

# SAIC - Frederick, Inc.

Staff Development Resource Catalog

March — June 2009



Learn. Develop. Grow.



## Letter from the CEO

To All Staff:

February 2009

I am pleased to present you with SAIC Frederick-Inc.'s **Staff Development Resource Catalog** for spring 2009.

This catalog contains information about programs and courses that are being offered to help you become more productive and effective, as an individual or as part of a work group.

The course offerings range from communication skills to providing exceptional customer service. This comprehensive guide also provides you information about SAIC-Frederick's Management Development Program (MDP), an internal certificate program specially designed for newly hired or promoted managers and supervisors. You will also find information on team building, new manager orientation and SAIC University's training resources.

This spring, we bring you several new supervisory brown bags sessions and seminars through Business Health Services (BHS). Some new courses being offered are:

- Basic Management-Strategies to Boost Employee Performance
- Legal Do's and Don'ts of Interviewing and Reference Checking
- Strengthening Interactions between Generations in the Workplace

Unless specifically noted, there is *no cost* for the courses offered in this catalog.

If you are a manager or supervisor, take note of the resources on page 19. HR provides a variety of tools, assessments and simulations to enable you to improve team effectiveness and cohesiveness.

I encourage you to take advantage of these training resources to maximize your professional and personal potential.

Sincerely,



**Larry O. Arthur, Ph. D**  
**Chief Executive Officer**  
**SAIC-Frederick Inc.**

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(\* Open to all staff, including Government and Contractor Employees)

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## SAIC-Frederick Training and Development Steering Committee

**A Training and Development Steering Committee was set up in October 2004 with representatives from all directorates. The purpose and objective of this committee is to discuss potential organizational and staff training requirements and identify ways to meet them. The committee meets thrice a year and has immensely helped the organization achieve it's training goals. The committee members are:**

Sukanya Bora: Chairperson, Contracts & Administration (C&A)  
Email: boras@mail.nih.gov/Ext:1129

Ellen Banky: Financial Management Directorate (FM)  
Email: bankyk@mail.nih.gov/Ext: 1139

Bruce Crise: Advanced Technology Program (ATP)  
Email: criseb@ncifcrf.gov/Ext 5739

Pam Dellen: Laboratory Animal Sciences Program (LASP)  
Email: dellenpa@mail.nih.gov/Ext: 7220

Dante Tedaldi: Facilities, Maintenance & Engineering (FME)  
Email: dtedaldi@ncifcrf.gov/Ext: 5192

Sandy Gibson: Biopharmaceutical Development Program (BDP)  
Email: gibsons2@mail.nih.gov/Ext: 6927

Andi Gnuschke: Contracts Planning and Administration Directorate (CP&A)  
Email: gnuschkea@mail.nih.gov/Ext: 6952

Terry Hebb: Acquisition and Logistical Services (ALS)  
Email: thebb@ncifcrf.gov/Ext: 5416

William Kopp: Applied /Development Research Program (ADRP)  
Email: wkopp@ncifcrf.gov/Ext: 1707

Laurie Lambert: Clinical Monitoring Research Program (CMRP)  
Email: l\_lambert@niaid.nih.gov/Ext:1416

Dwight Nissley: Basic Sciences Program (BSP)  
Email: nissley@ncifcrf.gov/Ext: 1181

Samantha Crist: Vaccine Clinical Monitoring Program (VCMP)  
Email: crista@mail.nih.gov/Ext: 4259

Timothy Rowe: Environmental Health Services (EHS)  
Email: rowe@ncifcrf.gov/Ext: 1903

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# SAIC– Frederick Training Calendar: March - June 2009

## March 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	Oral Presentations	Construc- tive Feedback	Employ- ment -at Will	Editing & Proofing	13
15	16	Oral Presen- tations	BHS Seminar	Creative Problem Solving	Four Keys to Job Satisfaction	20
22	23	24	Successful Interviewing Techniques	Delegation Skills	27	28
29	30	31				

## April 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	New Manager Orientation	3	4
5	6	Drug Free Workplace	Generations in the Workplace	9	10	11
12	13	Time Management	Legal Pitfalls of Employment Law	16	17	18
19	20	Identity Theft	22	Email Effectiveness	24	25
26	27	28	Do's & Don'ts of Reference Checking	MDP Session 1		

- New Manager Orientation
- Management and Supervisory Courses
- Professional & Personal Enrichment Courses
- Brown Bags
- Management Development Program (MDP)

