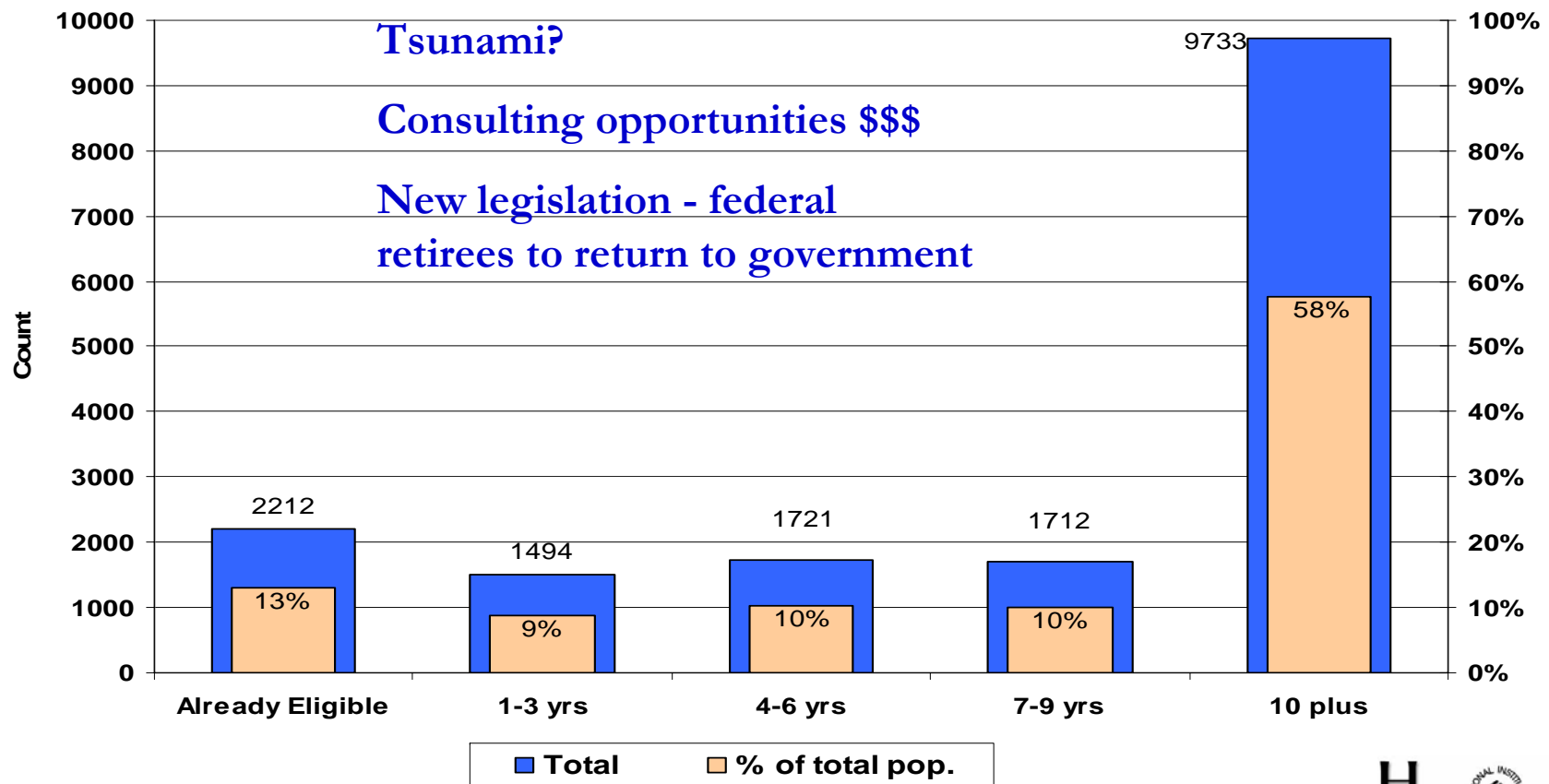
# Workforce Trends & Concerns- Federal Retirement - NIH vs. FG

