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Opportunities Offered Internally at NSF, 2016

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NATIONAL SCIENCE FOUNDATION
4201 Wilson Boulevard
Arlington, Virginia 22230



OFFICE OF THE
GENERAL COUNSEL

March 7, 2016

Via email

Case #16-135F

This letter is in regard to your Freedom of Information Act request dated March 1, 2016, in which you ask for "the course/listing catalogue for the classes offered by the NSF Academy."

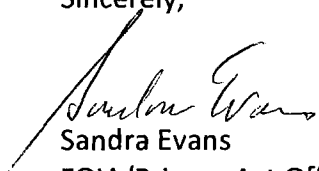
Enclosed is the catalog for 2016. Your right of administrative appeal is set forth in Section 612.9 of the NSF FOIA regulation (copy enclosed).

As part of the 2007 FOIA amendments, the Office of Government Information Services (OGIS) was created to offer mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. If you are requesting access to your own records (which is considered a Privacy Act request), you should know that OGIS does not have the authority to handle requests made under the Privacy Act of 1974. You may contact OGIS in any of the following ways:

National Archives and Records Administration
Office of Government Information Services
8601 Adelphi Road - OGIS
College Park, MD 20740-6001
E-mail: ogis@nara.gov
Web: <https://ogis.archives.gov>
Telephone: 202-741-5770
Facsimile: 202-741-5769
Toll-free: 1-877-684-6448

There is no fee for FOIA services in this instance in accordance with 5 U.S.C. 552(a)(4)(A)(i) et seq.

Sincerely,



Sandra Evans
FOIA/Privacy Act Officer

Enclosures

§612.9 Appeals.

(a) Appeals of denials. You may appeal a denial of your request to the General Counsel, National Science Foundation, 4201 Wilson Boulevard, Suite 1265, Arlington, VA 22230.

You must make your appeal in writing and it must be received by the Office of the General Counsel within ten days of the receipt of the denial (weekends, legal holidays, and the date of receipt excluded). Clearly mark your appeal letter and the envelope "Freedom of Information Act Appeal." Your appeal letter must include a copy of your written request and the denial together with any written argument you wish to submit.

(b) Responses to appeals. A written decision on your appeal will be made by the General Counsel. A decision affirming an adverse determination in whole or in part will contain a statement of the reason(s) for the affirmance, including any FOIA exemption(s) applied, and will inform you of the FOIA provisions for court review of the decision. If the adverse determination is reversed or modified on appeal, in whole or in part, you will be notified in a written decision and your request will be reprocessed in accordance with that appeal decision.

(c) When appeal is required. If you wish to seek review by a court of any denial, you must first appeal it under this section.



National Science Foundation

January 2016 – December 2016

NSF COURSE CATALOG

Your Source for NSF Learning and Development Opportunities

IN-PERSON, BLENDED, AND NSF-SPECIFIC ONLINE COURSES

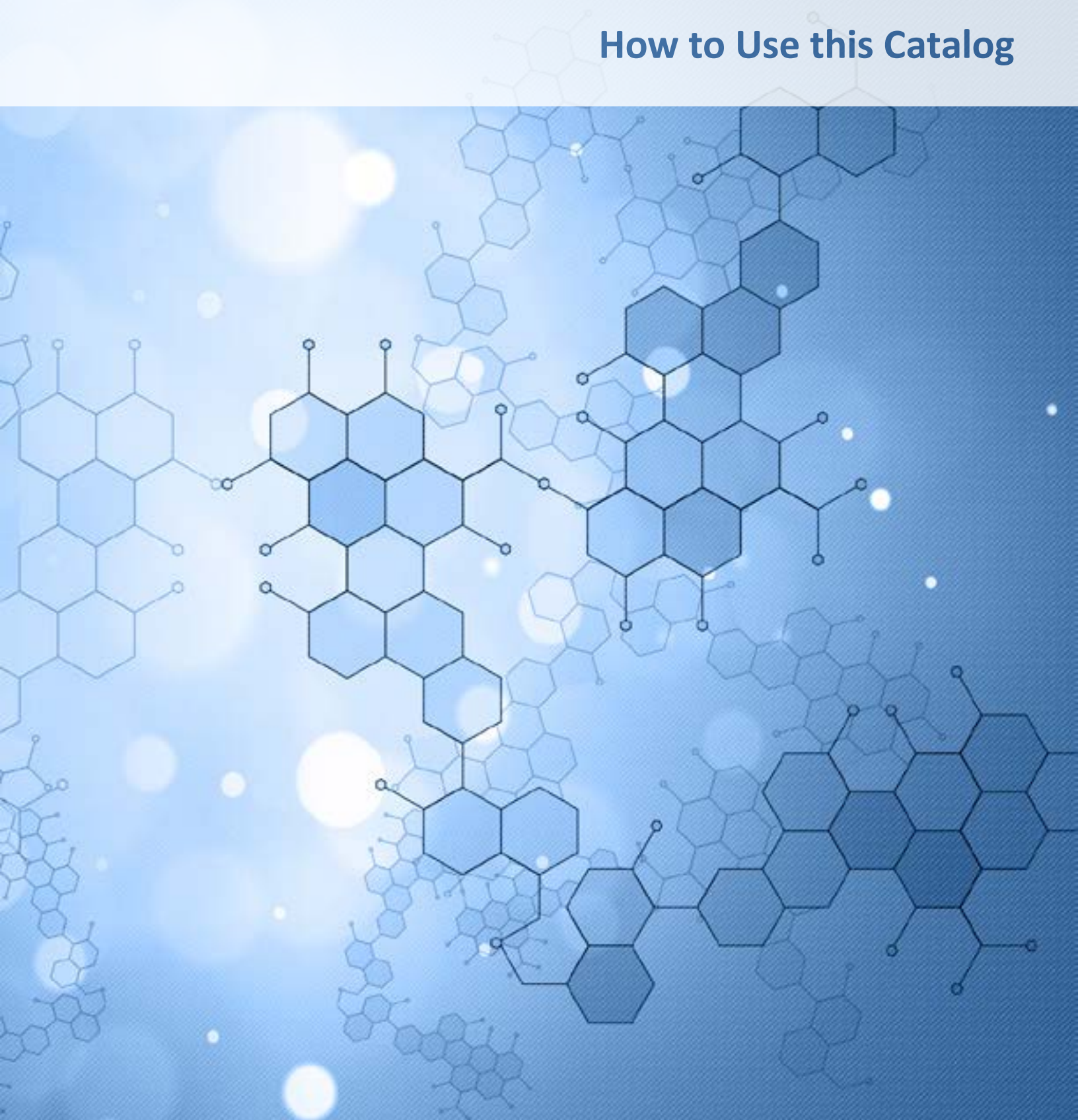


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How to Use this Catalog



HOW TO USE THIS CATALOG

PURPOSE

The purpose of this catalog is to act as a reference guide for learning and development opportunities offered internally at NSF. The course details found in this catalog supplement the information found on [LearnNSF](#) and should only be used as a reference. To ensure you have the most up-to-date version of this catalog, please visit [LearnNSF](#) or [InsideNSF](#).

POLICIES AND PROCEDURES

Navigating the Course Catalog

To make it easier for you to locate specific opportunities for your learning and development goals, this catalog is organized by subject area (e.g., communication, travel, financial management). Each course listing contains the title, brief description, point of contact, as well as the scheduled date, time, and location for the course. Anticipated/planned courses for the year may have a time and location to be announced (“TBA”). Please refer to [LearnNSF](#) or e-mail the point of contact listed for updates and questions.

If a course identifies a specific group as the primary target audience, it is generally open to all employees. Therefore, when you are interested in attending a course that looks like it is designed for a group that you do not belong to, please call the contact person. In some cases and if additional slots are available, you may be able to attend the course. For courses that state that you must be a supervisor and/or executive to attend, you must officially supervise employees and/or be a member of NSF’s executive population to attend.

Enrollment Procedures

Log in to [LearnNSF](#) using your LAN ID and password. Search for the course title and then click “View Offerings” to select the date and time you prefer. Click “Register” to complete the registration process.

Please note that your supervisor’s approval is required for your participation in learning and development activities. Therefore, if he/she has not approved your participation in [LearnNSF](#) after you register, you will be listed in a “Pending” status on the course roster. Thus, employees with approval will be secured slots in the course prior to you until approval is obtained.

Note: In most cases, the course titles in this catalog are hyperlinked to the appropriate course in [LearnNSF](#) for your convenience.

Cancellation Policy

Course Cancellation Policy

In the event that a course is cancelled due to low enrollment, enrolled attendees will be notified via e-mail no later than 24 hours prior to the scheduled date and time. In the event that a course is cancelled due to inclement weather, enrolled attendees



will be notified via e-mail as soon as the determination is made. If there is an agency-wide closure, all courses for that day will be cancelled. Following any cancellation, a facilitator will e-mail employees who were enrolled in the cancelled course no later than one week following the cancellation and provide information about the next available dates and times for the course.

Participant Cancellation Policy

In the event that an employee can no longer attend a course for which he/she has enrolled, it is requested that the employee cancel enrollment in [LearnNSF](#) no later than 72 hours before the scheduled course date and time. If an employee is enrolled in the course and does not attend the course, the employee’s supervisor will be notified.

Locating External Training

To locate external training opportunities, please see the [Learning and Development Resources Guide](#). This guide contains descriptions and links to training offered internally, recommended books, online training offered via [LearnNSF](#), and some external training courses organized by competency.

USING THIS GUIDE FOR LEARNING AND DEVELOPMENT GOALS

There are two primary ways to find learning and development opportunities in this guide:

1. If you know a topic area that you’re interested in, browse through the Table of Contents for that topic, and review the options listed on the respective page(s).
2. If you have a keyword or phrase that describes what you’re interested in (e.g., “team building”), search the catalog for that keyword or phrase.



**We welcome your feedback about this catalog
and continually strive to improve it.**

**Please send us your suggestions to help this
product serve you better.**

✉ academy@nsf.gov

HOW TO USE THIS CATALOG

We recommend you use this catalog to support your learning and development for the year. Below we describe how this catalog can be used to assist you in your career development and/or planning efforts.