# SAIC-Training Calendar: March - June 2009

## May 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	Preventing Violence	Documentation For Managers	Creative Problem Solving	MDP Session 2	8
10	Scientific Writing Workshop - I	12	Scientific Writing Workshop - II	MDP Session 3	Scientific Writing Workshop - III	16
17	18	Working with Millennial	Oral Presentations - I	Overcoming Burnout	MDP Session 4	22
24	HOLIDAY	Oral Presentations - II	27	Basic Management Skills	29	

## June 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	Preventing Violence	Customer Service	3	4	5
7	Train the Trainer - I	Quality Management	10	Running Effective Meetings	12	13
14	15	16	ADA-What Should You Know as a Manager?	Listening Skills	19	20
21	Train the Trainer - II	23	Conflict Management	25	26	27
28	29	30				

- Management Development Program (MDP)
- Management and Supervisory Courses
- Professional & Personal Enrichment Courses
- Brown Bags

## SAIC-Frederick Training Registration Form

(Please fax form to 301-846-5172 at least *one week prior* to the class)

Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Directorate: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### REGISTRATION DETAILS

COURSE TITLE	DATE/S

(Photocopy this form if more space is needed)

**APPROVAL:** Managerial/Supervisory approval is *required* for attendance.

Manager's/Supervisor's name: \_\_\_\_\_

Manager's/Supervisor's signature: \_\_\_\_\_

### CONFIRMATION:

You are registered for the workshop(s) when you receive a confirmation letter either by fax or email. If you do not receive one, please call 301-846-1129.

### NOTE:

- Class size is limited . You will be placed on a waitlist if there is no space available.
- Food will **not** be provided in any of the sessions as it is not an allowable cost as per the Contract.

Send completed registration form to Sukanya Bora, Manager-Training and Development,  
Bldg 372 or fax to-301-846-5172

**Add to your skill level-register today!**

## Communication Series (Open to all staff)

### **Effective Oral Presentations\***

Learn to present with confidence, poise and conviction by attending this interactive and informative course. This two half day course will focus on basic yet important strategies such as audience analysis and setting presentation parameters; developing and organizing presentation content; preparing in advance to reduce stress and speaker anxiety; learning the purpose of visual aids and support materials and handling questions from the audience professionally. By making actual presentations and incorporating key strategies and solutions, participants will learn the art of communicating clearly and presenting effectively.

**March 10 & 17 OR May 19 & 26 (9:00 a.m. - 12:00 p.m.) Conference Room, Bldg 426**

*(\*must attend both days)*

**Facilitator: Ken Michaels, Kathy Green & Sukanya Bora**

### **Effective Writing Series: Editing and Proofreading - Doing a Double-Take**

What's the best way to start your sentences? How can you cut that letter down to one page? Are Spell Check and Grammar Check really useful? Get tips on how to edit and proofread so that you write with better clarity and brevity.

**March 12 (12:00 p.m.- 1:00 p.m.) Training Room, Bldg 426**

**Facilitators: Scientific Publications, Graphics & Media (SPGM) staff**

### **Effective Writing Series: E-Mail Effectiveness and Etiquette**

Why bother with a subject line? How long should your message be? What does BCC mean? Should you call or send an e-mail? Get some tips on how to communicate effectively with electronic mail.

**April 23 (12:00 p.m.- 1:00 p.m.) Training Room, Bldg 426**

**Facilitators: Scientific Publications, Graphics & Media (SPGM) staff**

### **Learning to Listen**

*Learning to Listen* is an assessment tool that measures listening skills. Statistics show that people remember only half of what they hear. Focusing on concrete behaviors, not preferences, allows us to immediately take action on our listening strengths and weaknesses. As participants, you will determine your effectiveness as a listener in three dimensions; explore the visible and invisible aspects of listening and how they affect interaction and discover practical ways to improve your listening performance.

**June 18 (2:00 p.m.- 4:00 p.m.) Conference B, Bldg 549**

**Facilitator: Sukanya Bora**

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To register, complete and fax registration form on page 7

## Communication Series (Open to all staff)

### **Presenting Science the “Write” Way: Strategies for Scientific Publication\***

You have notebooks filled with data, figures, charts, graphs, and tables chock-full of paper information.

What do you do with it all? How do you get it into presentable form?

If publishing seems overwhelming, this is just the course for you! In this course, you will learn how to work with collaborators; divide responsibilities for writing the paper; select the best data for the paper; aim your writing to fit the parts of the scientific presentation ( poster or paper) ; prepare the manuscript for journal submission; handle reviewer comments, and; revise the paper. This course is specially designed for post-docs and fellows with relatively limited publishing experience.