## NIH Total Retirements



# Workforce Trends & Concerns- NIH potential numbers of Retirement-Eligible

Retirement Eligibility

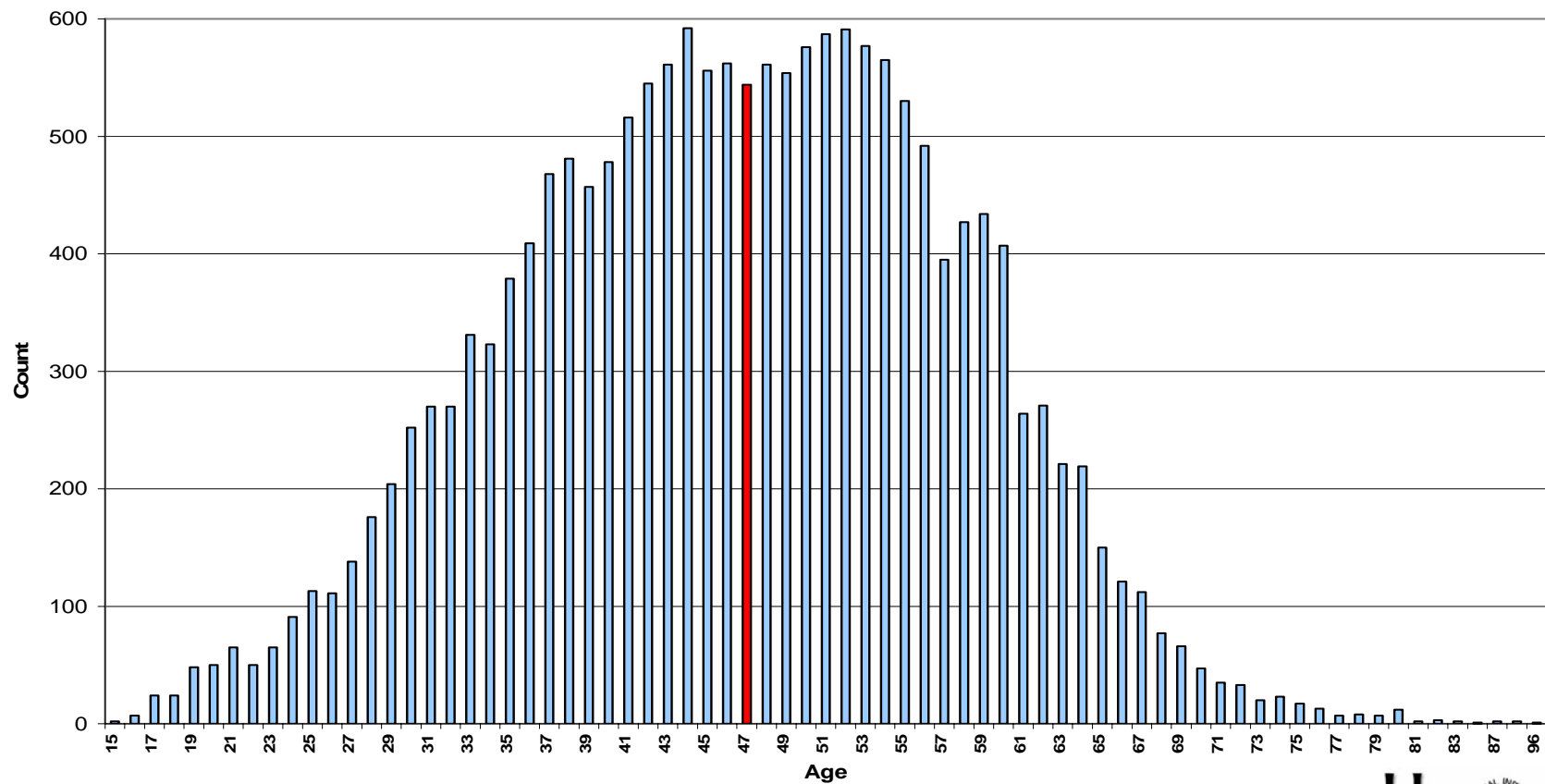




# Workforce Trends & Concerns-

## NIH Age Distribution

NIH Employee Age Distribution



# Workforce Trends & Concerns- Generational Gap

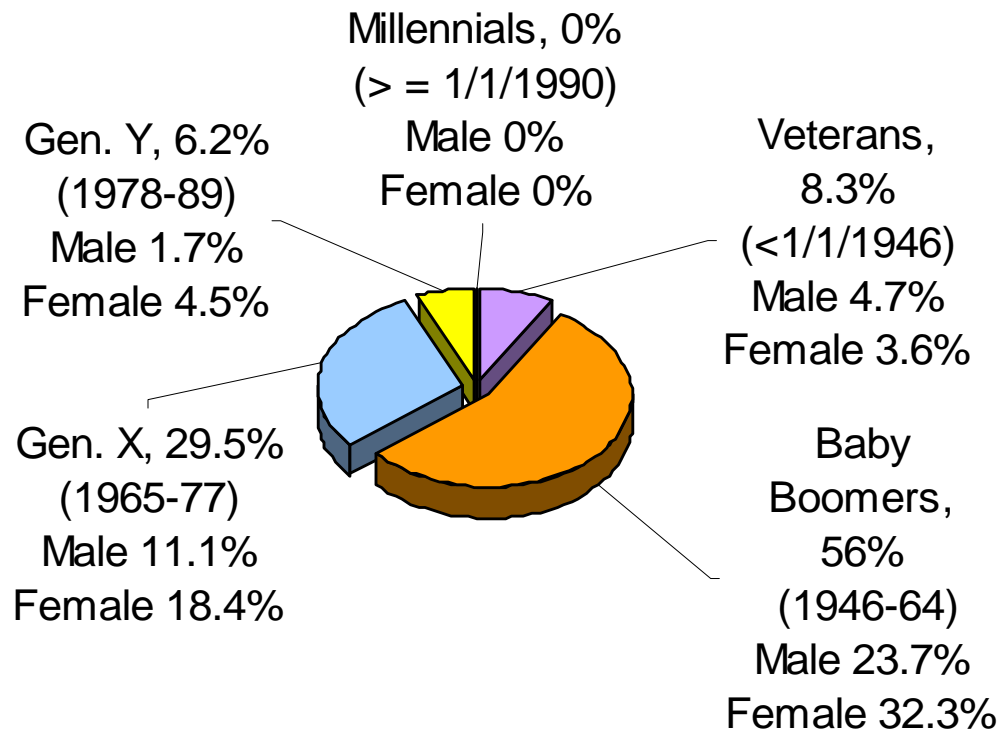
Different  
philosophy of  
life and work

Gen X & Y –  
virtual  
workplace

Unprepared for  
challenges at  
the top

one-size does  
not fit all

## NIH Generational Distribution



# Workforce Trends & Concerns- Demand for more Competencies

## What is the rationale?

- Organization and mission are becoming more complex
- What it takes to cut it at the top – leading and implementing change or a new technology
- Outdated business and leadership skills
- Behaviors, knowledge, motivation, attributes
- Global perspectives
- Broader range of jobs than their predecessors
- Critical and analytical thinking skills

## Workforce Trends & Concerns- Stealing/Robbing- Can anything be done?

- Other organizations will build their bench strength at your organization's expense
- The trend already exists
- Keeping the best talent you have is intensely competitive
- What is the cost?  
hiring + developing + replacing = \$\$\$\$\$\$\$\$\$
- Ultimately, the best you can do is systematic and strategic cultivation of leadership talent with creative retention solutions

# The Value of Succession Planning

## What are the Options?

- Do nothing...

*Fill vacancies; let succession take care of itself; mediocre performers stay on...*

- Hire from the Outside...

*++ Infusion of new ideas, fresh perspectives; 20-30 percent;*

*-- expensive; open position for a long time; starting salary is usually higher; very risky; no room for guesswork; statistics show they succeed in the short term and often fail in the long run...*

# The Value of Succession Planning

## What are the Options?

- Grow your Own (Succession Planning)...
- ✓ (HBR) 4 skills an executive needs to deliver on performance and produce results for the long-term:
  1. Identify (and if needed recruit) the talent that can turn a vision into reality
  2. Judge where the world and the company's market is headed, and frame a vision of how the company should reposition itself
  3. Understand, in a deep and substantive way, the problems the company faced in the past, faces now and in the future
  4. Know comprehensively how the company really works – in other words, be plugged into its administrative inheritance and know key players well



# NIH: A Vision for the Future

2008 Budget Hearings  
House Appropriations Subcommittee  
on Labor/HHS/Education

Elias A. Zerhouni, M.D.  
Director



NATIONAL INSTITUTES OF HEALTH



# Evolving Public Health Challenges



Shift from Acute to Chronic Conditions



Aging Population



Health Disparities



Emerging and Re-emerging Infectious Diseases



Emerging Non-communicable Diseases - Obesity



Biodefense



# How will NIH help meet these challenges?



# What is NIH's Core Strategic Vision?

- Transform medicine and health from a *Curative* to a *Preemptive* paradigm
- Support basic research to identify the earliest molecular stages of disease in complex biological systems
- Accelerate translation of findings from the bench to the bedside to the community
- Provide the evidence and knowledge base to allow for a rational transformation of our healthcare system