Development and Action Planning

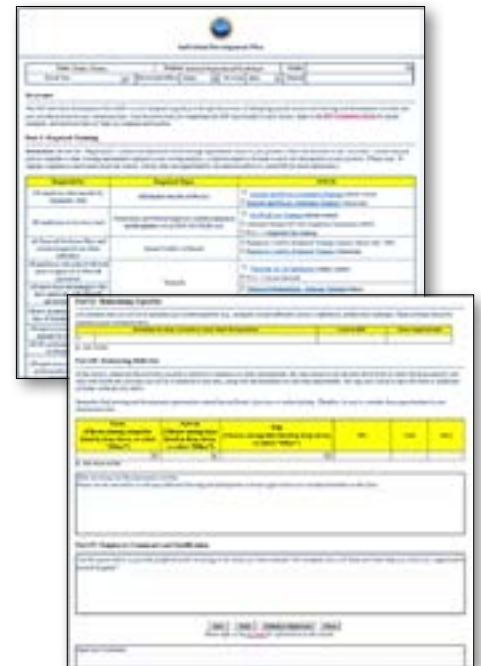
Each year, NSF staff are offered a wide variety of courses, but how do you know which courses to take? We suggest creating a learning plan (your Individual Development Plan/Executive Development Plan) to document the areas in which you most want to develop and to guide you in choosing learning opportunities that will help you fulfill your plan.

To create your development plan:

1. Ask yourself the following questions:
 - What developmental suggestions have I received over the past year? Possibly during my last performance conversation or as a result of peer feedback?
 - What situations/tasks have I encountered at work that I felt unable to address without help?
 - What are my short-term goals for taking on new tasks and responsibilities within my office/organization?
 - What are my long-term goals? What job would I like to have five years from now, or ten years from now?
 - What issue is my department or work unit facing at this time? How could I be a more productive team member or take on a more prominent role in addressing these areas of need?
 - What are the new demands of my job (or career) that require me to gain additional skills?
2. Use your answers to the questions above to help you identify the skills you would like to develop.
3. Under the skill areas you identified, take a look at the courses that address each one. Review the descriptions to find the perfect activity (e.g., course, program, event) to suit your particular needs. Be sure to consider alternative ways (e.g., special projects, stretch work assignments, mentoring and coaching) to develop in each of the areas you identified.
4. Set a timeframe within which you hope to develop each skill. Treat your learning goals just like any other task you are determined to accomplish. Put them on your calendar, commit to a due date, and track your progress!
5. Use the above information to complete your [Individual Development Plan \(IDP\)](#) (or for executives, [Executive Development Plan \[EDP\]](#)) and discuss your goals and proposed activities with your supervisor and/or mentor.

COURSE ICON KEY

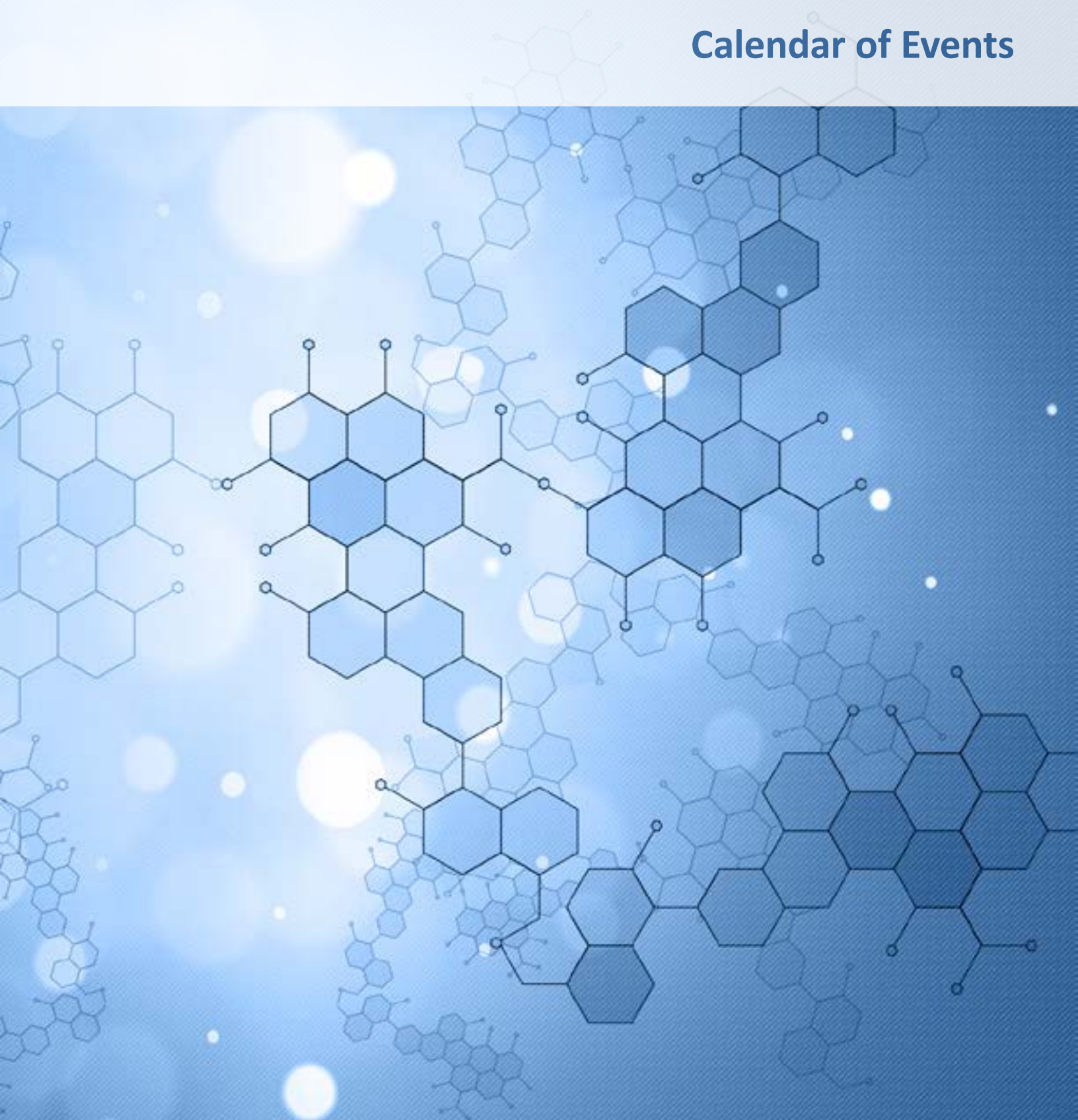
-  Mandatory
-  Self-paced (online)
-  Webinar
-  Contact
-  Video



This catalog should be used as a reference. For complete and accurate course listings, visit:

LearnNSF
What have you learned today?

Calendar of Events



CALENDAR OF EVENTS

DATE	DURATION	TIME	COURSE TITLE	LOCATION
JANUARY 2016				
JAN 11, 2016	1.5 HRS	1:00PM – 2:30PM	<u>Executive Roundtables</u>	Stafford I, Room 375
JAN 14, 2016	1 OF 3 DAYS	9:00AM - 4:00PM	<u>7 Habits of Highly Effective People (SERIES 1)</u>	Stafford I, Room 120
JAN 20, 2016	3 HRS	9:30AM - 12:30PM	<u>Excel 2013 Basics/Intermediate Skills</u>	Stafford I, Room 325.09
JAN 20, 2016	1.5 HRS	12:00PM - 1:30PM	<u>Managing Up BrownBag</u>	Stafford I, Room 120
JAN 21, 2016	2 OF 3 DAYS	9:00AM - 4:00PM	<u>7 Habits of Highly Effective People (SERIES 1)</u>	Stafford I, Room 120
JAN 22, 2016	1 OF 3 DAYS	8:30AM – 4:30PM	<u>Federal Supervision at NSF (SERIES 3)</u>	Stafford I, Room 375
JAN 25, 2016	2 OF 3 DAYS	8:30AM – 4:30PM	<u>Federal Supervision at NSF (SERIES 3)</u>	Stafford I, Room 375
JAN 27, 2016	1 DAY	9:00AM – 4:00PM	<u>Working at the Speed of Trust</u>	Stafford I, Room 120
JAN 28, 2016	3 OF 3 DAYS	9:00AM - 4:00PM	<u>7 Habits of Highly Effective People (SERIES 1)</u>	Stafford I, Room 120
JAN 29, 2016	3 OF 3 DAYS	8:30AM – 4:30PM	<u>Federal Supervision at NSF (SERIES 3)</u>	Stafford I, Room 375
FEBRUARY 2016				
FEB 1, 2016	1 DAY	8:30AM – 4:30PM	<u>The Art and Science of Picking the Right People</u>	Stafford I, Room 120
FEB 3, 2016	1 OF 2 DAYS	9:00AM – 4:00PM	<u>High-Impact Presentation Skills (SERIES 1)</u>	Stafford I, Room 120
FEB 4, 2016	2 OF 2 DAYS	9:00AM – 4:00PM	<u>High-Impact Presentation Skills (SERIES 1)</u>	Stafford I, Room 120
FEB 11, 2016	1 DAY	8:30AM – 4:30PM	<u>Project Management Essentials for the Unofficial Project Manager</u>	Stafford I, Room 120
FEB 12, 2016	2 HRS	9:00AM - 11:00AM	<u>Performance Management for GWF Employees</u>	Stafford I, Room 120
FEB 12, 2016	2.5 HRS	1:00PM - 3:30PM	<u>Performance Management for GWF Supervisors</u>	Stafford I, Room 120
FEB 17, 2016	1 DAY	9:00AM – 4:00PM	<u>Merit Review Basics I: Overview, Criteria & COI</u>	Stafford II, Room 555
FEB 17, 2016	2 HRS	9:00AM - 11:00AM	<u>Querying NSF Data Using OBIEE (Enterprise Reporting on MyNSF)</u>	Stafford I, Room 325.09
FEB 18, 2016	1 DAY	9:00AM – 4:00PM	<u>Conflict Management</u>	Stafford I, Room 120
FEB 18, 2016	2 HRS	11:00AM – 1:00PM	<u>Financial Planning Seminar: Retirement Simulation and Financial Savvy Overview</u>	Stafford I, Room 110
FEB 23, 2016	3 HRS	12:30PM - 3:30PM	<u>Building the Foundation for Diversity & Inclusion for Mission Excellence for Managers/Supervisors</u>	TBA
FEB 23, 2016	2.5 HRS	9:30AM - 12:00PM	<u>Excel 2013 PivotTables and PivotCharts</u>	Stafford I, Room 325.09
FEB 24, 2016	3.5 HRS	9:30AM - 1:00PM	<u>Building the Foundation for Diversity & Inclusion for Mission Excellence for Employees</u>	TBA
FEB 24, 2016	3.5 HRS	1:00PM - 4:30PM	<u>Building the Foundation for Diversity & Inclusion for Mission Excellence for Employees</u>	TBA
FEB 24, 2016	1 DAY	9:00AM – 4:00PM	<u>Merit Review Basics II: Review Strategies, Communication & Fairness</u>	Stafford II, Room 555
FEB 26, 2016	2 HRS	1:00PM - 3:00PM	<u>Performance Management for GWF Employees</u>	Stafford I, Room 120
FEB 26, 2016	2.5 HRS	9:00AM - 11:30AM	<u>Performance Management for GWF Supervisors</u>	Stafford I, Room 120
MARCH 2016				
MAR 2016	1 DAY	8:30AM – 4:30PM	<u>Labor Relations Training for Supervisors and Managers</u>	Stafford I, Room 120
MAR 1, 2016	1 OF 5 DAYS	8:30AM – 12:30PM	<u>People and Problem Solving Skills (SERIES 1)</u>	Stafford I, Room 120
MAR 3, 2016	1 DAY	9:00AM – 4:00PM	<u>Merit Review Basics III: Recommendations, Justifications & Requirements</u>	Stafford II, Room 555
MAR 4, 2016	2 OF 5 DAYS	8:30AM – 12:30PM	<u>People and Problem Solving Skills (SERIES 1)</u>	Stafford I, Room 120
MAR 7, 2016	1.5 HRS	1:00PM - 2:30PM	<u>Executive Reading & Reflection Tabletalks</u>	Stafford I, Room 375
MAR 7, 2016	1 OF 2 DAYS	8:30AM - 4:30PM	<u>Program Management Seminar (SERIES 1)</u>	Offsite
MAR 8, 2016	2 OF 2 DAYS	8:30AM - 4:30PM	<u>Program Management Seminar (SERIES 1)</u>	Offsite
MAR 9, 2016	1 DAY	9:00AM – 4:00PM	<u>Merit Review Basics IV: Post Award Management, Budgets & Proposal Generating Documents</u>	Stafford I, Room 120
MAR 10, 2016	3 OF 5 DAYS	8:30AM – 12:30PM	<u>People and Problem Solving Skills (SERIES 1)</u>	Stafford I, Room 120
MAR 14, 2016	4 OF 5 DAYS	8:30AM – 12:30PM	<u>People and Problem Solving Skills (SERIES 1)</u>	Stafford I, Room 120
MAR 15, 2016	3.5 HRS	9:00AM - 12:30PM	<u>Stress Management</u>	Stafford I, Room 120
MAR 16, 2016	2 HRS	10:00AM - 12:00PM	<u>Creating a High-Impact Individual Development Plan</u>	Stafford I, Room 120
MAR 17, 2016	5 OF 5 DAYS	8:30AM – 12:30PM	<u>People and Problem Solving Skills (SERIES 1)</u>	Stafford I, Room 120
MAR 21, 2016	2 HRS	9:00AM - 11:00AM	<u>Building the Foundation for Diversity & Inclusion for Mission Excellence for Senior Executives</u>	TBA
MAR 21, 2016	1 OF 5 DAYS	9:00AM - 4:30PM	<u>Building the Foundation for Mission Excellence - Train-the-Trainer</u>	TBA
MAR 22, 2016	2 OF 5 DAYS	9:00AM - 4:30PM	<u>Building the Foundation for Mission Excellence - Train-the-Trainer</u>	TBA