**May 11, 13 & 15 (9:00 a.m. - 12:00 p.m.) Conference Room, Bldg 426, (*\*Must attend all three days* )**  
**Facilitators: Tim Veenstra, Ph.D., Ken Michaels, Maritta Grau, Nancy Parrish, Kathy Green and Ashley Hartman**

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To register, complete and fax registration form on page 7

## Individual & Professional Enrichment Series (Open to all staff)

### **Conflict Management**

Conflict is a universal part of human interactions. When individuals come together in teams, their personal differences in values and attitudes can often contribute to conflict. Conflict and opposing points of view are part of the workplace and of life; you can't change that. But you can surely change the way you react and manage conflict when it occurs. This workshop will help you identify your preferred conflict handling style; gain insight into the five different modes of handling conflict effectively; see the role of communication in conflict and provide you a forum to discuss the key steps to handling conflict constructively.

**June 24 (1:00 p.m.— 4:00 p.m.) Conference B, Bldg 549**

**Facilitator: Sukanya Bora**

### **Colleague to Colleague: Bringing Out the Best in All of Us Through Constructive Feedback**

We all want to do our best job possible in all of our responsibilities but are not equally skilled in all areas. So why not harness our collective expertise by utilizing constructive feedback? Constructive feedback is a tool to provide valuable input among colleagues with the goal of improvement. This highly interactive workshop discusses the philosophy, skills and challenges of giving and receiving constructive feedback and provides opportunities to practice the full skill set required for optimal use of this valuable tool.

**March 11 (8:30 a.m. - 12:30 p.m.) Training Room, Bldg 426**

**Facilitator: Barbara van der Schalie**

### **Creative Problem Solving**

Learn to generate ideas through the creative problem solving technique of brainstorming in a group setting. An overview of the method and conceptual rules will be presented. Emphasis will be on applying these concepts through group exercises. The group will be presented with a problem and encouraged to generate and identify suitable solutions for it.

**March 18 (1:00 p.m.— 4:00 p.m.) OR May 6 (9:00 p.m.— 12:00 p.m.) Conference B, Bldg 549**

**Facilitator: Timothy Rowe**

### **The Four Keys to Increasing Job Satisfaction**

This session will discuss practical strategies and methods for developing the ingredients necessary to get the most out of your work experience. Participants will learn the importance of maintaining a good attitude, tips for responding constructively to stress and ways to build strong relationships with co-workers.

**March 19 (2:00 pm - 4:00 pm) Training Room, Bldg 426,**

**Facilitator: Greg Brannan, Adventist Hospitals**

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## Individual & Professional Enrichment Series (Open to all staff)

### **Improve your Time Management Skills**

Do you need to get more done in less time? Do you need to recognize your real priorities...keep track of several projects... establish and meet deadlines...get rid of bottlenecks...?

Though time can't be replaced, you can learn to identify your top time wasters and replace personal disorganization with self-discipline. As participants of this workshop, you will examine how you manage your time during the day, identify ways that you use time effectively or ineffectively and determine specific ways you can improve your time management.

**April 14 (2:00 p.m.— 4:00 p.m.) Conference B, Bldg 549**

**Facilitator: Sukanya Bora**

### **Overcoming Burnout**

This session will help participants explore the causes of burnout, along with several strategies designed to help individuals increase life satisfaction, improve effectiveness and productivity and will also cover methods on how to keep one motivated and focused..

**May 20 (10:00 a.m. – noon) Conference B, Bldg 549**

**Facilitator: Greg Brannan. Adventist Hospitals**

### **Providing Exceptional Customer Service**

*"Fundamentally, it is the treatment of the customer that separates an excellent company from a mediocre one."* Exceptional customer service doesn't happen by chance, but by paying attention to all of the small details that make up our daily interactions. This program will heighten your awareness of the many customers you deal with, both internal and external, and provide you with practical knowledge and skills to make your interactions successful. While we can't please everyone all the time, we can certainly find ways to recover from failure. This program will give you an appreciation for complaints and equip you with tools to respond in a manner that ensures customer satisfaction.

**June 2 (9:00 a.m. - 12:00 p.m.) Conference Room, Bldg 426**

**Facilitator: Jill Sugden**

### **Strengthening Interactions Between Generations in the Workplace**

Gain perspective on the diverse generations in the workplace, i.e. how their background and experience may influence their perceptions, interactions and expectations. Learn how you can leverage this information to maximize your interactions with all co-workers in our generationally diverse workplace; identify effective and ineffective approaches to communications thus breaking through stereotypes and creating a more productive and collegial work environment..