# The Value of Molecular Preemption

Early  
Rheumatoid Arthritis



Intermediate  
Rheumatoid Arthritis

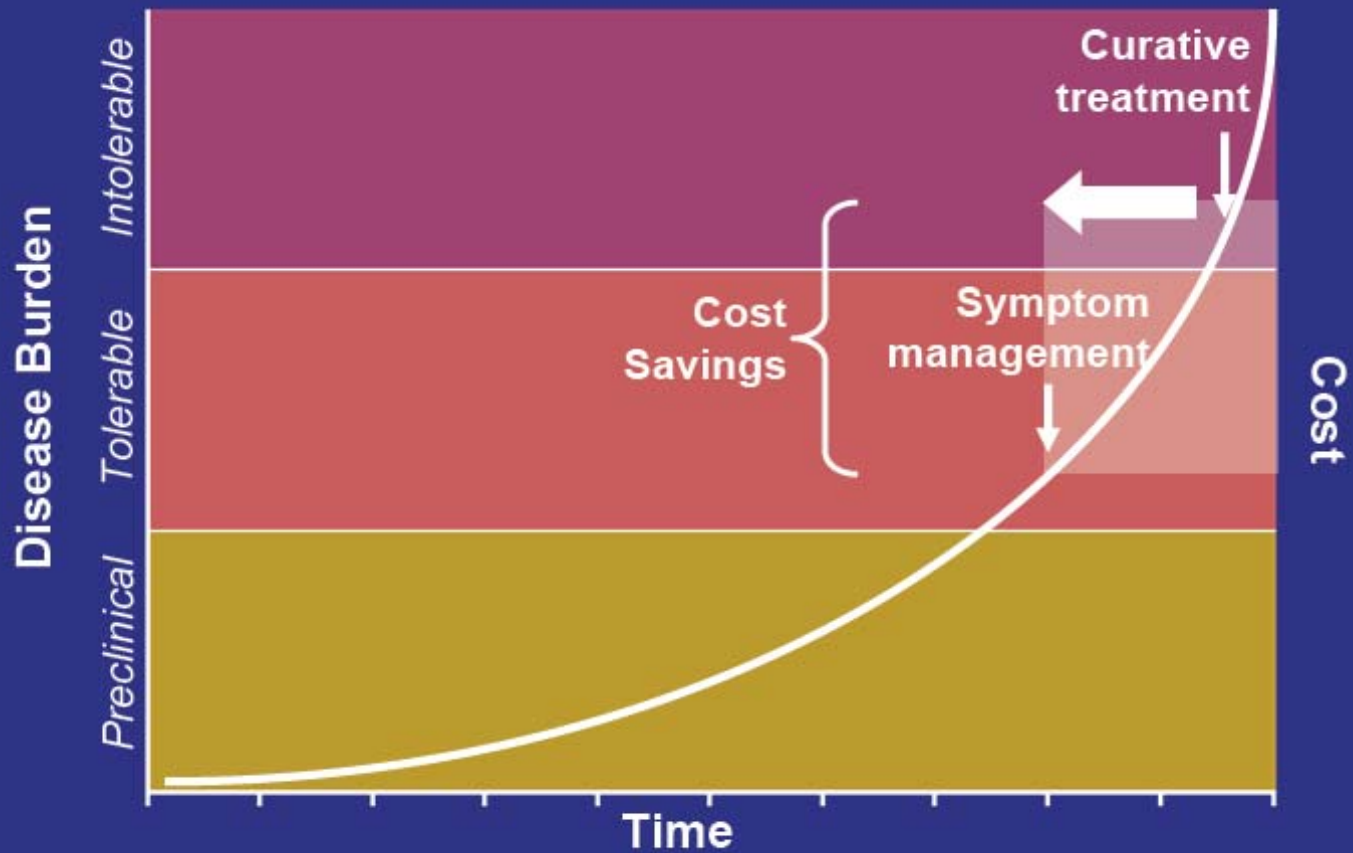


Late  
Rheumatoid Arthritis

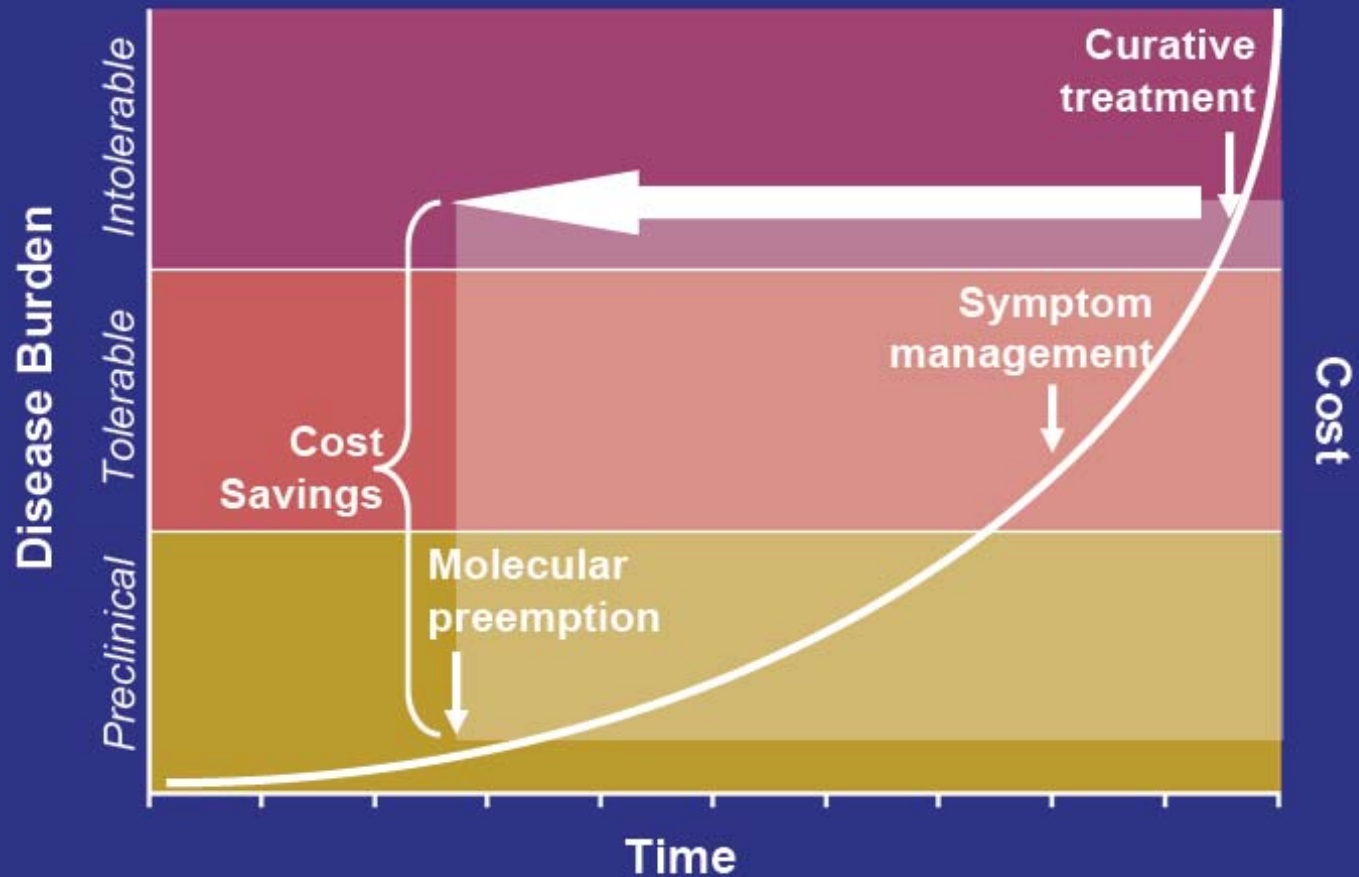


Courtesy of J. Cush, 2002

# The Current Paradigm: *Manage Disease*



# The Future Paradigm: *Preempt Disease*



# What is NIH's Core Strategic Vision?

- Transform medicine and health from a *Curative* to a *Preemptive* paradigm

CAPABILITIES

PROCESSES

POLICIES



# What is NIH's Core Strategic Vision?

- Transform medicine and health from a *Curative* to a *Preemptive* paradigm

**CAPABILITIES** - What are the capabilities NIH needs to have to turn this vision into reality? Does NIH have the workforce of the future? The researchers-geneticists, microbiologists and MDs?

401, 403, 440, 602 - The core group of systems biology experts who are able to breakdown the complex biochemical world into manageable system components

401, 440, 1550 - computational biologist and computer scientist are critical to designing systems capable of interpreting mountains of data

1550, 2210 - IT systems design and support personnel would develop and maintain the extensive IT infrastructure required for such an endeavor

602 - Doctors to perform clinical trials

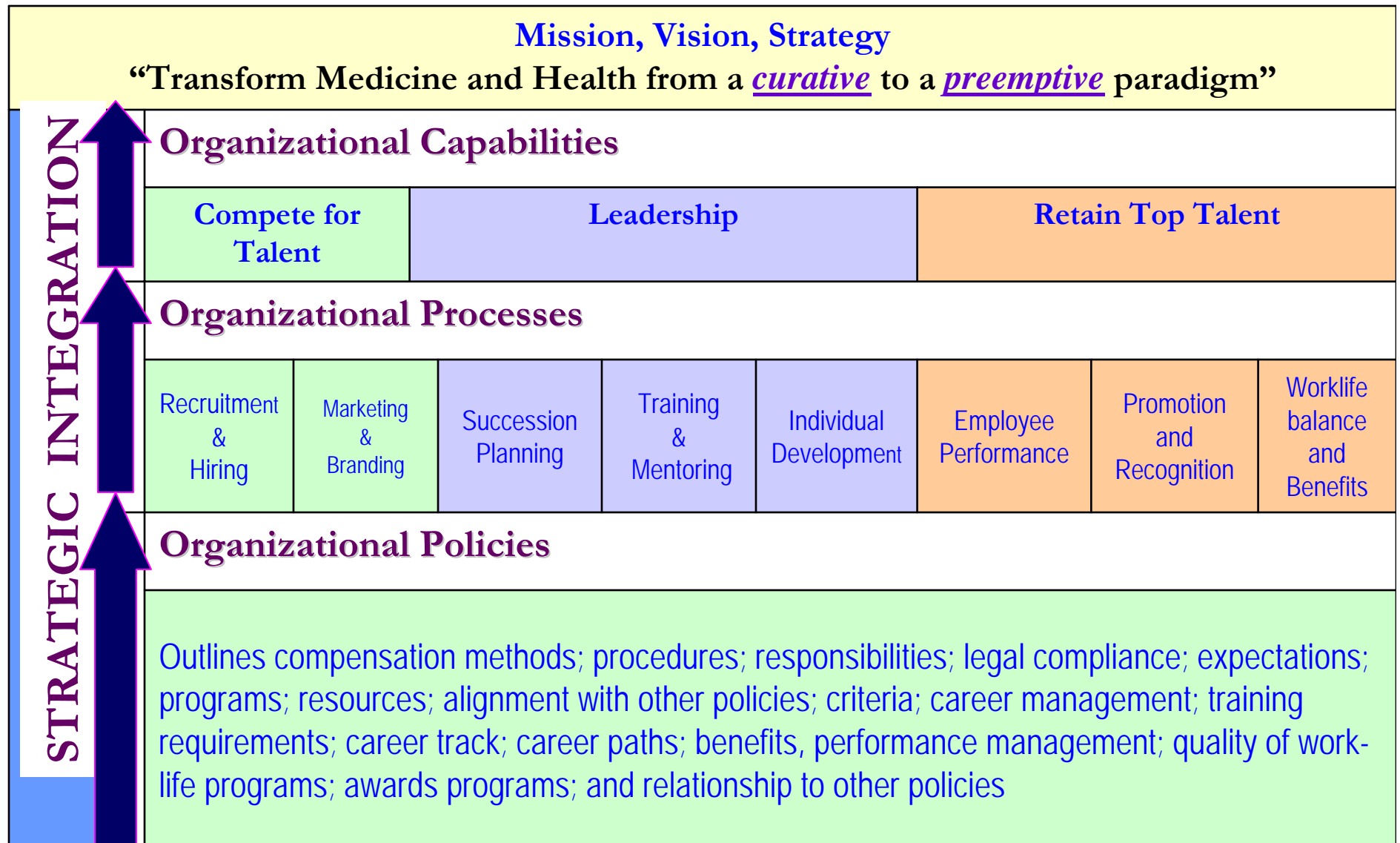
301, 343, 601 - Highly effective administrative managers to execute plans and manage projects ...AND, The Leadership Talent to guide the research into the 21<sup>st</sup> century