CALENDAR OF EVENTS

DATE	DURATION	TIME	COURSE TITLE	LOCATION
MAR 22, 2016	3 HRS	9:30AM - 12:30PM	Excel 2013 Basics/Intermediate Skills	Stafford I, Room 325.09
MAR 23, 2016	3 OF 5 DAYS	9:00AM - 4:30PM	Building the Foundation for Mission Excellence - Train-the-Trainer	TBA
MAR 23, 2016	1 OF 2 DAYS	9:00AM - 3:00PM	The Proposal and Award Process for the Administrative Professional	Stafford I, Room 120
MAR 24, 2016	4 OF 5 DAYS	9:00AM - 4:30PM	Building the Foundation for Mission Excellence - Train-the-Trainer	TBA
MAR 24, 2016	2 OF 2 DAYS	9:00AM - 12:30PM	The Proposal and Award Process for the Administrative Professional	Stafford I, Room 120
MAR 25, 2016	5 OF 5 DAYS	9:00AM - 4:30PM	Building the Foundation for Mission Excellence - Train-the-Trainer	TBA
MAR 29, 2016	2 HRS	9:00AM - 11:00AM	Querying NSF Data Using OBIEE (Enterprise Reporting on MyNSF)	Stafford I, Room 325.09
APRIL 2016				
APR 1, 2016	1 OF 3 DAYS	8:30AM - 4:30PM	Federal Supervision at NSF (SERIES 2)	Stafford I, Room 120
APR 4, 2016	2 OF 3 DAYS	8:30AM - 4:30PM	Federal Supervision at NSF (SERIES 2)	Stafford I, Room 120
APR 6, 2016	2 HRS	9:00AM - 11:00AM	Financial Planning Seminar: Retirement Simulation and Financial Savvy Overview	Stafford I, Room 110
APR 8, 2016	3 OF 3 DAYS	8:30AM - 4:30PM	Federal Supervision at NSF (SERIES 2)	Stafford I, Room 120
APR 12, 2016	1 OF 2 DAYS	8:30AM - 5:00PM	Diversity & Inclusion Game Changer Summit	TBA
APR 13, 2016	2 OF 2 DAYS	8:30AM - 5:00PM	Diversity & Inclusion Game Changer Summit	TBA
APR 20, 2016	2.5 HRS	9:30AM - 12:00PM	Excel 2013 PivotTables and PivotCharts	Stafford I, Room 325.09
APR 29, 2016	1 OF 3 DAYS	9:00AM - 4:30PM	Executive Leadership Retreat (SERIES 1)	Offsite
MAY 2016				
MAY 2, 2016	2 OF 3 DAYS	9:00AM - 4:30PM	Executive Leadership Retreat (SERIES 1)	Offsite
MAY 4, 2016	2 HRS	9:00AM - 11:00AM	Querying NSF Data Using OBIEE (Enterprise Reporting on MyNSF)	Stafford I, Room 325.09
MAY 5, 2016	1 OF 3 DAYS	9:00AM - 4:00PM	7 Habits of Highly Effective People (SERIES 2)	Stafford I, Room 120
MAY 9, 2016	3 OF 3 DAYS	9:00AM - 4:30PM	Executive Leadership Retreat (SERIES 1)	Offsite
MAY 9, 2016	1 OF 5 DAYS	8:30AM - 4:30PM	Analytics Boot Camp (SERIES 1)	Stafford I, Room 325.09
MAY 10, 2016	2 OF 5 DAYS	8:30AM - 4:30PM	Analytics Boot Camp (SERIES 1)	Stafford I, Room 325.09
MAY 11, 2016	3 OF 5 DAYS	8:30AM - 4:30PM	Analytics Boot Camp (SERIES 1)	Stafford I, Room 325.09
MAY 12, 2016	4 OF 5 DAYS	8:30AM - 4:30PM	Analytics Boot Camp (SERIES 1)	Stafford I, Room 325.09
MAY 12, 2016	2 OF 3 DAYS	9:00AM - 4:00PM	7 Habits of Highly Effective People (SERIES 2)	Stafford I, Room 120
MAY 13, 2016	5 OF 5 DAYS	8:30AM - 4:30PM	Analytics Boot Camp (SERIES 1)	Stafford I, Room 325.09
MAY 18, 2016	1 DAY	9:00AM - 4:00PM	Merit Review Basics I: Overview, Criteria & COI	Stafford II, Room 595
MAY 19, 2016	3 OF 3 DAYS	9:00AM - 4:00PM	7 Habits of Highly Effective People (SERIES 2)	Stafford I, Room 120
MAY 20, 2016	1 OF 4 DAYS	9:00AM - 4:00PM	Leadership and Problem Solving Skills (SERIES 1)	Stafford I, Room 120
MAY 23, 2016	2 OF 4 DAYS	9:00AM - 4:00PM	Leadership and Problem Solving Skills (SERIES 1)	Stafford I, Room 120
MAY 24, 2016	1 DAY	9:00AM - 4:00PM	Merit Review Basics II: Review Strategies, Communication & Fairness	Stafford II, Room 595
MAY 25, 2016	1 DAY	9:00AM - 3:00PM	Interviewing Skills	Stafford I, Room 120
MAY 25, 2016	3 HRS	9:30AM - 12:30PM	Excel 2013 Basics/Intermediate Skills	Stafford I, Room 325.09
JUNE 2016				
JUN 2016	1 DAY	8:30AM - 4:30PM	Labor Relations Training for Supervisors and Managers	Stafford I, Room 120
JUN 3, 2016	3 OF 4 DAYS	9:00AM - 4:00PM	Leadership and Problem Solving Skills (SERIES 1)	Stafford I, Room 120
JUN 6, 2016	1.5 HRS	1:00PM - 2:30PM	Executive Reading & Reflection Tabletalks	Stafford I, Room 375
JUN 6, 2016	1 OF 2 DAYS	8:30AM - 4:30PM	Program Management Seminar (SERIES 2)	Offsite
JUN 7, 2016	2 OF 2 DAYS	8:30AM - 4:30PM	Program Management Seminar (SERIES 2)	Offsite
JUN 10, 2016	4 OF 4 DAYS	9:00AM - 4:00PM	Leadership and Problem Solving Skills (SERIES 1)	Stafford I, Room 120
JUN 15, 2016	1 OF 2 DAYS	9:00AM - 3:00PM	The Proposal and Award Process for the Administrative Professional	Stafford I, Room 120
JUN 16, 2016	2 OF 2 DAYS	9:00AM - 12:30PM	The Proposal and Award Process for the Administrative Professional	Stafford I, Room 120
JUN 16, 2016	2 HRS	9:00AM - 11:00AM	Querying NSF Data Using OBIEE (Enterprise Reporting on MyNSF)	Stafford I, Room 325.09
JUN 21, 2016	2.5 HRS	9:30AM - 12:00PM	Excel 2013 PivotTables and PivotCharts	Stafford I, Room 325.09