**April 8, ( 9:00 a.m. - 12:00 p.m.) Conference B, Bldg 549**

**Facilitator: Barbara van der Schalie & Sukanya Bora**

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To register, complete and fax registration form on page 7

## Individual & Professional Enrichment Series (Open to all staff)

### **Train the Trainer for Instructor-Led Training**

This course provides an introduction to the critical elements of successful presentation-based (instructor-led) training, and the role of a qualified trainer in all aspects of implementation from design to maintenance. It focuses on basic adult learning theory; elements of workforce diversity; components of technical training configuration, including content selection and presentation configuration; delivery, including establishing and maintaining an appropriate learning environment and evaluation of the presentation. This course is suitable for anyone conducting training for more than one person at a time. Participants *must* attend both parts to receive a completion certificate.

**Part I: June 8 (9:00—noon), Conference Room, Bldg 426**

**Part II: June 22 (9:00 am—noon) Conference Room, Bldg 426**

**Facilitators: Barbara van der Schalie & Dr. Barry Eigel MD**

### **Quality Management**

Understanding customer requirements, effective planning and use of resources are keys to providing quality products and services. This program details the principles behind a quality management system and will provide participants with an understanding of the underlying processes that are at work when an organization is focused on providing customers with quality products and services. Participants of this session will also learn about ways to continually improve processes so as to meet customer expectations.

**June 9 (9:00 a.m. - 12:00 p.m.) Conference B, Bldg 549**

**Facilitator: Steve Harshman**



### **Want to improve your computer skills?**

Take advantage of the courses offered by **Computer and Statistical Services (C&SS)**. Classes are held in the C&SS training room (Building 362). All full-day classes are from 9 AM to 4 PM; half-day classes from either 9AM to Noon or 1 PM to 4 PM. The cost for full-day classes is \$95; half-day classes cost \$75. All charges for courses are billed to the training account of the student's center number.

For more information, visit <http://css.ncifcrf.gov/training/> or email Cathy McClintock at [training@css.ncifcrf.gov](mailto:training@css.ncifcrf.gov)

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## Management and Supervisory Series

The following sessions are specially designed for new as well as experienced managers and supervisors. The objective of these sessions is to provide participants a comprehensive overview of the fundamentals of effective management and help them overcome some of the common yet overwhelming challenges of their jobs. (**IMPORTANT: *You must supervise one or more employees to be eligible to attend.***)

### **American's with Disability Act (ADA) - What Should You Know as a Manager?**

Some recent amendments were made to the American's with Disability Act (ADA). ADA Amendment Act (ADAAA) didn't change the definition of "reasonable accommodation," but did you know that as a supervisor or manager, you may have more occasions to go through the interactive process of identifying a reasonable accommodation because of the law's expansion of the term "disability?" This session will heighten your understanding of the statute as well as possible overlapping coverage between the ADAAA, FMLA, and Workers' Compensation. Having the basic understanding of these laws will make your job easier to identify each circumstance of an individual employee separately under each of the laws.

**June 17 (12:00 p.m. - 1:00 p.m.) Conference Room, Bldg 426**

**Facilitator: Mary Neville**

### **Basic Management - Strategies to Boost Employee Performance**

Managing people can be a challenging and daunting job for many. But one can achieve results and be successful by employing and concentrating on certain tried-and-true solutions. This session will help participants understand some of the key elements of management success such as setting goals and expectations, coaching and providing effective performance feedback; motivation techniques and successful delegation.

**May 28 (2:00 p.m.– 5:00 p.m.) Conference Room B, Bldg 549**

**Facilitator: Sukanya Bora**

### **Documentation - An Essential Performance Management Process**

As a manager or supervisor, let's poke at some assumptions about documentation, *or lack of*, as it relates to your effectiveness in measuring, monitoring, and rewarding individual job performance. Even the sharpest of memories fail, managers move on, and other circumstances change. Dependence upon existing appropriate supporting documentation is a key defense in controlling perceptions and demonstrating fairness. This session will also serve as a refresher on the documentation process as it relates to performance management.

**May 5 (12:00 p.m.—1:00 p.m.) Conference Room, Bldg 426**

**Facilitator: Mary Neville**

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## Management and Supervisory Series

### **Employment-at-Will**

Why is employment-at-will so important to understand? After all, employees can leave the company anytime they want. So, let's clarify what it means and what it doesn't mean. This session will help you, as an agent of the company, embrace certain leadership practices that ought to reduce risk and deter legal liabilities. The employment-at-will concept has been around for a long time, in fact, it came about in the early 1930s. As participants, you will hear of the history and gain an understanding of how management practices contribute to employment-at-will principles.