**PROCESSES** – What about the processes to ensure that NIH has the capabilities to compete for and acquire the talent, develop the leadership and retain top talent? Are they the right processes or, do they need to be reengineered?

**POLICIES** – Does NIH have the policies to back-up the processes, communicate procedures and ensure compliance with legal requirements, outline responsibilities and commit resources

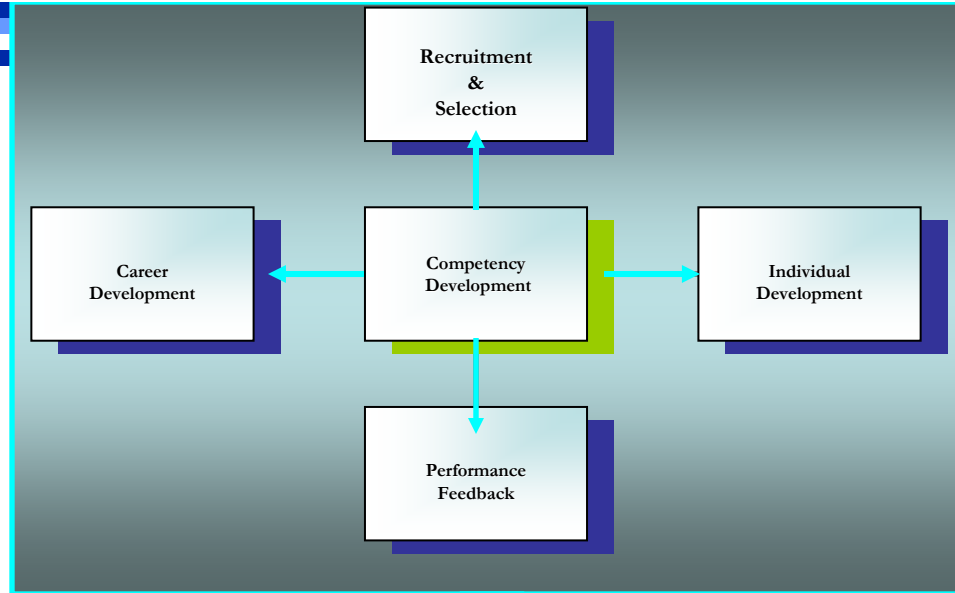
# The Value of Succession Planning

## *Succession Planning Framework*





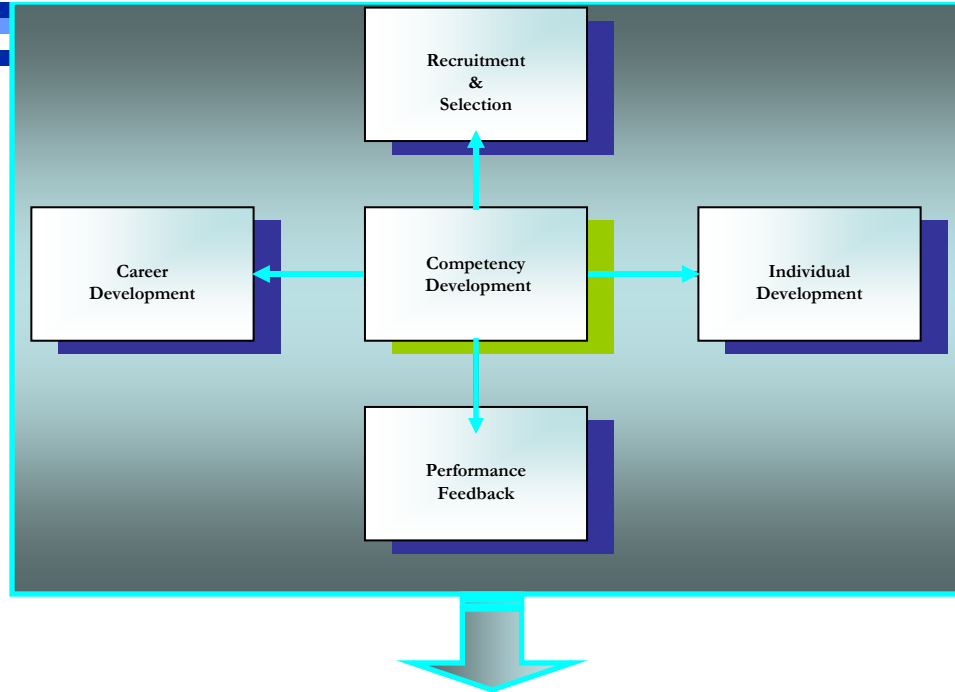
## Core Elements of Succession Planning



## Establish Succession Management System

- Succession planning involves an integration of Recruitment and Selection, Career Development, Individual Development, Performance Feedback and Competency Development
- It's a systematic approach with Competency Development at the core that can be used to assess individual abilities, knowledge, skills and attributes; identify gaps and build a more comprehensive Individual Development Plan to close competency gaps

## Core Elements of Succession Planning



## Establish Succession Management System

### Avoid the following pitfalls

Designated replacements by position

Inaccurate identification of potential leaders

Chance observation

Criteria for selection are unclear

Poor assessment of developmental needs

Limited range of development solutions

Development plans are never implemented

On-Going support and commitment by senior leadership

# The Value of Succession Planning

## Recap -

- *Observations*
- *Definitions & Common Terms*
- *Workforce Trends & Concerns*
- *What are the Options?*
- *NIH Vision and Strategy*
- *Succession Planning Framework*
- *Elements of Succession Planning*



Sources: White Paper by William C. Byham, PH.D., 2006; The Corporate Leadership Council 2000;

HBR Nov 2007; <http://nrpworld.com/Documents/Succession%20Planning%20PPT.pdf>

[www.aesa.us/presentations/Nebraska%202006%20AESA%20Presentation.ppt](http://www.aesa.us/presentations/Nebraska%202006%20AESA%20Presentation.ppt)