CALENDAR OF EVENTS

DATE	DURATION	TIME	COURSE TITLE	LOCATION
JULY 2016				
JUL 6, 2016	1 OF 3 DAYS	9:00AM – 4:00PM	7 Habits of Highly Effective People (SERIES 3)	Stafford I, Room 120
JUL 7, 2016	1 OF 2 DAYS	9:00AM – 4:00PM	High-Impact Presentation Skills (SERIES 2)	Stafford I, Room 120
JUL 8, 2016	2 OF 2 DAYS	9:00AM – 4:00PM	High-Impact Presentation Skills (SERIES 2)	Stafford I, Room 120
JUL 13, 2016	2 OF 3 DAYS	9:00AM – 4:00PM	7 Habits of Highly Effective People (SERIES 3)	Stafford I, Room 120
JUL 14, 2016	1 DAY	9:00AM – 4:00PM	Merit Review Basics I: Overview, Criteria & COI	Stafford II, Room 595
JUL 18, 2016	1.5 HRS	1:00PM – 2:30PM	Executive Roundtables	Stafford I, Room 375
JUL 19, 2016	3 HRS	9:30AM - 12:30PM	Excel 2013 Basics/Intermediate Skills	Stafford I, Room 325.09
JUL 20, 2016	3 OF 3 DAYS	9:00AM – 4:00PM	7 Habits of Highly Effective People (SERIES 3)	Stafford I, Room 120
JUL 21, 2016	2 HRS	9:00AM - 11:00AM	Querying NSF Data Using OBIEE (Enterprise Reporting on MyNSF)	Stafford I, Room 325.09
JUL 27, 2016	1 DAY	9:00AM – 4:00PM	Merit Review Basics II: Review Strategies, Communication & Fairness	Stafford I, Room 595
AUGUST 2016				
AUG 11, 2016	1.5 HRS	12:00PM - 1:30PM	Managing Up BrownBag	Stafford I, Room 120
AUG 24, 2016	2.5 HRS	9:30AM - 12:00PM	Excel 2013 PivotTables and PivotCharts	Stafford I, Room 325.09
AUG 31, 2016	2 HRS	9:00AM - 11:00AM	Querying NSF Data Using OBIEE (Enterprise Reporting on MyNSF)	Stafford I, Room 325.09
SEPTEMBER 2016				
SEP 6, 2016	1 DAY	8:30AM – 4:30PM	Project Management Essentials for the Unofficial Project Manager	TBA
SEP 8, 2016	1 DAY	9:00AM – 4:00PM	Merit Review Basics I: Overview, Criteria & COI	Stafford I, Room 120
SEP 13, 2016	1 DAY	9:00AM – 4:00PM	Merit Review Basics II: Review Strategies, Communication & Fairness	Stafford I, Room 120
SEP 14, 2016	1 OF 2 DAYS	9:00AM - 3:00PM	The Proposal and Award Process for the Administrative Professional	Stafford I, Room 120
SEP 15, 2016	2 OF 2 DAYS	9:00AM - 12:30PM	The Proposal and Award Process for the Administrative Professional	Stafford I, Room 120
SEP 19, 2016	1 OF 2 DAYS	8:30AM - 4:30PM	Program Management Seminar (SERIES 3)	Offsite
SEP 20, 2016	2 OF 2 DAYS	8:30AM - 4:30PM	Program Management Seminar (SERIES 3)	Offsite
SEP 21, 2016	3 HRS	9:30AM - 12:30PM	Excel 2013 Basics/Intermediate Skills	Stafford I, Room 325.09
SEP 21, 2016	2 HRS	10:00AM - 12:00PM	Creating a High-Impact Individual Development Plan	Stafford I, Room 120
SEP 22, 2016	1 DAY	9:00AM – 4:00PM	Merit Review Basics III: Recommendations, Justifications & Requirements	Stafford I, Room 120
SEP 28, 2016	1 DAY	9:00AM – 4:00PM	Merit Review Basics IV: Post Award Management, Budgets & Proposal Generating Documents	Stafford I, Room 120
OCTOBER 2016				
OCT 13, 2016	1 DAY	8:30AM – 4:30PM	The Art and Science of Picking the Right People	TBA
OCT 13, 2016	1 DAY	9:00AM – 4:00PM	Merit Review Basics I: Overview, Criteria & COI	Stafford I, Room 120
OCT 13, 2016	2 HRS	9:00AM - 11:00AM	Querying NSF Data Using OBIEE (Enterprise Reporting on MyNSF)	Stafford I, Room 325.09
OCT 17, 2016	1 OF 3 DAYS	8:30AM – 4:30PM	Federal Supervision at NSF (SERIES 3)	TBA
OCT 18, 2016	2.5 HRS	9:30AM - 12:00PM	Excel 2013 PivotTables and PivotCharts	Stafford I, Room 325.09
OCT 19, 2016	1 DAY	9:00AM – 4:00PM	Merit Review Basics II: Review Strategies, Communication & Fairness	Stafford I, Room 120
OCT 20, 2016	1 DAY	9:00AM - 3:00PM	Interviewing Skills	Stafford I, Room 120
OCT 24, 2016	2 OF 3 DAYS	8:30AM – 4:30PM	Federal Supervision at NSF (SERIES 3)	TBA
OCT 31, 2016	3 OF 3 DAYS	8:30AM – 4:30PM	Federal Supervision at NSF (SERIES 3)	TBA
NOVEMBER 2016				
NOV 4, 2016	1 OF 4 DAYS	9:00AM – 4:00PM	Leadership and Problem Solving Skills (SERIES 2)	Stafford I, Room 120
NOV 7, 2016	1 DAY	9:00AM – 4:00PM	Merit Review Basics I: Overview, Criteria & COI	Stafford I, Room 120
NOV 8, 2016	3.5 HRS	9:00AM - 12:30PM	Stress Management	Stafford I, Room 120
NOV 15, 2016	3 HRS	9:30AM - 12:30PM	Excel 2013 Basics/Intermediate Skills	Stafford I, Room 325.09
NOV 17, 2016	1 DAY	9:00AM – 4:00PM	Merit Review Basics II: Review Strategies, Communication & Fairness	Stafford I, Room 120
NOV 18, 2016	2 OF 4 DAYS	9:00AM – 4:00PM	Leadership and Problem Solving Skills (SERIES 2)	Stafford I, Room 120

CALENDAR OF EVENTS

DATE	DURATION	TIME	COURSE TITLE	LOCATION
DECEMBER 2016				
DEC 1, 2016	1 DAY	9:00AM – 4:00PM	<u>Merit Review Basics III: Recommendations, Justifications & Requirements</u>	Stafford I, Room 120
DEC 2, 2016	3 OF 4 DAYS	9:00AM – 4:00PM	<u>Leadership and Problem Solving Skills (SERIES 2)</u>	Stafford I, Room 120
DEC 5, 2016	1 OF 2 DAYS	8:30AM - 4:30PM	<u>Program Management Seminar (SERIES 4)</u>	Offsite
DEC 6, 2016	2 OF 2 DAYS	8:30AM - 4:30PM	<u>Program Management Seminar (SERIES 4)</u>	Offsite
DEC 7, 2016	1 OF 2 DAYS	9:00AM - 3:00PM	<u>The Proposal and Award Process for the Administrative Professional</u>	Stafford I, Room 120
DEC 8, 2016	2 OF 2 DAYS	9:00AM - 12:30PM	<u>The Proposal and Award Process for the Administrative Professional</u>	Stafford I, Room 120
DEC 8, 2016	1 DAY	9:00AM – 4:00PM	<u>Merit Review Basics IV: Post Award Management, Budgets & Proposal Generating Documents</u>	Stafford I, Room 120
DEC 9, 2016	4 OF 4 DAYS	9:00AM – 4:00PM	<u>Leadership and Problem Solving Skills (SERIES 2)</u>	Stafford I, Room 120
DEC 12, 2016	1 OF 5 DAYS	8:30AM - 4:30PM	<u>Analytics Boot Camp (SERIES 2)</u>	Stafford I, Room 325.09
DEC 13, 2016	2 OF 5 DAYS	8:30AM - 4:30PM	<u>Analytics Boot Camp (SERIES 2)</u>	Stafford I, Room 325.09
DEC 14, 2016	3 OF 5 DAYS	8:30AM - 4:30PM	<u>Analytics Boot Camp (SERIES 2)</u>	Stafford I, Room 325.09
DEC 14, 2016	2.5 HRS	9:30AM - 12:00PM	<u>Excel 2013 PivotTables and PivotCharts</u>	Stafford I, Room 325.09
DEC 15, 2016	4 OF 5 DAYS	8:30AM - 4:30PM	<u>Analytics Boot Camp (SERIES 2)</u>	Stafford I, Room 325.09
DEC 16, 2016	5 OF 5 DAYS	8:30AM - 4:30PM	<u>Analytics Boot Camp (SERIES 2)</u>	Stafford I, Room 325.09