**March 11 (12:00 p.m. - 1:00 p.m.) Conference Room, Bldg 426**

**Facilitator: Mary Neville**

### **Legal Do's and Don'ts of Interviewing and Reference Checking**

Learn what employment laws govern the employment process and why it is so important to understand what you can and can't say in an interview. Learn why you shouldn't rely only on the references given to you by the candidate and how you can uncover the reference information you need to make a good hiring decision.

**April 15 (12:00 p.m. - 1:00 p.m.) Conference Room, Bldg 426**

**Facilitator: Mary Lou Siegle**

### **Legal Pitfalls in Employment Law – Your Role as a Manager**

Federal, state, and local regulations impact business actions and decisions that leaders make in the workplace daily. Understanding employment law basics and its legal implications on employment is a job expectation of supervisory and management roles within any organization. With focus on a brief overview of employment law, this session is intended to provide a fresher on the subject matter along with discussion of its associated potential employer and personal liabilities.

**April 15 (12:00 p.m. - 1:00 p.m.) Conference Room, Bldg 426**

**Facilitator: Mary Neville**

### **Running Effective Meetings**

Studies have found that most managers spend between 25 to 30 percent of their time in meetings. Some of these meetings will be productive, and some will not. This session will introduce participants to the important role that meetings have in today's workplace and how to run them *effectively*. Included in the session are guidelines for preparing for the meeting, conducting the meeting, identifying the specific behaviors that should be demonstrated as the leader of and participant in a meeting and handling disruptive behaviors during a meeting.

**June 11, (2:00 p.m. - 5:00 p.m.) Conference B, Bldg 549**

**Facilitator: Sukanya Bora**

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## Management and Supervisory Series

### **The Art of Delegating Effectively**

#### ***Delegating: The Manager's No. 1 Tool***

As a manager or a supervisor, you are required to develop skills in many different areas. Not only do you need good technical, analytical and organizational skills, but most important, you must also have good people skills. Of all the people skills, the one skill that can make the greatest difference in your effectiveness is the ability to delegate well. As participants, in this course, you will debunk some of the myths about delegation; discuss the important steps to delegate; use key practices to increase employee involvement and make the delegation process easier for you and your employees.

**March 26 (9:00 a.m. - noon) Training Room, Bldg 426**

**Facilitator: Sukanya Bora**

### **Successful Interviewing Techniques**

Learn techniques to get the information from an interview that you need in order to make the right hiring decision. Learn how to develop appropriate interview questions that will identify whether candidates have the skill set you need to do the job.

**March 25 (12:00 p.m. - 1:00 p.m.) Conference Room, Bldg 426**

**Facilitator: Mary Lou Siegle**

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## Management Development Program (MDP)

Management Development Program (MDP), formerly LEAD, is an internal certificate program specially designed for SAIC Frederick's management staff, **particularly newly hired or promoted managers and supervisors**. It provides an overview of essential information needed to successfully manage in our environment. Managers and supervisors will also benefit by learning about the specific policies and procedures unique to the organization. This program offered over a period of four weeks includes nine comprehensive modules that are facilitated by HR staff. MDP is held twice a year ( spring and fall ).

**Interested staff should have at least ONE employee reporting to them. All sessions must be attended in order to receive program certificate. The program is FREE and lunch will be provided.**

Topics include:

### **Module 1: Increasing Self-Awareness & Understanding Diversity**

This session uses the widely validated instrument, Myers Briggs Type Indicator (MBTI) to help participants gain a deeper understanding of themselves and how they interact with others. The MBTI helps participants by giving them a powerful tool for improving how they communicate, work and learn.

This session will also help participants explore the values of a diverse workplace; understand the difference between diversity and affirmative action; and allow participants to explore their diversity awareness level.

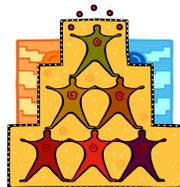
**April 30, Conference Room, Bldg 426, 8:30 a.m. – 5:00 p.m.**

### **Module 2: Benefits Overview and Compensation**

In this session, policies and procedures related to the Family Medical Leave Act (FMLA), short term and long term disability, and the Employee Retirement and Savings Program will be covered and highlighted. It will also help participants understand the components of the Americans with Disabilities Act (ADA) and what is considered a reasonable workplace accommodation under this law. The internal workplace accommodation process and a manager's involvement in this process will also be covered.

In the compensation piece, this session will provide participants an overview of the theoretical aspects and certain legal issues of compensation and benefits. Various components of SAIC-Frederick's wage and salary program will be discussed, including: writing job specifications, determining grade and salary levels, recommending promotions and conducting performance reviews.

