

2022 NINDS WORKFORCE ENRICHMENT TRAINING SERIES

Virtual Engagement Techniques

March 30, 9:00 AM - 12:00 PM

NIH SafeZone

April 19, 1:00 PM - 4:00PM

Breakthrough and Innovative Thinking

May 10, 1:00 PM - 4:00 PM

Data Analysis Essentials

May 25 & June 1, 9:00 AM - 4:00 PM

Building an Inclusive Workplace for Employees

June 14, 1:00 PM - 4:00 PM

Mastering the Hybrid Workplace

June 22, 1:00 PM - 4:00 PM

Managing Up, Down, and Across

July 12, 1:00 PM - 4:30 PM

NIH Anti-Bullying

August 3, 9:00 AM - 12:00 PM

Bystander Training for Employees

September 13, 9:00 AM - 11:00 AM

Enhancing Our Customers' Experience

October 5, 9:00 AM - 12:00 PM

Managing Conflict and Confrontation

November 9, 9:00 AM - 12:00 PM

REGISTER TODAY!

on [Microsoft Teams](#)



A CORE IDEALS INITIATIVE

OPEN TO ALL NINDS EMPLOYEES

*Courses offered and funded by
the NINDS Office of the Director*



All offerings are virtual and available on a first come basis.

Questions?

Contact the NINDS Workforce Team
nindsworkforce@mail.nih.gov

NINDS 2022 WORKFORCE ENRICHMENT TRAINING SERIES

Virtual Engagement Techniques

Wednesday, March 30

9:00 AM - 12:00 PM

Communicating with people and teams is already a challenging process. When we communicate in person, we derive substantial meaning from visual cues and body language. Virtual connections must rely on specific tools, techniques, and skills to effectively build relationships and accomplish tasks. Even more challenging are hybrid connections – with staff engaging both in-person and virtually. This workshop will give you these tools to transform your team's hybrid experience. (3 CLPs)

NIH SafeZone

Tuesday, April 19

1:00 PM - 4:00 PM

Safe Zone seeks to promote NIH community awareness and education about the needs and concerns of people who identify as sexual and gender minorities, represented by the acronym SGM. We encourage everyone to show support for—and actively affirm—colleagues and friends who are SGM. These individuals include lesbian, gay, bisexual, transgender, queer, intersex, Two Spirit, gender non-conforming people, and other populations whose sexual orientation and/or gender identity, and reproductive development is considered outside cultural, societal, or physiological norms. (3 CLPs)

Breakthrough and Innovative Thinking

Tuesday, May 10

1:00 PM - 4:00 PM

In order to remain relevant and on the forefront of scientific research, people and teams at NIH must be both innovative. The key to success is engaging in ways of thinking that inspire breakthroughs. Science and technology allow us to utilize talent and skill to create new and numerous possibilities. Did you know that there are mental exercises and games that can help encourage more creative thinking? Uncover hidden talents within your team and learn strategies that are not only fun and creative but also just might lead you to create the next breakthrough. (3 CLPs)

Data Analysis Essentials

Wednesday, May 25 &

Wednesday, June 1

9:00 AM - 4:00 PM

This 2-day course is designed to go beyond the qualitative side of data analysis. Explore proven quantitative tools and methods for analyzing, interpreting, and utilizing data. Learn the 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 the spreadsheets and reports. This class targets budget analysts, program/management analysts, and others who seek to enhance their data analysis skill. (16 CLPs)

Building an Inclusive Workplace for Employees

Tuesday, June 14

1:00 PM - 4:00 PM

Building an Inclusive Workplace for Employees helps build the business case for diversity and inclusion based on participants' individual experiences and goals. Participants will explore several scenarios and apply skills for building an environment where everyone's ideas and perspectives are welcome. (3 CLPs)

NINDS 2022 WORKFORCE ENRICHMENT TRAINING SERIES

Mastering the Hybrid Workplace

Tuesday, June 16

1:00 PM - 4:00 PM

Achieving high performance in a virtual work environment requires learning and practicing the skills, sensibilities, and structures needed for success. This workshop provides proven best practices that will help managers and their teams succeed and addresses the most common issues and obstacles that teams face as they adapt to hybrid work realities. (3 CLPs)

Managing Up, Down, and Across

Tuesday, July 12

1:00 PM - 4:30 PM

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 1/2-day workshop provides the essential skills and sensibilities all professionals need to master. (3.5 CLPs)

NIH Anti-Bullying

Wednesday, August 3

9:00 AM - 11:30 AM

Most federal employees have either witnessed or been the target of bullying in the workplace yet there are few policies or guidelines directed at informing employees of their rights or methods to address the issue in the workplace. The NIH Anti-Bullying Training is designed to educate employees and managers of the prevalence of bullying in the workplace; while seeking a means to eliminate bullying within the federal government. (2.5 CLPs)

Bystander Training for Employees

Tuesday, September 13

9:00 AM - 11:00 AM

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. (2 CLPs)

Enhancing Our Customers' Experience

Wednesday, October 5

9:00 AM - 12:00 PM

Organizations of all types have come to realize that customer experience is a critical determinant of their success. The most effective service providers are those with professionals who are deeply passionate about meeting customer needs every day, at every level and in every department. This workshop is designed to help participants acquire the mindset, communication tools, and behavioral techniques necessary to enhance the customer experience. (3 CLPs)

Managing Conflict and Confrontation

Wednesday, November 9

9:00 AM - 12:00 PM

This session equips the learner with science-based and experientially tested techniques to deescalate destructive confrontational situations at work. Opportunities to effectively manage one's own behavioral triggers are explored, along with the means to help others to appropriately regulate their intensity. (3 CLPs)

Registration Policy: Registration and learning credits will be applied in the NIH Learning Management System (LMS) after completion of the course and attendance has been verified.

Cancellation & No Show Policy: You may withdraw from a course up to one week before the course start date. If you are a "No Show" or do not provide a reason for not attending a class for which you are registered, you will not be allowed to enroll in future sessions for 3 months.