SELF-PACED (ONLINE) COURSES

DURATION	COURSE TITLE
30 MIN	A Beginner's Guide to Using iPad
1 HR	Annual EEO Briefing for Managers and Supervisors
25 MIN	Career-Life Balance Web Training Course
30 MIN	Cost Sharing at the National Science Foundation
1 HR	Diversity & Inclusion: Developing Workplace Diversity Awareness Simulation
1 HR	Diversity & Inclusion: Diversity on the Job: Diversity and You
1 HR	Diversity & Inclusion: Diversity on the Job: The Importance of Diversity and the Changing Workplace
1 HR	Diversity & Inclusion: Fundamentals of Organizational Behavioral for the Individual
1 HR	Diversity & Inclusion: Generating Creative and Innovative Teams: Maximizing Team Creativity
1 HR	Diversity & Inclusion: Key Aspects of the American Work Environment
1 HR	Diversity & Inclusion: Management Essentials: Managing a Diverse Team
1 HR	Diversity & Inclusion: Managing Internal Dynamics in a Cross-Functional Team
1 HR	Diversity & Inclusion: Managing Workforce Generations: An Introduction to Cross-Generational Employees
1 HR	Diversity & Inclusion: Managing Workforce Generations: Working with a Multigenerational Team
1 HR	Diversity & Inclusion: Managing Workforce Generations: Working with the 21st Century Generation Mix
1 HR	eJacket Workspace
45 MIN	Emergency Response at NSF
15 MIN	External Training Requests - Requestor
15 MIN	External Training Requests - Approver
30 MIN	Executive Excellence and Wellness through Strategic Leadership
1 HR	Finding Reviewers/Panelists using Web of Science Database
30 MIN	Getting Started with Mac Computers
1 HR	Getting Started with PIMS
1.5 HRS	Government Travel Charge Card
1.5 HRS	GROW: A Model for Setting Development Goals
2 HRS	Interviewer Basics: A Structured Approach to Conducting Panel Interviews
1 HR	Identifying and Assigning Reviewers to Proposals
2 HRS	iTRAK - Budget Distribution
3 HRS	iTRAK - Incoming Interagency Agreements
2 HRS	iTRAK - Purchase Card
2 HRS	iTRAK - Receiving and Invoice Processing
2 HRS	iTRAK - Requisitions
2 HRS	iTRAK - Vendor Management
6 HR	LFO Business Systems Reviews: Overview and Report Writing
1.5 HRS	Listening to the Story Behind the Words: Probing to be an Effective Mentor
1 HR	Managing Reviewers and Panel Summaries Using eJacket
30 MIN	Maximize Employee Engagement
1.5 HRS	Mentoring Others
25 MIN	Notification and Federal Employee Antidiscrimination and Retaliation (No FEAR) Act 2002
2 HR	NSF eBusiness Certification Exam
20 MIN	NSF in the Federal Context
25 MIN	NSF Internal Control and You
2 HR	Preparing for Your Committee of Visitor (COV)
1 HR	Preventing Workplace Violence - Training for Supervisors
1 HR	Program Officer Recommendation/Division Director Review – eJacket Demo
1.5 HRS	Promoting Yourself
1.5 HR	Property Tracking System (PTS) Workshop for AOs, Property Custodians
1 HR	Purchase Card for Cardholders and Approving Officials
75 MIN	Querying NSF Data Using OBIEE (Enterprise Reporting on MyNSF)
1 HR	Records Management
1 HR	Security and Privacy Awareness
45 MIN	Telework Employee Training
30 MIN	Telework Fundamentals - Manager Training
1 HR	Uniformed Services Employment and Reemployment Rights Act (USERRA)
15 MIN	Using eBusiness Applications for Merit Review
30 MIN	Using Identity Finder Web Training Course
10 MIN	Using the Interactive Panel System
1 HR	Using the Panel Administration System
30 MIN	Veteran Employment Training for Federal Hiring Managers
30 MIN	Veteran Employment Training for Federal Human Resource Professionals
30 MIN	Virtual Connections: Conduct a Virtual Panel from Design to Delivery
1 HR	Virtual Connections: Key Topics for Virtual Panelist
30 MIN	Virtual Connections: Tools & Services to Support Your Virtual Panel

SELF-PACED (ONLINE) COURSES

DURATION	COURSE TITLE
1 HR	webTA for Administrative Officers (AOs)
45 MIN	webTA for Non-SES Employees
45 MIN	webTA for SES Employees
15 MIN	Working with Resubmitted or Email Reviews
1 HR	Writing a Review Analysis
30 MIN	webTA for Supervisors
30 MIN	webTA for Timekeepers

COURSES BY SUBJECT AREA MATRIX

	Accountability	Analytics	Career Advancement	Conflict Management	Continual Learning and Self Awareness	Contract Management	Customer Service	Developing Others	Employee Benefits	External Awareness	Financial Management: NSF/Organizational	Financial Management: Personal	General Leadership	Human Capital Management	Influencing/Negotiating	Integrity/Honesty	Interpersonal Skills	Leveraging Diversity	Mandatory Training	NSF IT Systems	NSF Organizational Knowledge	NSF Program Management	Oral Communication	Performance Management	Problem Solving	Project Management	Safety and Security	Strategic Thinking	Travel	Vision	Written Communication
7 Habits of Highly Effective People													•		•		•	•													
A Beginner's Guide to Using iPad																				•											
After Hours Program					•				•																						
Analytics Boot Camp		•																													
Annual Conflict of Interest Training	•															•			•												
Annual EEO Briefing for Managers and Supervisors														•				•	•												
Appropriations Law Seminar						•				•																					
Assessing Written Communication for Selection														•																	
Basic COR Training						•																									
Buildingthe Foundation for Diversity & Inclusion for Mission Excellence														•				•													
Business Writing Principles																															•
Career-Life Balance Web Training Course																				•											
Conflict Management				•																											
Cost Sharing at the National Science Foundation											•																				
Creating a High-Impact Individual Development Plan (IDP)				•																											
DAS Concur CGE Travel System Demo																													•		
Delivering High Quality Customer Service							•																								
Diversity & Inclusion																		•													
Diversity & Inclusion Game Changer Summit																		•													
Diversity & Inclusion: Special Emphasis Program Observances																		•													
EEO and Diversity Training for All Staff																		•													
eJacket Workspace																					•										
Emergency Response at NSF																											•				
Enterprise Reporting																				•											
Excel 2013 Basics and Intermediate Skills		•																		•											
Excel 2013 PivotTables and PivotCharts		•																		•											
Executive Excellence and Wellness through Strategic Leadership													•															•		•	
Executive Leadership Retreat									•					•					•		•							•		•	
Executive Networking Events				•																											
Executive Reading & Reflection Tabletalks				•																											•
Executive Roundtables				•																											
External Training Requests - Requestor																				•											
External Training Requests - Approver																				•											
Federal Contract Law						•																									
Federal Supervision at the NSF													•	•					•												
Financial Planning Workshop: Retirement Simulation and Financial Savvy Overview											•																				
Flat Rate Travel Class																													•		
Getting Started with Mac Computers																				•											
Getting Started with PIMS																				•											
Government Travel Charge Card										•																					
GROW: A Model for Setting Development Goals				•			•																								
Guest (FACA) Workshop																				•											
Guest Meeting and Panel Preparation for Program Assistants																				•											
High-Impact Presentation Skills																						•									•
Identifying and Assigning Reviewers to Proposals																			•		•										
Individual Development Plan (IDP)																															
Influencing and Negotiating Effectively															•																
International Travel																													•		
Interpersonal Skills																	•														
Interviewer Basics: A Structured Approach to Conducting Panel Interviews														•																	
Interviewing Skills			•	•																			•								
iTRAK - Budget Distribution											•																				
iTRAK - Incoming Interagency Agreements											•																				
iTRAK - Purchase Card											•																				
iTRAK - Receiving and Invoice Processing											•																				

COURSES BY SUBJECT AREA MATRIX

	Accountability	Analytics	Career Advancement	Conflict Management	Continual Learning and Self Awareness	Contract Management	Customer Service	Developing Others	Employee Benefits	External Awareness	Financial Management: NSF/Organizational	Financial Management: Personal	General Leadership	Human Capital Management	Influencing/Negotiating	Integrity/Honesty	Interpersonal Skills	Leveraging Diversity	Mandatory Training	NSF IT Systems	NSF Organizational Knowledge	NSF Program Management	Oral Communication	Performance Management	Problem Solving	Project Management	Safety and Security	Strategic Thinking	Travel	Vision	Written Communication	
iTRAK - Requisitions											•																					
iTRAK - Requisitions Processing and Purchase Orders											•																					
iTRAK - Vendor Management											•																					
iTRAK Introduction and System Overview											•																					
iTRAK Process Area Overview											•																					
Labor Relations Training for Supervisors and Managers														•	•				•		•											
Leadership and Problem Solving Skills	•			•										•			•				•		•		•							
Leadership Coaching													•																			
LFO Business Systems Reviews: Overview and Report Writing																				•												
Listening to the Story Behind the Words: Probing to be an Effective Mentor								•																								
Managing Reviewers and Panel Summaries Using eJacket																						•										
Managing Up (Brown bag)			•														•															
Managing Up for Non-Supervisors			•														•															
Managing Up for Supervisors			•														•															
Maximize Your Performance Conversations for Employees																								•								
Maximize Your Performance Conversations for Supervisors														•										•								
Maximize Employee Engagement													•											•								
Mentoring Others								•																								
Merit Review Basics I: Overview, Criteria & COI				•						•									•			•										
Merit Review Basics II: Review Strategies, Communication & Fairness				•						•									•			•										
Merit Review Basics III: Recommendations, Justifications & Requirements				•						•												•										
Merit Review Basics IV: Post Award Management, Budgets & Proposal Generating Documents				•						•												•										
Myers-Briggs Type Indicator (MBTI) Workshop					•												•															
Notification and Federal Employee Antidiscrimination and Retaliation (No FEAR) Act 2002																			•													
NSF eBusiness Certification Exam																				•												
NSF in the Federal Context										•											•											
NSF Internal Control and You	•															•																
NSF Mentoring Program					•			•					•									•										
NSF Report Server Query		•																		•												
Official Passport Class																													•			
People and Problem Solving Skills				•													•						•		•							
Performance Management for GWF Employees																								•								
Performance Management for GWF Supervisors														•											•							
Preparing for Your Committee of Visitor (COV)																				•												
Preventing Workplace Violence - Training for Supervisors																			•								•					
Program Management Seminar										•											•	•										
Program Officer Recommendation/Division Director Review – eJacket Demo																				•												
Project Management Essentials for the Unofficial Project Manager																							•			•					•	
Promoting Yourself			•		•																					•						
Property Tracking System (PTS) Workshop for AOs, Property Custodians																				•												
Purchase Card for Cardholders and Approving Officials											•																					

COURSES BY SUBJECT AREA MATRIX

	Accountability	Analytics	Career Advancement	Conflict Management	Continual Learning and Self Awareness	Contract Management	Customer Service	Developing Others	Employee Benefits	External Awareness	Financial Management: NSF/Organizational	Financial Management: Personal	General Leadership	Human Capital Management	Influencing/Negotiating	Integrity/Honesty	Interpersonal Skills	Leveraging Diversity	Mandatory Training	NSF IT Systems	NSF Organizational Knowledge	NSF Program Management	Oral Communication	Performance Management	Problem Solving	Project Management	Safety and Security	Strategic Thinking	Travel	Vision	Written Communication
Tax Briefing									•		•																				
Telework Employee Training																			•												•
Telework Fundamentals - Manager Training														•																	
The Art and Science of Picking the Right People														•																	
The Proposal and Award Process for the Administrative Professional																						•									
The Senior Executive Service and Executive Core Qualifications - Preparing for the SES			•		•																										
Travel for New Program Officers Class																													•		
Uniformed Services Employment and Reemployment Rights Act (USERRA)														•					•												
Using eBusiness Applications for Merit Review																				•		•									
Using Identity Finder Web Training Course																				•											
Using the Interactive Panel System																				•											
Using the Panel Administration System																				•											
Veteran Employment Training for Federal Hiring Managers														•					•												
Veteran Employment Training for Federal Human Resource Professionals														•					•												
Virtual Connections: Best Practices for Conducting a Virtual Panel																				•											
Virtual Connections: Conduct a Virtual Panel from Design to Delivery																				•											
Virtual Connections: Key Topics for Virtual Panelist																				•											
Virtual Connections: Tools & Services to Support Your Virtual Panel																				•											
Virtual Connections: Leading a Virtual Panel																				•											
webTA for Administrative Officers (AOs)																				•											
webTA for Non-SES Employees																				•											
webTA for SES Employees																				•											
webTA for Supervisors																				•											
webTA for Timekeepers																				•											
Working with Resubmitted or Email Reviews																				•		•									
Writing a Review Analysis																						•									
Writing an Effective Résumé			•		•																										•
Writing Complex Documents																															•
Writing for Clarity and Impact																															•
Writing Workshop for NSF Award Abstract and Titles																					•										

⚠ Mandatory Training



! MANDATORY TRAINING REQUIREMENTS

Training that is required across NSF staff or subsets of NSF staff is outlined below. Please note that this list does NOT include requirements that are position-specific (e.g., training required as a function of one's position as a member of the IT or HR Professional staff, as a Contracting Officer's Representative, etc.).