**May 7, Conference Room, Bldg 426, 8:30 a.m. – 5:00 p.m.**



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## Management Development Program (MDP)

### Module 3: Staffing & Coaching for Managers

The staffing module will focus on understanding the staffing process, from creating effective job requisitions to interviewing and selecting the best candidate for the job. Participants will learn effective interviewing strategies that include reviewing resumes, developing competency based questions, asking job related questions and avoiding interviewing pitfalls. Techniques for obtaining comprehensive references will also be discussed.

All managers and supervisors are responsible for maximizing performance of their teams. Coaching is the pathway for getting the best out of people's performance. The latter part of the program provides the foundation for understanding what business coaching is all about and helps participants gain or improve coaching skills that drive employee commitment and performance.

**May 14, Conference Room, Bldg 426, 8:30 a.m. – 5:00 p.m.**

### Module 4: Conflict Management and Employee Relations

The first half of this session, participants will be introduced to the stages of conflict and how to effectively work through conflict and become familiar with the five different conflict handling modes. It will cover strategies to prevent and minimize workplace conflict and equip participants with tools that they can use to coach employees through conflict and will help them understand the importance of modeling behaviors necessary for their professional success.

The second part of the session will review the elements of Employee Relations, explore what constitutes employee misconduct and define the role and responsibility of managers and supervisors in effectively managing performance related issues. Participants will learn how to conduct a counseling session and administer a Performance Improvement Plan. They will also review the Employee Dispute Resolution Process (EDRP) and the steps involved in the termination process.

**May 21, Conference Room, Bldg. 426, 8:30 a.m. – 5:00 p.m.**

**MDP GRADUATION LUNCHEON** will be held on **May 21** from **12:15 p.m. — 1:15 p.m.**  
**Conference Room, Bldg 426**



To register, email Sukanya Bora at [boras@mail.nih.gov](mailto:boras@mail.nih.gov)

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## Seminars By Business Health Services (BHS)

(Open to all Government and Contractor employees at NCI-Frederick)

### **Emotional Aspect of Financial Management**

We live in a culture where money is often equated with power and status. Without realizing it, we ignore finances for a variety of reasons. As a result, it is important to realize that money has emotional components as well as mathematical ones. It is easy to become overwhelmed while managing credit problems, money issues and financial dilemmas. It is possible to minimize your money worries, no matter your age, income, or financial goals. Whether you're already drowning or just want additional education, recognizing the emotional aspects of money can help you get a handle on your finances. Participants will understand the connection between finances and emotions; discuss attitudes about money, including relationships, financial goals and compulsive spending; recognize the connection between finances and health; identify "Money Types" and improve financial management through assessments and activities.

**March 17, Conference Room B, Bldg 549, 12:00 pm –1:00**

### **Drug Free Workplace (for Supervisors & Managers)**

A comprehensive understanding of how to implement and maintain a drug free workplace requires knowledge of addiction, identification of specific signs and symptoms and knowledge of treatment resources. An overview of this information is provided, in conjunction with discussions and problem-solving techniques, for assistance in achieving and maintaining a drug-free workplace.

**April 7, Conference Room, Bldg 426, 12:00 pm - 1:00 pm**

### **Protecting Yourself Against Identity Theft**

Technology advances over the past 20 years have advanced our society in ways never imagined possible. Despite all of the innovation, technology has also inspired a new wave of crime, including identity theft. Incidences of identity theft and fraud continue to rise rapidly in the United States, and these crimes not only cause monetary losses and suffering for victims but are also expensive and time consuming to address. There are steps one can take to minimize the risk of identity theft. This training will highlight precautionary measures in addition to key facts and protection essentials.

**April 21, Training Room, Bldg 426, 12:00 pm - 1:00 pm**

### **Preventing Violence in the Workplace**

With the changes of today's society, workplace violence is an issue that is of concern to everyone. More and more often, we hear of workplace tragedy that might have been prevented with increased awareness, understanding and preparedness. Statistical review and research findings will be offered to help participants understand why violence occurs and what they can do to keep the workplace safe. This session will help participants recognize specific events that can cause workplace violence; Explore reporting options when warning signs of potential violence occur and review strategies for managing instances of workplace violence and preventing future violent situations.

**May 5, Conference Room B, Bldg 549, 12:00 pm - 1:00 pm**

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## Seminars By Business Health Services (BHS)

(Open to all Government and Contractor employees at NCI-Frederick)

### **Working with the Millennial Generation: Managing Young Employees**

According to the National Institute for Occupational Safety and Health, 45% of American teens are employed each year, more than in any other developed country. The majority of these teens have limited or no work experience, creating a unique level of stress for their managers. While both supervisors and employees may possess good work habits, a disconnect between these two groups can cause difficulty in the workplace. Spending time training young workers at the start of the job and on expectations helps instill them later on. This seminar will discuss the aspects of working with the Millennial Generation and techniques that supervisors can utilize in managing young employees.