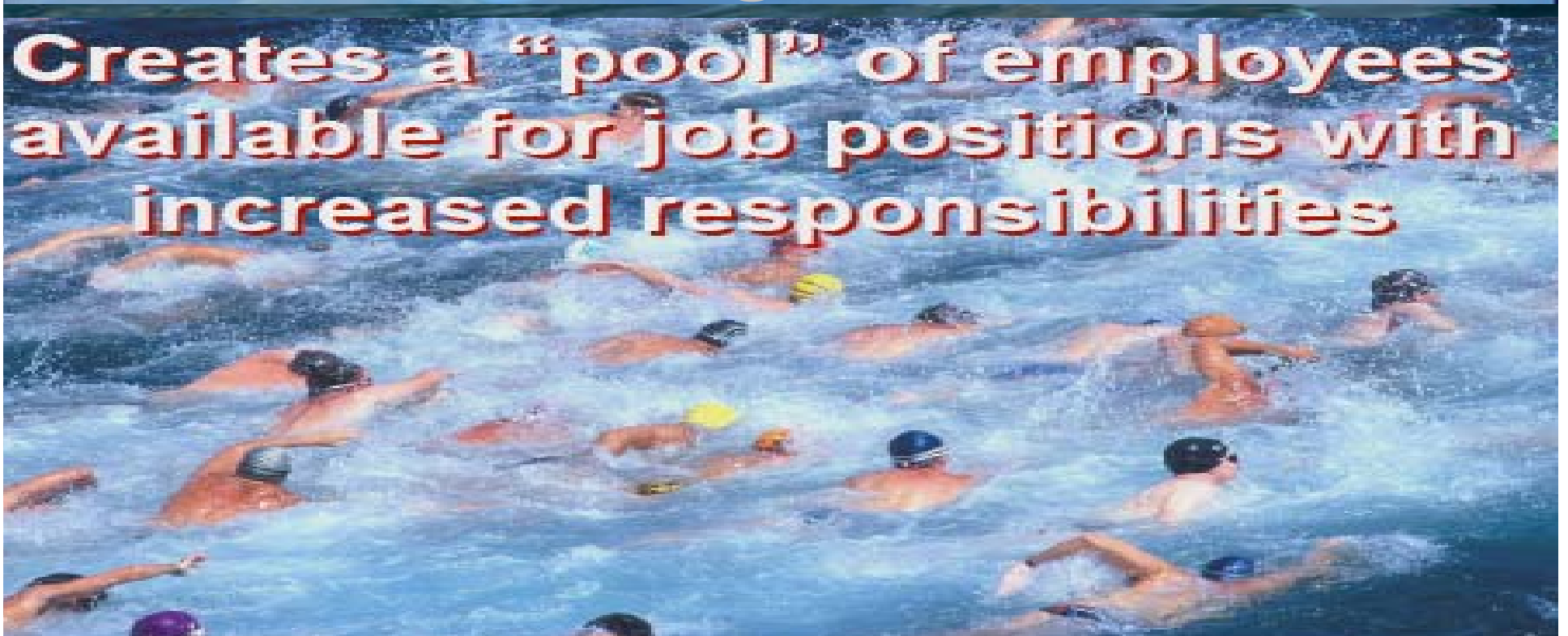
[www.colleyville.com/content/view/824/496/](http://www.colleyville.com/content/view/824/496/) ; Kiplinger Mag. 2007  
National Institutes of Health  
Human Capital Group

# The Value of Succession Planning



*Questions*

**Creates a “pool” of employees  
available for job positions with  
increased responsibilities**





## Experience the Power of SkillSoft

Anita Heller, Learning Strategist

NIH Training Collaborative Forum  
7/17/2008





## Connected Learning

The ability to align learning with business objectives and user needs.



### Benefits

- Learning is part of key business initiatives
- Relevant to many different kinds of learners, with different needs and learning styles
- Learning available on demand, anywhere, any time





# Online Learning Courseware



## **Business Skills**

- 900+ English titles



## **IT Professional**

- 1,700+ English titles



## **Desktop**

- 400+ English titles



## **Legal Compliance**

- 60+ English titles

\*Estimated titles, 01-11-08. New titles added monthly.



# Support for Mission Critical Skills



Hundreds of courses qualify for CPE and Over 100 certifications supported, such as:: college credit...

- PMI
- NASBA
- HRCI
- ACE
- Microsoft
- Cisco
- CompTIA
- ITIL
- Six Sigma
- PMI





# IT Professional Courseware

Software Development	OS & Server Technologies	Internet & Network	Ent. Database Systems	Web Design	Project Effectiveness
Java 2 Programming Microsoft .NET Software Development Tools Generic Languages Software Programming Fundamentals Software Development Principles	<b>CompTIA A+:</b> 2006 Essentials 2006 IT Technician 2006 Remote Support Technician 2006 Depot Technician 2003 Core Hardware 2003 Operating System Server+ 2005 Microsoft .Net Server	Cisco Cisco CCNA & CCNP Cisco CCDA/CCDP Certification CCSP ISC 2 Data/Telecom Wireless Communications Security Solutions	Oracle 11i Oracle 10g Oracle 9i Systems and Database Design Microsoft SQL Server 2000 Microsoft SQL Server 2005	Macromedia Design Tools Dreamweaver MX Flash MX Fireworks MX Adobe Go Live 5 Illustrator 9.0 Scripting Languages Javascript XML DHTML VBscript	Project Mgmt. IT Project Mgmt. Project Integration Project Scope Project Cost Mgmt. Project Quality Project Communication Project Risk Mgmt. Project Procurement Team Leading Team Participation Virtual Teams



# Desktop Courseware Collection

- SkillSoft Desktop Courseware Collection
  - Computing fundamentals for non-technical corporate users
  - Coverage of major operating systems and desktop applications from Microsoft, Adobe, Lotus and others
  - Email, Groupware and Internet use

Microsoft	Lotus	ECDL	Miscellaneous
Windows 2000	Notes 6	Basic IT Concepts	Seagate Crystal Reports
Windows XP	Notes 5	Managing Files	Adobe Acrobat
Office 2007	Notes Mail	Spreadsheets	Palm OS
Office 2003	Calendar	Database	Palm PC
Office XP	TeamRoom	Presentation	Netscape
Office 2000	Personalizing		
Front Page	Notes Remote mail		
Visio	iNotes		
Vista			
Project			
Internet Explorer			



# Software Simulation

The screenshot displays a Skillsoft Course Player window titled "Skillsoft Course Player - Microsoft Internet Explorer". The main content area shows a simulation of Microsoft Excel 2007. The title bar of the Excel window reads "Travel Projections 2007 - Microsoft Excel". The ribbon is set to the "Insert" tab, and the "Insert Sheet" option is selected in the dropdown menu. A "Steps" panel on the left lists two steps: "1. Click the PivotData worksheet tab, click the Insert button arrow, and select Insert Sheet" and "2. Click the Format button and select Rename Sheet". A "Task 1 of 3" panel below it provides a detailed instruction: "Use commands on the Ribbon to insert a new worksheet immediately after the worksheet named 'Chart3', rename the new worksheet 'Chart4', and set the color of the tab for the new worksheet to a standard red. When you have completed the task, click Done." At the bottom, a control bar contains buttons for "Skip", "Show Me", "Steps", "Done", and "Task".

**Steps available at learner request; scroll to keep pace**

**High fidelity environment**

**Multiple tasks (vs. Steps)**

**Layered support options**



# Business Skills Courseware

Professional Effectiveness	Management & Leadership	Project Effectiveness	Sales/Customer Skills	Finance, HR & Administration	Bus Strategy & Operations
Interpersonal Communications	Management Essentials	Project Mgmt. Essentials	HDI Customer Support Specialist	HRCI Human Resource Certifications (SPHR & PHR))	Six Sigma Green Belt
Business Writing	Managing Performance	IT Project Mgmt. Project Integration	IT Infrastructure Library (ITIL) Foundations	Finance for Non-Financial Mgrs.	Six Sigma Black Belt
International Communications	Delegation Skills	Project Scope	Strategic Account Sales Skills	Budgeting	Six Sigma: Champion Training
Negotiating & Influencing	Coaching & Mentoring	Project Time & Cost Mgmt.	Selling at the Executive Level	Interviewing	Certified Manager of Quality/ Organizational Excellence
Time Management	Managing Change	Project HR	Industry Foundations	Recruiting & Retention	Strategic Planning
Dealing with Change & Conflict	Leadership Essentials	Project Quality Communication	Customer Service Essentials	Diversity & Inclusiveness	Supply Chain Management
Career Development	Frontline Leadership	Project Risk Mgmt.	Customer Relationship Mgmt.	Administrative Support Skills	
Balancing Personal & Professional Life	Leading Workforce Generations	Project Procurement	Consulting with Internal & External Clients	Auditing	
Problem Solving	Succession Planning	Team Leading		Knowledge Management	
Dealing with Organizational Change		Team Participation			
		Virtual Teams			




# Business Skills Roles Plays

http://library.skillport.com - SkillSoft Course Player - Microsoft Internet Explorer

skillsft

The Complexities of Management

RolePlay



"Yes, I think that both of those things need to be considered."