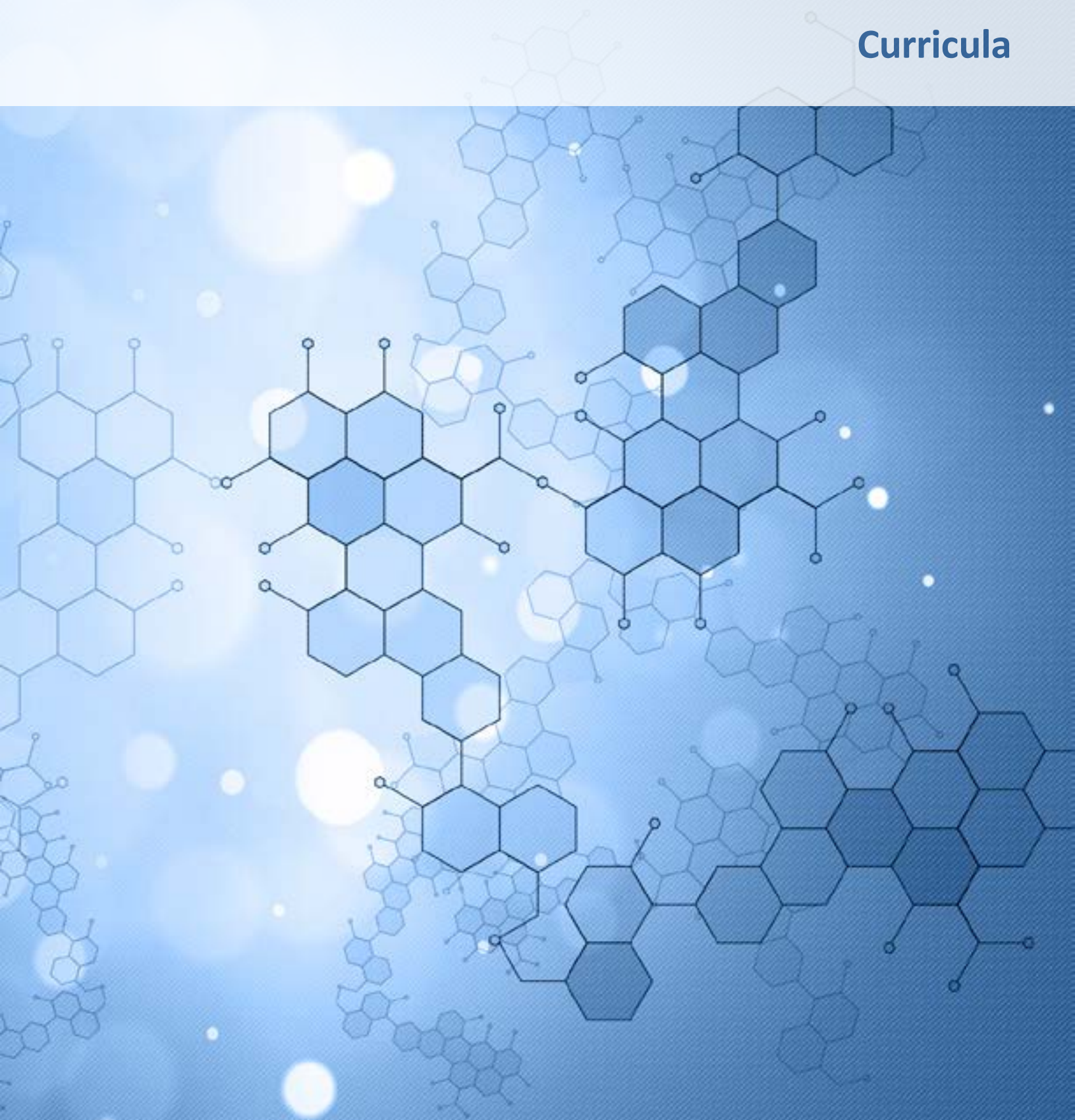
REQUIRED FOR:	REQUIRED TOPIC:	OPTIONS AVAILABLE INTERNALLY TO MEET EACH REQUIREMENT:
All employees (due annually by September 16)	Information Security & Privacy	Security and Privacy Awareness Training (online) Security and Privacy Awareness Training (classroom)
All employees (every two years)	Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (No FEAR Act)	No FEAR Act Training (online) Attended during NSF New Employee Orientation (NEO)
All employees who plan to telework (prior to approval of telework agreement)	Telework	Telework Employee Training (online)
All financial disclosure filers and certain designated non-filers (annually)	Annual Conflict of Interest	Annual Conflict of Interest Training (classroom)
All new program officers (within 90 days of beginning work at NSF)	Merit Review Basics I Merit Review Basics II	Merit Review Basics I Merit Review Basics II
All supervisors and managers (due annually by December 31)	Veteran Employment	Veteran Employment Training for Federal Hiring Managers (online)
All HR professionals (due annually by December 31)	Veteran Employment	Veteran Employment Training for Federal Human Resource Professionals (online)
All supervisors, managers, and HR professionals (due annually by September 30)	Uniformed Services Employment and Reemployment Rights Act (USERRA)	Uniformed Services Employment and Reemployment Rights Act (USERRA) Training (online)
All supervisors and managers (initially)	Labor Relations	Labor Relations Training for Supervisors and Managers
All supervisors (initially & every three years after)	Diversity and Inclusion and Equal Employment Opportunity Each supervisor must complete a minimum of 4 hours within his/her first year and 4 hours every 3 years thereafter to cover the topic Diversity and Inclusion and Equal Employment Opportunity	Building the Foundation for Diversity & Inclusion Federal Supervision at NSF (2 hours count towards D&I/EEO) A Roadmap to Success: Hiring, Retaining and Including People with Disabilities (online) Leading a Generationally Diverse Workforce (online) EEO Briefing (online)
All supervisors (initially & every three years after)	Human Capital Management Each supervisor must complete a minimum of 28 hours within his/her first year and 12 hours every 3 years thereafter to cover the topic of Human Capital Management. This may include: mentoring employees, improving employee performance and productivity, conflict management, performance management, employee selection, labor relations. For first-time federal supervisors, at least 16 hours must be NSF-offered training that includes discussion of federal human capital management processes as implemented at NSF. Federal Supervision at NSF is recommend for all first-time supervisors. NOTE: USERRA and Labor Relations courses also count toward this requirement.	Federal Supervision at NSF The Art & Science of Picking the Right People Assessing Written Communication for Selection Interviewer Basics: A Structured Approach to Conducting Panel Interviews Leadership and Problem Solving Skills Leadership Coaching Participation in the NSF Mentoring Program Performance Management for GWF Supervisors Executive Excellence and Wellness through Strategic Leadership (online) Maximize Employee Engagement

Continued on the next page.

! MANDATORY TRAINING REQUIREMENTS







REQUIRED FOR:	REQUIRED TOPIC:	OPTIONS AVAILABLE INTERNALLY TO MEET EACH REQUIREMENT:
All first-time federal supervisors	Transition to Supervision Note: This also counts toward the Human Capital Management requirement.	Federal Supervision at NSF
All first-time federal executives	Transition to Executive Service NOTE: This also counts toward the Human Capital Management requirement.	Executive Leadership Retreat Executive Coaching
All Supervisors	Preventing Workplace Violence	Preventing Workplace Violence (online)

Curricula







EXECUTIVE CURRICULUM

WITHIN SIX MONTHS

-  [Executive Leadership Retreat](#)
-  [Annual Conflict of Interest Training](#)
- [Executive Coaching](#)
-  [No FEAR Act](#)
-   [Security and Privacy Awareness 2015 \(online\)](#) or  [Security and Privacy Awareness Training \(ILT\)](#)
[webTA for SES Employees](#)

IF IN A SUPERVISORY POSITION

-  [Annual EEO Briefing for Managers and Supervisors](#)
-  [Labor Relations Training for Supervisors and Managers](#)
- [Federal Supervision at NSF](#)
-   [Preventing Workplace Violence - Training for Supervisors \(online\)](#)

BEFORE RECRUITING FOR STAFF VACANCIES

- [The Art & Science of Picking the Right People](#)
- [Assessing Written Communication for Selection](#)
- [Uniformed Services Employment and Reemployment Rights Act \(USERRA\) Training](#)
- [Veteran Employment Training for Federal Hiring Managers](#)

IN FIRST YEAR

- [Leadership and Problem Solving Skills](#)
- [Participation in the NSF Mentoring Program](#)
- [Performance Management for GWF Supervisors](#)

IF IN A SUPERVISORY POSITION

- [Conflict Management](#)
- [Influencing and Negotiating Effectively](#)
- [Managing Essentials: Managing a Diverse Team](#)
- [Managing Up for Supervisors](#)
- [Maximize Your Performance Conversations for Supervisors](#)
- [Merit Review Basics I \(If managing Program Officers\)](#)
- [Merit Review Basics II \(If managing Program Officers\)](#)

LEADERSHIP CURRICULUM

WITHIN THREE MONTHS

- ! [Annual EEO Briefing for Managers and Supervisors](#)
- ! [Annual Conflict of Interest Training](#)
- ! [Labor Relations Training for Supervisors and Managers](#)
- ! [No FEAR Act](#)
- [Performance Management for GWF Supervisors](#)
- ! [Security and Privacy Awareness 2015 \(online\)](#) or ! [Security and Privacy Awareness Training \(ILT\)](#)
- [Federal Supervision at NSF](#)
- [webTA for Supervisors](#)
- ! [Preventing Workplace Violence - Training for Supervisors \(online\)](#)

BEFORE RECRUITING FOR STAFF VACANCIES

- [The Art & Science of Picking the Right People](#)
- [Assessing Written Communication for Selection](#)
- ! [Uniformed Services Employment and Reemployment Rights Act \(USERRA\) Training](#)
- [Veteran Employment Training for Federal Hiring Managers](#)

IN FIRST YEAR

- [Leadership and Problem-Solving Skills](#)
- [Managing Essentials: Managing a Diverse Team](#)
- [Merit Review Basics I \(If managing Program Officers\)](#)
- [Merit Review Basics II \(If managing Program Officers\)](#)
- [Participation in the NSF Mentoring Program](#)
- [Project Management Essentials for the Unofficial Project Manager](#)
- [The Proposal Lifecycle: The Critical Role of an Administrative Professional \(If managing Program Administrative Professionals\)](#)








SUPPLEMENTAL LEARNING

- [Conflict Management](#)
- [Influencing and Negotiating Effectively](#)
- [Leadership Coaching](#)
- [Managing Up for Supervisors](#)
- [Maximize Your Performance Conversations for Supervisors](#)

! Indicates required training. See "Mandatory Training" section for more information.