**May 19, Conference Room B, Bldg 549, 12:00 pm –1:00 pm**

### **Why Diets Don't Work**

Weight management is a popular topic in today's society. Society bombards us with advertisements, images and information related to trim physiques and tempts us to indulge in "easy" weight loss products. As experts have shown, strategies to effective weight management are simple. However, these strategies often prove elusive as evidenced by the constant emphasis on dieting in American culture. This seminar will assist participants in learning to avoid ineffective approaches and implement healthful strategies for effective weight management and lifestyle change.

**June 2, Conference Room B, Bldg 549, 12:00 pm - 1:00 pm**

### **12 Steps to a Healthier YOU (12 week program, 45 minute sessions weekly):**

Most people want to address personal health and wellness. There are many barriers that prevent this from occurring including: lack of education, lack of time, lack of motivation and emotional aspects of maintaining health. This seminar primarily focuses on nutrition and fitness as the core principles to addressing health. However, barriers, emotional aspects and methods of self-motivation are also discussed. The goal is to offer all of the tools necessary, in a supportive and informative group setting, for success.

#### **Content Overview:**

**Week 1 (Mar 11):** The Importance of Goal Setting

**Week 2 (Mar 18):** Understanding Basics of Nutrition

**Week 3 (Mar 25):** Understanding the Basics of Fitness

**Week 4 (Apr 1):** Creating a Supportive Environment

**Week 5 (Apr 8):** Portion Distortion

**Week 6 (Apr 15):** Emotional Aspects of Eating

**Week 7 (Apr 22):** Tracking Your Progress & Meal Plans

**Week 8 (Apr 29):** Addressing Barriers to Success

**Week 9 (May 6):** Rewards and Motivation

**Week 10 (May 13):** Ask a Personal Trainer

**Weeks 11-12 (May 20 & 27):** Tailor content of these weeks to address issues specific to the group

All sessions will be held from 12:00 p.m.—1:00 p.m. in the conference center, bldg 549

**To register for the above courses, please email Sukanya Bora at [boras@mail.nih.gov](mailto:boras@mail.nih.gov)**

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## Team Development Resources

### **Supervisors and Managers,**

To supplement the individual classes offered in this catalog, customized programs can be developed for your work group. Through workshops and facilitated interactive exercises and simulations, your team will gain a greater sense of individual and group self-awareness and practice consensus and problem solving skills. Because the needs of each team are different, the process will begin with a consultation meeting to discuss your group and how we can best support development. We have listed a few examples of team assessments and simulations for your reference below:

### **ASSESSMENTS:**

#### **Myers Briggs Type Indicator (MBTI)**

The *Myers-Briggs Type Indicator*® (MBTI®) assessment is a versatile tool that offers individuals and teams a greater understanding of their own and others' personality preferences. Through greater insight into the differences in personality preferences, team members can improve communication, reduce conflict, and ultimately work together more productively.

#### **Conflict Management Style**

Participants will learn about their individual conflict handling style using the Thomas-Kilmann Conflict Mode Instrument (TKI). TKI is a leading conflict management assessment tool used by professionals throughout the world to learn about how differing conflict handling styles impact personal and team dynamics.

#### **Team Effectiveness Profile (TEP)**

This assessment helps teams learn how to uncover, diagnose and work through issues that impede effective teamwork. It aids teams to eliminate or reduce blockages in 5 vital areas of team functioning: Mission, Vision and Goals; Team Roles; Operating Processes; Interpersonal Relationships and Inter-team Relationships thus maximizing the team's productivity

### **ADVENTURE GAMES & SIMULATIONS:**

#### **Beyond the Valley of Kings**

A challenging adventure simulation that focuses on decision making under pressure and the importance of team building. Participants experience first-hand the advantage of working when they realize that the results achieved as a group out-measure those of any one individual.

#### **Jungle Escape**

This is a fun and highly effective hands-on game that's perfect for introducing and reinforcing basic team skills. The adventure begins when teams learn that their airplane has crash landed in a remote jungle. To survive, each group must build an escape helicopter using spare parts, a diagram and a limited access to a completed model. With this simulation team members learn group process skills vital to effective teamwork including communication, conflict resolution, decision making and problem solving.

The target audience for the afore mentioned assessments and simulations are groups/teams at all organizational levels. The duration of these session could range from 2 hours to half a day.