- I'm worried about the training. It's so important that the new campaign goes well, and since being made a manager, I have so many different tasks to do.
- I know that I can do the training myself, but I'm not sure that I have the time.
- I want to make sure that I organize a good training program.

[Continue](#) [Exit RolePlay](#)

This is a great response. You have clearly identified both elements of the problem that needs to be solved.

RolePlay

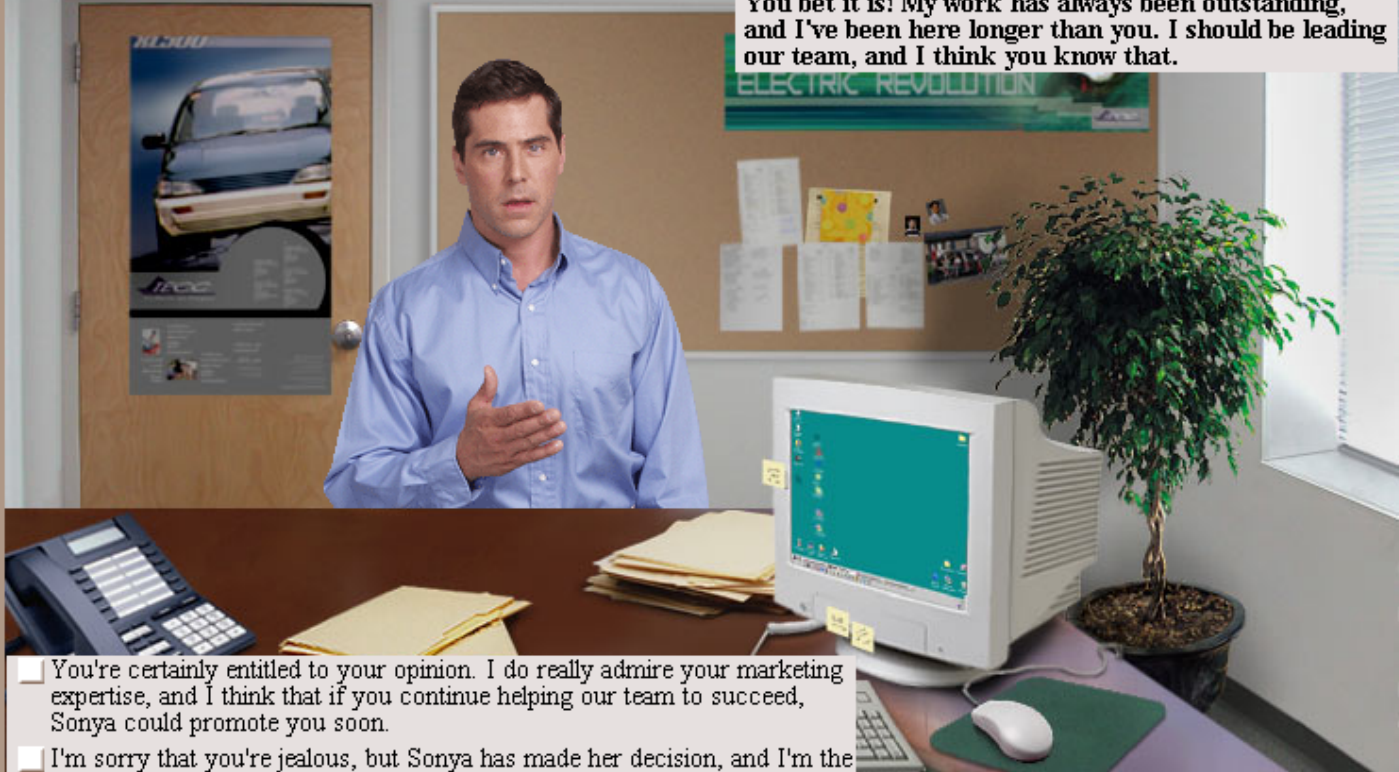
Loading Java Applet ... Internet



# Business Skills Simulations

http://library.skillport.com - SkillSoft Simulation Player - Microsoft Internet Explorer

**Moving into a Management Role Simulation** Menu



**You bet it is! My work has always been outstanding, and I've been here longer than you. I should be leading our team, and I think you know that.**

You're certainly entitled to your opinion. I do really admire your marketing expertise, and I think that if you continue helping our team to succeed, Sonya could promote you soon.

I'm sorry that you're jealous, but Sonya has made her decision, and I'm the new manager. Instead of complaining, you need to just accept it and commit yourself to doing whatever you can to help our team.

**I disagree, Dennis. While you know a lot about marketing and do good work, you don't always get along very well with the other members of the team. I'm more of a people person.**

**Mentioning some of Dennis's strengths is a good strategy. However, for now, it would be better to avoid bringing up his questionable people skills.**

Done Internet





# Federal Subject Areas in Legal Compliance Collection

- The No Fear Act
- The US Constitution
- Accessibility and 508 Awareness
- Information Security Awareness
- Sexual Harassment
- Workplace Safety
- Federal Enterprise Architecture (FEA)
- Federal Budgeting Process
- Government Ethics
- Proper Use of Government Credit Cards
- Human Resources Flexibilities





# Books 24x7 OfficeEssentials Collection: End User Content Covering Popular Subjects

## Desktop Applications / Operating Systems



## Graphics & Design



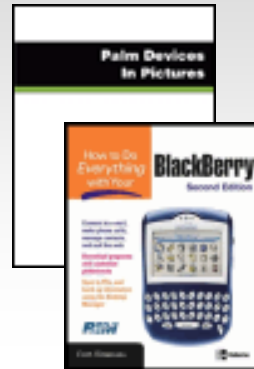
## Email / Personal Information Systems



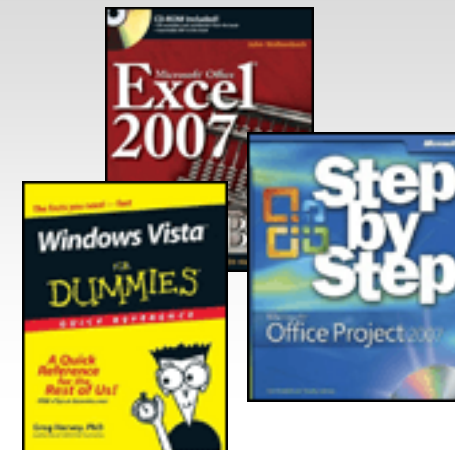
## Internet & Web



## Mobile Devices & Smartphones



## Bestselling series







# Books24x7 Interface

The screenshot displays the Books24x7 web interface. At the top, the logo "books24x7" is visible on the left, and the user name "Dennis Woodall | SkillsSoft" is on the right. Below the logo is a navigation bar with "My Home", "Account Info", "Settings", and "Help". A search bar contains the text "pmbok" and "All Content" is selected. A "Support" icon is also present. Below the search bar, there are navigation buttons: "My Home", "Browse Books", "back to list", "back to books", "back to 2007", "My Home", and "Help".

The main content area is divided into several sections:

- Bookshelf Folders:** A vertical list on the left includes "Default", "Human Capital", "Learning Paths", "Organization", "Fund Books", "New Books", "Top Books", and "History". Below this is a "Manage Folders" section.
- Show:** A dropdown menu set to "All Collections".
- Top Titles Last Week:** A list of books with "My Home Folder" selected. Each entry includes a book cover, title, author, and a "add to bookshelf" button.
  - Excel 2003 Power Programming with VBA** by John Walkenbach. John Wiley & Sons © 2004
  - The Complete Mind Makeover: Transform Your Life and Achieve Success** by Ros Taylor. Kaplan Page © 2009
  - Windows PowerShell: TFM** by Don Jones and Jeffrey Hicks. SAMS® Press © 2008
  - Simple Computer Tune-up: Speed Up Your PC** by Eric Geier and Tim Geier. John Wiley & Sons © 2007
  - 175 Ways to Get More Done in Less Time!** by David Cottrell and Mark C. Layton. CornerStone Leadership Institute © 2004
  - Microsoft SharePoint 2007 For Dummies** by Vanessa L. Williams. John Wiley & Sons © 2007
  - Oracle PL/SQL For Dummies** by Michael Rosenblum and Paul Dorsey. John Wiley & Sons © 2006
  - The Art of Flash Animation: Creative Cartooning** by Mark Stephen Smith. Windows Publishing © 2007
  - Service-Oriented Architecture: A Planning and Implementation Guide for Business and Technology** by Eric A. Marks and Michael Bell. John Wiley & Sons © 2008
  - Service Oriented Architecture For Dummies** by Judith Hurwitz, Robin Doray, Carol Saroudi and Marcia Kaufman. John Wiley & Sons © 2007
- Browse Topics:** A vertical list on the right with "View by:" and "Technical Topics" selected. Topics include: Business and Culture, Certification and Compliance, Databases, Desktop & Office Applications, Enterprise Computing, Graphic Design & Multimedia, Hardware, IBM Technologies, Networks & Protocols, Operating Systems, Programming Languages, ReferencePoint Guides, Security, Software Engineering, Telecommunications, and Web Programming & Development.