PROGRAM MANAGEMENT CURRICULUM







WITHIN THREE MONTHS

-  [Merit Review Basics I](#)
-  [Merit Review Basics II](#)
-  [Annual Conflict of Interest Training](#)
-  [Security and Privacy Awareness 2015 \(online\)](#) or  [Security and Privacy Awareness Training \(ILT\)](#)
-  [No FEAR Act](#)
- [The Proposal Lifecycle: The Critical Role of an Administrative Professional](#)
-  [Using eBusiness Applications for Merit Review \(online\)](#)

WITHIN ONE YEAR

- [Merit Review Basics III](#)
- [Merit Review Basics IV](#)
- [Program Management Seminar](#)

AS NEEDED

-  [eJacket Workspace \(online\)](#)
-  [Finding Reviewers/Panelists using Web of Science Database \(online\)](#)
-  [Identifying and Assigning Reviewers to Proposals \(online\)](#)
-  [Managing Reviewers and Panel Summaries Using eJacket \(online\)](#)
-  [Working with Resubmitted or Email Reviews \(online\)](#)
-  [Writing a Review Analysis \(online\)](#)

SUPPLEMENTAL LEARNING

- [People and Problem Solving Skills](#)
- [Conflict Management](#)
- Participation in the [NSF Mentoring Program](#)

GENERAL WORKFORCE CURRICULUM

WITHIN THREE MONTHS

[Creating a High-Impact Individual Development Plan \(IDP\)](#)

! No FEAR Act

[People and Problem Solving Skills](#)

! [Security and Privacy Awareness 2015 \(online\)](#) or ! [Security and Privacy Awareness Training \(ILT\)](#)

! [Telework Employee Training](#)

[webTA for non-SES Employees](#)

IN FIRST YEAR

[Delivering High Quality Customer Service](#)

[High-Impact Presentation Skills](#)

[Managing Up for Non-Supervisors](#)

[Maximize Your Performance Conversations for Employees](#)

[Performance Management for GWF Employees](#)

[Project Management Essentials for the Unofficial Project Manager](#)

[The Proposal and Award Process for the Administrative Professional](#)

SUPPLEMENTAL TRAINING

[7 Habits of Highly Effective People](#)

[Business Writing Principles](#)

[Conflict Management](#)

[Interpersonal Skills](#)

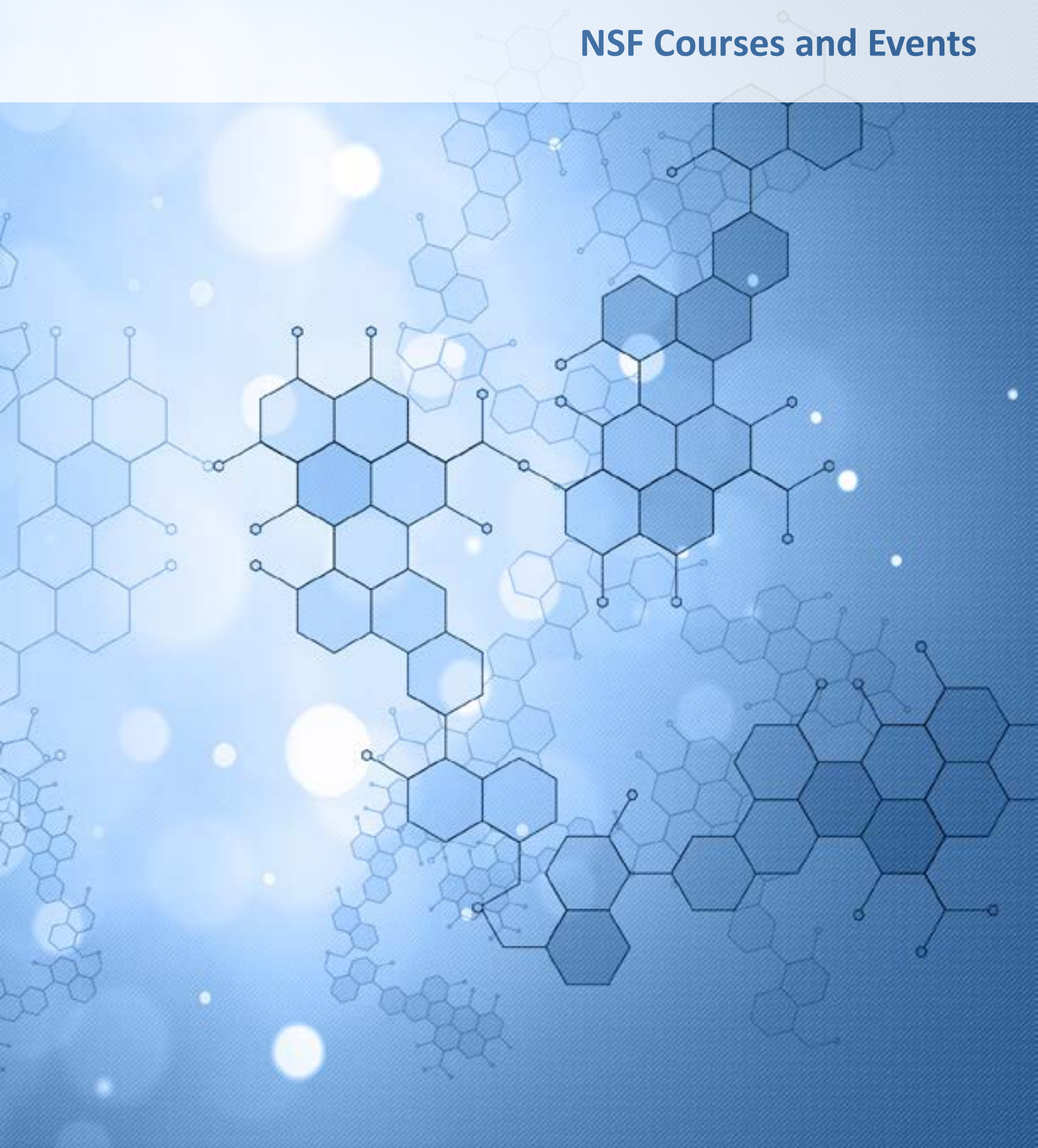
[Promoting Yourself](#)

[Stress Management](#)

[Writing Complex Documents](#)

! Indicates required training. See "Mandatory Training" section for more information.

NSF Courses and Events



ACCOUNTABILITY

Annual Conflict of Interest Training

🗓️ 1 HR

This course briefs NSF employees on conflict-of-interest and ethics rules. NSF staff (including IPAs and Visiting Scientists) who file financial disclosure forms are all required to attend this session once a year. Certain designated non-filers, in particular, those involved in procurements are also required to attend a session once a year. During the in-person session, the Ethics Team reviews criminal conflicts laws; the basic standards of conduct regulations; specific rules applicable to NSF staff; and rules covering acceptance of travel expenses, outside employment and activities, job hunting and acceptance of gifts. (Sessions offered in-person and via WebEx.)

DATE	TIME	LOCATION
TBA	TBA	TBA

✉️ [Robin Clay](#)
✉️ [Faith Hixson](#)
✉️ [Karen Santoro](#)

Leadership and Problem Solving Skills

4 DAYS

Requirement: Must be a supervisor and/or executive to attend.

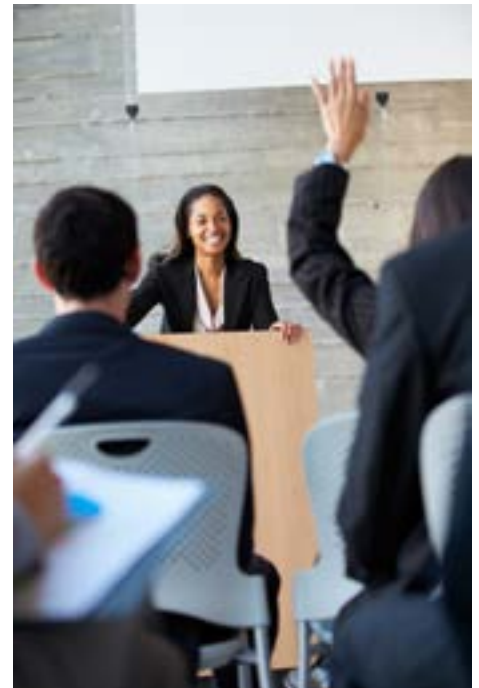
Special Instructions: This is an additive, skills-based course. Participants must attend all four days of this series in sequence.

Interested but not yet a supervisor? Consider taking the peer version of the class – “People and Problem Solving Skills.”

This workshop provides the skills necessary to deal with difficult people problems. This 32 hour skill-based course is highly interactive. Skills are demonstrated on video and by instructor, and the participants practice in the classroom, in the work environment and at home. Participants are coached by the instructor/facilitator(s). Occurs 1 day a week for 4 weeks.

DATE	TIME	LOCATION
SERIES 1		
MAY 20, 2016	9:00AM – 4:00PM	Room 120
MAY 23, 2016	9:00AM – 4:00PM	Room 120
JUN 3, 2016	9:00AM – 4:00PM	Room 120
JUN 10, 2016	9:00AM – 4:00PM	Room 120
SERIES 2		
NOV 4, 2016	9:00AM – 4:00PM	Room 120
NOV 18, 2016	9:00AM – 4:00PM	Room 120
DEC 2, 2016	9:00AM – 4:00PM	Room 120
DEC 9, 2016	9:00AM – 4:00PM	Room 120

✉️ [Doug Deis](#)



NSF Internal Control and You

🕒 25 MIN

This course describes how internal control helps to prevent fraud, waste, and abuse at NSF. It describes the role of the Internal Program Team as a resource when you must respond to federal requirements, prepare for internal control reviews, and improve your internal control processes.