To discuss the above and additional resources or other ways that we can assist your team, please contact me at [boras@mail.nih.gov](mailto:boras@mail.nih.gov).

Sukanya Bora  
Manager - Training and Development

## Other Training Resources at NCI-Frederick

### **NCI-Frederick Scientific Library Instructional Classes**

The Scientific Library offers FREE hands-on training classes. Library staff teaches some classes, and guest instructors teach others. Most classes are held in the Library's Technology Training Lab in Building 549. If you are interested in attending a class, contact Marci Brandenburg at [brandenburgm@mail.nih.gov](mailto:brandenburgm@mail.nih.gov) or call **x5846**, or stop in the Library, to register.

For more information about a class, please visit: <http://www-libray.ncifcrf.gov/libclass.aspx>

### **Computer Courses**

Take advantage of the courses offered by **Computer and Statistical Services (C&SS)**. Classes are held in the C&SS training room (Building 362). All full-day classes are from 9 AM to 4 PM; half-day classes from either 9AM to Noon or 1 PM to 4 PM. The cost for full-day classes is \$95; half-day classes cost \$75. All charges for courses are billed to the training account of the student's center number.

For more information, visit <http://css.ncifcrf.gov/training/> or email Cathy McClintock at [training@css.ncifcrf.gov](mailto:training@css.ncifcrf.gov)

### **Courses offered by NCI and NIH**

The National Institutes of Health (NIH) Office of Intramural Training and Education is continuing to bring a variety of courses to the NCI-Frederick. Most of the workshops are geared towards NIH trainees (i.e. post baccalaureates, post doctoral fellows) but are available to the entire NCI-Frederick community. Some courses that will be offered this spring are:

**Industry Overview** – help trainees gain a better understanding of how to make a transition to industry

**Job Hunt Strategies** - topics will include job hunt timelines, where to look for jobs, tips to ensure your application is looked at and more

**Networking 101** - Learn how to network using the Internet, at job fairs, departmental seminars, professional meetings, and how to approach non-science social functions in a way that allows you to create and maintain lasting business connections

**Writing Workshop** – a 4-week course is for any trainee interested in improving his/her writing skills.

For more information about NIH training opportunities, please go to [www.training.nih.gov](http://www.training.nih.gov)

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## SAIC University Training Resources

SAIC University provides employees with opportunities to continue their career development through a life-long learning process. To facilitate this, they have developed a virtual campus that provides on-line access to training resources. This site contains a training management system, which now provides a single integrated course catalog of all training offerings and on-line registration. As employees, you can use this training management system to conveniently identify and register for all types of training, offered internally to SAIC as well as through external SAIC training suppliers. SAIC University's programs include **Project Management Certification, Administrative Assistant Certificate Program (AACCP)**, online degree programs through **Strayer, Drexell and Capella Universities**. In addition, you can improve your professional and personal effectiveness with **SKILLPORT, the e-learning program**. SKILLPORT offers web-based courses and reference books (BOOKS 24x7) as developmental tools. It is designed to provide greater flexibility for skill development and can be accessed in your own time and at your own pace. You may access SAIC University's training and development resources through ISSAIC-SAIC's employee intranet. For more information on how to set up an account, email Sukanya Bora at [boras@mail.nih.gov](mailto:boras@mail.nih.gov).

## New Managers Orientation Program

This program has been specially designed to help newly hired or promoted managers and supervisors gain a better understanding of Operations and Technical Support (OTS) contract components and requirements as well as how to "get things done" within our organization. Representatives from different administrative and support programs present information on generic as well as specific policies and processes. Topics include contract environment, intellectual property, environmental and health safety, financial management services, human resources, acquisition and logistics; and facilities, maintenance and engineering. Attendance at this quarterly held program is considered mandatory for all newly hired managers/supervisors and optional for current employees promoted into supervisory/management positions and other interested management staff. For more details, email Sukanya Bora at [boras@mail.nih.gov](mailto:boras@mail.nih.gov)

## American Heart Association Heartsaver AED Course

The Heartsaver AED (Automated External Defibrillator) Course teaches the basic techniques of adult CPR and how to use AED's. Students also learn about using barrier devices in CPR and giving first aid for choking. The course teaches how to recognize the signs of heart attack, cardiac arrest and foreign-body airway obstruction and treat with an Automated External Defibrillator. Recommend renewal frequency is every two years. Call EHS at X1451 for upcoming classes and to register.

Do you want to see any other topics being offered?  
Do you have any ideas to improve this catalog?



Feel free to email Sukanya Bora at [boras@mail.nih.gov](mailto:boras@mail.nih.gov) with your comments and suggestions.  
We look forward to hearing from you!