At the bottom of the book list, there is a "More..." link.



## Finding the “WIIFM”

- Become familiar with the topics available in the SkillSoft catalog
- Map SkillSoft courseware to competencies and/or topic areas to find what’s relevant
- Work with program owners and managers to think out of the box
  - Suggest using a course as a pre-requisite to another program
  - Suggest using a course in an IDP



# Tools to Support You

## SkillSoft Client Community

<http://community.skillsoft.com>

- E-Learning White Papers
- Themed Marketing Templates
- Ready-to-brand brochures, flyers, posters, email, postcards, seasonal project plans
- Monthly Marketing Newsletter
- Universal Competency Tool
- Course Catalogs

Competency / Behavior	Series	Course Title	Course#	Estimated Duration	Role Plays	Back to Cover
<b>Change Management</b>						
<b>Supporting Employees through the Change Process</b>						
		Beginning the Change Process	MGMT0181	4.5	4.5	
		Managing Through the Change	MGMT0182	4	4	
		Incorporating Change in Your Organization	MGMT0183	3	3	
		Supporting Employees through Change Simulation	MGMT0180	5	5	
		Supporting Teams through Change Simulation	MGMT0185	0.5	0.5	
		Managing Change Blended Learning Toolkit	BLTMG018			
<b>Leadership Curriculum</b>						
		Leading Change from the Front Line	LEA00125	2.5	3	
<b>Communication Skills</b>						
<b>Effective Business Meetings</b>						
		Planning Effective Business Meetings	COMM0331	2.5	0	
		Leading Effective Business Meetings	COMM0332	2.5	1	
		Participating Effectively in Business Meetings	COMM0333	5	0	
<b>Business Writing Essentials</b>						
		Crisp Composition	COMM0014	4.5	0	
		Writing to Reach the Audience	COMM0015	3	1	
<b>Effective Listening Skills</b>						
		The Basics of Listening	COMM0151	2.5	0	
		Listening for Comprehension	COMM0152	5	2	
		Listening for Higher Purposes	COMM0153	3	6	
<b>Employee Focus</b>						
<b>HRCI/PHR Certification Program</b>						
		Employee Development (HRCI/PHR)	HR0248	1.5	0	
<b>The 21st Century Learning Curve</b>						
		Knowledge as Strategy: Performance Improvement	KNOW00111	3	0	
		The Power of the Learning Organization	KNOW00112	3	0	
<b>Leading from the Front Line</b>						
		Challenges of the 21st Century	LEA00121	2	1	
		Organizational Culture and Leadership	LEA00122	2.5	3	

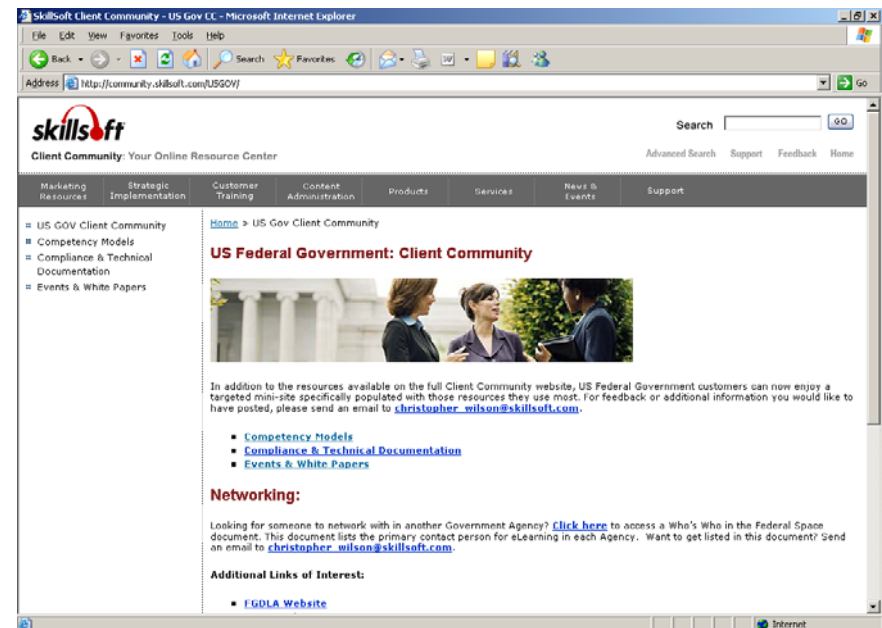


# Tools to Support You

## SkillSoft Client Community: Federal Government

<http://community.skillsoft.com/USGOV>

- Maps to Government-specific Competencies:
  - OPM ECQ
  - Clinger Cohen
  - 2210 IT Job Series
  - Acquisition
- Government User Group
- Compliance and Technical Documentation





# HHS Leadership Competency Map – Sample

Competency / Behavior	Series	Course Title	Course#	Estimated Duration	Role Plays
<b>Core Competencies</b>					
<b>Written Communication</b>					
Definition: Express oneself clearly in business writing.					
	<b>Business Writing Essentials</b>				
		Writing with Intention	<a href="#">COMM0011</a>	4	4
		Avoiding Errors in Usage and Punctuation	<a href="#">COMM0012</a>	4.5	5
		Avoiding Grammatical Errors	<a href="#">COMM0013</a>		5
		Crisp Composition			5
		Writing to Reach the Audience			3
		Getting the Most from Business Writing			4
		The Writing Process			5

**Writing with Intention**

[Overview/Description](#)  
[Target Audience](#)  
[Expected Duration](#)  
[Lesson Objectives](#)  
[Course Number](#)

---

**Overview/Description**  
 Whether you're preparing a brief e-mail response, a business letter, a performance review, a multi-page proposal, or a presentation to a prime customer, you know that having a job means having to write. But if you're not a trained writer, how do you begin? The writing process actually starts before you pick up a pen or place your fingers on a keyboard. It begins with defining what you are writing, for whom you are writing, why you are writing, and which writing approach to use. "Writing with Intention" addresses these defining matters, which you need to consider every time you sit down to write. The course includes lessons on how to link your writing to its purpose, how to modify your writing for different readers and audiences, and how to approach your content in a manner that supports the message type. In this course, business writing is taught as a collection of easy skill sets, not as a strained creative exercise. The lessons flexibly encompass almost any kind of business writing you may be required to perform on the job. No matter what your level of writing skill, if you write at work, you can benefit from this practical writing course.

**Target Audience**  
 Anyone who does any kind of business writing at work, from e-mail and memos to reports and presentations

**Expected Duration**  
 240 minutes.

**Lesson Objectives**  
 Know Your Audience

- recognize the value of identifying your reading audience before you start writing.
- indicate which reader characteristics you should know before starting to write.
- select methods for personalizing your business writing for your readers.
- associate reader roles with appropriate writing tones.
- apply the appropriate writing tone to a designated reader role in a business document writing scenario.

Writing with Purpose: Inform, Respond, Persuade

- recognize the benefits of clearly defining a purpose before starting to write.
- select the appropriate message type for various writing purposes.
- determine which element of informative writing is being applied effectively in a given business document.



Thank you for your time.

## Discussion





Training Collaborative Forum  
July 17, 2008

# **Mandatory Training Inventory Update**

Jacob Hoots, OD  
Donna Siegle, NCI

# Purpose

- Provide an update on the status of the web-based Mandatory Training Inventory
- Demonstrate the Mandatory Training Inventory

# Project Status

- Activities completed:
  - Phase 1 of data collection
  - Database design
  - Beta testing
  - Analysis and prioritization of beta tester recommendations
- Activity in progress:
  - Implementation of selected beta tester changes

# Project Status

- Anticipated go live date – late July or early August
- Future activities:
  - Phase 2 of data collection to add occupation specific mandatory training courses to the Mandatory Training Inventory

# Proposed Changes

- Based on feedback from beta testers and committee evaluations of the inventory, the following changes are being implemented:
  - elimination of tracking functionality
  - minor page layout adjustments to enhance user experience/navigation
  - fine-tuning of text to provide clearer definitions and instructions

# Demonstration



# NIH Mandatory Training Inventory

## WELCOME TO THE NIH MANDATORY TRAINING INVENTORY (MTI)

Welcome to the NIH Mandatory Training Inventory (MTI). The MTI defines all mandatory training required for employees based on where you work at NIH and your job activities.

The MTI works best in Internet Explorer 6.0 and above.

After answering a few questions, the MTI provides a simple checklist of the training you are required to take. You can save and access this later, as well as electronically check-off the training you've completed. For technical support contact the NIH Helpdesk at [nihhelpdesk@mail.nih.gov](mailto:nihhelpdesk@mail.nih.gov) or 301.496.HELP.

You are advised to run this list by your supervisor as some courses may or may not apply. In addition, this list does not include IC specific training.



**Note:** The NIH MTI is currently in a beta phase, undergoing additional testing and development of new features. As such, you may see changes in the navigation and the search functionality in the coming weeks. Additionally we will be adding new content and new functionality, and making updates to the existing documents.

To begin creating your training checklist, enter your email and last name below.

\* E-mail (e.g. *mtp@mail.nih.gov* or *mtp@yahoo.com*):

\* Last Name:

Continue

**Tracking will be eliminated  
before go-live.**

# NIH Mandatory Training Inventory

Please do not use the back button. To return to a previous page, click on the hyperlinks below.

Return to: [Home](#)

## POSITION STATUS

Please select the category below that best describes where you work and your position status.

If you have questions about what category applies to you, click on the **"Definition"** link to review the description, or check with your supervisor.

- FTE/Intramural [Definition](#)
- Non-FTE/Intramural [Definition](#)
- FTE/Extramural [Definition](#)
- Non-FTE/Extramural [Definition](#)
- FTE/IC OD and NIH OD (including Central Services) [Definition](#)
- Non-FTE/IC OD and NIH OD (including Central Services) [Definition](#)

Continue

# NIH Mandatory Training Inventory

Please do not use the back button. To return to a previous page, click on the hyperlinks below.

**Return to:** [Home](#) > [Position Status](#)

## SUPERVISORY STATUS

Please select the role or activity that best applies to you.

Supervisory

Non-Supervisory

Continue

### Who is a supervisor?

A supervisor is an NIH Full Time Equivalent (FTE) who serves as an official supervisor of record (as defined in their position description or performance plan) and is responsible for evaluating and rating subordinates.

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# NIH Mandatory Training Inventory

Please do not use the back button. To return to a previous page, click on the hyperlinks below.

**Return to:** [Home](#) > [Position Status](#) > [Supervisory Status](#)

## JOB ACTIVITIES

Please select all descriptions and/or job activities that apply to you. If none apply, please click continue.

- Requires access to CRIS
- Performs tasks related to property management
- Performs tasks related to travel planning and or approval
- Performs tasks related to purchasing
- Currently appointed or will serve as a project officer
- Researcher or staff who are exposed to radiation
- Works with and/or ships hazardous and/or biological material
- Performs technology transfer activities
- Budget for, procure, or maintain electronic equipment and/or information technology equipment or systems
- 

Continue

# NIH Mandatory Training Inventory

Please do not use the back button. To return to a previous page, click on the hyperlinks below.

Return to: [Home](#) > [Position Status](#) > [Supervisory Status](#) > [Job Activities](#)

## HERE IS YOUR PERSONAL PROFILE OF MANDATORY TRAINING COURSES!

Below is a list of those courses you have selected. To close your browser window, click on the "Close" button.

[Print Friendly](#)  
(To save into a PDF file)

**NIH Mandatory Training**

**Web Site(s)**

[View Web Site](#)

[View Web Site](#)

[View Web Site](#)

[View Web Site](#)

[View Web Site](#)

**Web Site(s)**

[View Web Site](#)

[View Web Site](#)

[View Web Site](#)

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[View Web Site](#)

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[View Web Site](#)

~~FTE Mandatory Training~~

[Annual Ethics Training](#)

[Ethics Orientation](#)

[New Employee On-Line Orientation \(EOIP\)](#)

[NIH New Employee Orientation](#)

[NoFEAR Act Training](#)

[Prevention of Sexual Harassment Training](#)

[Alternative Dispute Resolution](#)

**Training will be displayed in three categories: NIH Mandatory Training, Supervisory Training, and Job Activity Training.**

### Job Activity Specific Training

**Budget for, procure, or maintain electronic equipment and/or information technology equipment or systems**

**Web Site(s)**

[View Web Site](#)

**Job Activity Training**

[Section 508 of Rehabilitation Act - Level 2 for Staff with IT, Budget, Procurement, and/or Acquisitions Duties](#)

# NIH Mandatory Training Inventory

Please do not

**COURSE**


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NIH EEO and Diversity Awareness Training Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help


Back Forward Stop Refresh Home Search Favorites

Address <http://eeotraining.od.nih.gov/app/EeoTrainLogin.aspx> Go Link



## NIH EEO and Diversity Awareness Training

for Managers and Supervisors



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### Welcome to the 2008 EEO Annual Refresher Course for Managers and Supervisors

There are seven required modules related to Equal Employment Opportunity and Diversity. This management training has been developed to fulfill the requirements of your 2008 Annual Performance Plan.

During this course, you will review essential EEO and Diversity Management Program policies and regulations. In particular, you will review expectations and requirements that should help minimize the occurrence or perception of non-merit based discrimination.

Enter your NIH ID Number

NIH ID:

Login

Note: NIH ID number is also your **badge number**.

Go to [NED search page](#) to look up NIH ID



## Training Courses

You can cut and paste your print friendly version into a spreadsheet and edit.

**Note:** You may need to make some adjustments to the browser page settings to print this table.

Courses	Web	Deadline	Hours	Freq	Format
NIH Computer Security Awareness	<a href="http://irtsectraining.nih.gov">http://irtsectraining.nih.gov</a>	Prior to IT Access	1	Once	On-line module
NIH Information Security Awareness Training Annual Refresher Course	<a href="http://irtsectraining.nih.gov">http://irtsectraining.nih.gov</a>	6/30/2007	.25	Annual	On-line module
Section 508 of Rehabilitation Act - Level 1	<a href="http://eeo-employeetraining.od.nih.gov/">http://eeo-employeetraining.od.nih.gov/</a>	90 days from EOD	.5, Varies	Once	Varies: Online or Classroom
NIH Environmental Management System Awareness Training	<a href="http://nems.nih.gov/training/index.cfm">http://nems.nih.gov/training/index.cfm</a>	31-Dec (2007), 30-Sept (2008 -- on)	.5	Annual	On-line module. Large group briefings also available
Privacy Awareness Training	<a href="http://irtsectraining.nih.gov/">http://irtsectraining.nih.gov/</a>	May	.5	Continuously	Online
Annual Ethics Training	<a href="http://ethics.od.nih.gov/training.htm">http://ethics.od.nih.gov/training.htm</a>	December 31st unless changed by the NIH DEC.	1 Hour	Annual	On-line module
Ethics Orientation	<a href="http://ethics.od.nih.gov/training.htm">http://ethics.od.nih.gov/training.htm</a>	90 days from EOD	1	Once	On-line module
New Employee On-Line Orientation (EOIP)	<a href="http://orientation.nih.gov">http://orientation.nih.gov</a>	3 weeks from EOD	2	Once	On-line module
NIH New Employee Orientation	<a href="#">N/A</a>	EOD, or first offering after EOD	4	Once	Classroom

# Questions

**BREAK**



# IC Information Exchange & Announcements