✉️ [Carol Eyermann](#)

ACCOUNTABILITY

People and Problem Solving Skills 20 HRS (5 HALF-DAYS)

Special Instructions: Participants must attend all 5 sessions to complete the course.

Target Audience: This workshop is designed primarily for those who get work done through others who they don't supervise (like project or program managers or team leaders). It is the non-supervisory or peer version of NSF's Leadership and Problem Solving Skills workshop for supervisors.

This skill-based workshop teaches how to present problems without making others defensive and how to diagnose and deal with motivation problems, ability problems and mixed problems. It also teaches how to respond effectively when others are emotional or when communications are unclear.

DATE	TIME	LOCATION
SERIES 1		
MAR 1, 2016	8:30AM-12:30PM	Room 120
MAR 4, 2016	8:30AM-12:30PM	Room 120
MAR 10, 2016	8:30AM-12:30PM	Room 120
MAR 14, 2016	8:30AM-12:30PM	Room 120
MAR 17, 2016	8:30AM-12:30PM	Room 120

✉ [Tracy Bojko](#)



ACCOUNTABILITY IN THE WORKPLACE



What is accountability, and how does it pertain to the workplace?

Accountability is defined as the obligation or willingness to accept responsibility and to account for one's actions. For an employee, this means upholding one's responsibility to complete the tasks that are assigned to them.

What are some examples of accountability in the workplace?

Some examples of workplace accountability include:

- Employees being present for their entire required shift
- Employees completing any tasks that have been designated to them
- Employees being responsible for the specific duties that go along with their job
- Employees being consistent in doing the right thing in all aspects pertaining to their job
- Employees working together towards a common goal for the business

Why is workplace accountability important?

Accountability at work is important to a business's success as a whole. Every employee - no matter what level of seniority - is equally responsible for aiding in the success of the company. Employees who share accountability and work together towards the same overall goal help their workplace to become more accountable, in turn make the business more productive and efficient.

Ask Yourself: How can I improve my workplace accountability?

Sources

<http://timewellscheduled.com/employee-accountability-in-the-workplace/>

<http://www.merriam-webster.com/dictionary/accountability>

ANALYTICS

Analytics Boot Camp

5 DAYS

This Management Concepts course provides in-depth knowledge and skills associated with the core tools and techniques used in modern analysis. The course covers the use of Microsoft Excel functionality in probability, the analysis and presentation of data, and statistical concepts critical for analytical proficiency.

Upon successful completion of this course, participants will be able to:

- Use Excel for data analysis and decision-making;
- Properly handle data collection from multiple sources;
- Use Excel to apply statistical techniques to the analysis of data.

DATE	TIME	LOCATION
SERIES 1		
MAY 9, 2016	8:30AM – 4:30PM	Rm 325.09
MAY 10, 2016	8:30AM – 4:30PM	Rm 325.09
MAY 11, 2016	8:30AM – 4:30PM	Rm 325.09
MAY 12, 2016	8:30AM – 4:30PM	Rm 325.09
MAY 13, 2016	8:30AM – 4:30PM	Rm 325.09
SERIES 2		
DEC 12, 2016	8:30AM – 4:30PM	Rm 325.09
DEC 13, 2016	8:30AM – 4:30PM	Rm 325.09
DEC 14, 2016	8:30AM – 4:30PM	Rm 325.09
DEC 15, 2016	8:30AM – 4:30PM	Rm 325.09
DEC 16, 2016	8:30AM – 4:30PM	Rm 325.09

 [Chantay Dudley](#)

Excel 2013 Basic/Intermediate Skills

3 HRS

This course covers the basics of spreadsheet development for basic and intermediate level Excel users. Topics covered in this course include: navigating, formatting, sorting, filtering, using Excel functions, and creating basic formulas, macros and charts.

DATE	TIME	LOCATION
JAN 20, 2016	9:30AM – 12:30PM	Room 325.09
MAR 22, 2016	9:30AM – 12:30PM	Room 325.09
MAY 25, 2016	9:30AM – 12:30PM	Room 325.09
JUL 19, 2016	9:30AM – 12:30PM	Room 325.09
SEP 21, 2016	9:30AM – 12:30PM	Room 325.09
NOV 15, 2016	9:30AM – 12:30PM	Room 325.09

 [Lara Wilhelm](#)

Excel 2013 PivotTable/PivotChart Essentials

2.5 HRS

In this course, you will learn how to use Excel's very powerful pivot tables and pivot charts. Pivot Tables are interactive tables that allow users to group and summarize large amounts of data in a concise, tabular format for easier reporting and analysis.

DATE	TIME	LOCATION
FEB 23, 2016	9:30AM – 12:00PM	Room 325.09
APR 20, 2016	9:30AM – 12:00PM	Room 325.09
JUN 21, 2016	9:30AM – 12:00PM	Room 325.09
AUG 24, 2016	9:30AM – 12:00PM	Room 325.09
OCT 18, 2016	9:30AM – 12:00PM	Room 325.09
DEC 14, 2016	9:30AM – 12:00PM	Room 325.09

 [Lara Wilhelm](#)

NSF Report Server Query

4 HR

Querying the NSF Report Server using MS Query. Learn how to access MS Query, link tables, return the data, and then analyze it in Excel. Some of the many topics that will be covered include how to query:

- All proposals submitted to program, division, and or directorate
- PI email addresses for all active awards from a certain program
- Co-PIs names, institutions, departments, and email addresses
- Amount of money awarded to a select group of awards
- All awards assigned to a certain program officer

DATE	TIME	LOCATION
TBA	TBA	TBA

 [Lara Wilhelm](#)

Querying NSF Data Using OBIEE (Enterprise Reporting on MyNSF)

2 HRS

The OBIEE Instructor-led course mirrors the content of the on-line version with the same course title. It introduces the OBIEE user interface and navigation, access to canned reports, creation of new reports, and creation of data dashboards. After completing either the instructor-led or the on-line version of this course, participants will be given access in OBIEE to create their own new reports. Course is open to federal staff, contractors, and IPAs.

DATE	TIME	LOCATION
FEB 17, 2016	9:00AM – 11:00AM	Room 325.09
MAR 29, 2016	9:00AM – 11:00AM	Room 325.09
MAY 4, 2016	9:00AM – 11:00AM	Room 325.09
JUN 16, 2016	9:00AM – 11:00AM	Room 325.09
JUL 21, 2016	9:00AM – 11:00AM	Room 325.09
AUG 31, 2016	9:00AM – 11:00AM	Room 325.09
OCT 13, 2016	9:00AM – 11:00AM	Room 325.09

ONLINE

[ACCESS ONLINE TRAINING](#)

 [Chantay Dudley](#)

CAREER ADVANCEMENT

Interviewing Skills

5 HRS

This course will help participants uncover what a potential employer wants to know about an applicant. Additionally, participants will learn how to respond to different types of interview questions using a widely recognized framework.

DATE	TIME	LOCATION
MAY 25, 2016	9:00AM – 3:00PM	Room 120
OCT 20, 2016	9:00AM – 3:00PM	Room 120

 [Chantay Dudley](#)

Managing Up (Brown bag)

 1.5 HRS

During this brown bag, you will learn quick tools, tips, and strategies on how to build, maintain, and improve your relationship with your supervisor.

RECORDED EVENT		
Managing Up		
DATE	TIME	LOCATION
JAN 20, 2016	12:00PM – 1:30PM	Room 120
AUG 11, 2016	12:00PM – 1:30PM	Room 120

 [Chantay Dudley](#)

Managing Up for Non-Supervisors

1 DAY

Learn how to build, maintain, and improve your relationship with your supervisor through discussions, exercises, and self-assessments.

DATE	TIME	LOCATION
TBA	9:00AM – 4:00PM	TBA

 [Chantay Dudley](#)

Managing Up for Supervisors

1 DAY

Requirement: Must be a supervisor and/or executive to attend.

Special Instructions: To promote open communication, supervisors and their direct reports are encouraged to attend separate sessions of this course.

Learn how to build, maintain, and improve your relationship with your supervisor through discussions, exercises, and self-assessments.

DATE	TIME	LOCATION
TBA	9:00AM – 4:00PM	TBA

 [Chantay Dudley](#)

Promoting Yourself

 1.5 HRS

Watching this panel session, employees will understand the importance of promoting yourself in the workplace and how to do it effectively. This panel session addresses the following topic areas: networking; reputation and credibility; skills, performance, and attitude; and opportunities and challenges.

 [Chantay Dudley](#)

The Senior Executive Service and Executive Core Qualifications - Preparing for the SES

3 HRS

Target Audience: Current non-executive supervisors and non-supervisory employees such as Program Officers whose next step may be SES.

This OPM briefing will provide an overview of the Senior Executive Service (SES) hiring process and the role of the Qualifications Review Board (QRB), provide further insight into the Executive Core Qualifications (ECQs) and how they apply to the SES and provide tools for writing strong ECQ narratives. (This event is brought to you by MPS and HRM.)

DATE	TIME	LOCATION
TBA	TBA	TBA

 [Tracy Bojko](#)



Writing an Effective Résumé

 30 MIN

This course provides suggestions for preparing a professional appearing and effective résumé. The course is in two videos: “The Basics of a Résumé “ and “Tailoring Your Résumé for Maximum Impact”.

LOCATION
Online

 [Chantay Dudley](#)

CONFLICT MANAGEMENT

Conflict Management

1 DAY

In this course participants will learn to: identify and realize the impact of conflict at work; discern tactics to prevent/minimize conflict; distinguish the sources of conflict; recognize conflict resolution styles and difficult personalities; and develop a strategy to transform conflicts into constructive, collaborative resolutions.

DATE	TIME	LOCATION
FEB 18, 2016	9:00AM – 4:00PM	Room 120

 [Raquel Lumpkin](#)

Leadership and Problem Solving Skills

4 DAYS

Requirement: Must be a supervisor and/or executive to attend.

Special Instructions: This is an additive, skills-based course. Participants must attend all four days of this series in sequence.

Interested but not yet a supervisor? Consider taking the peer version of the class – “People and Problem Solving Skills.”

This workshop provides the skills necessary to deal with difficult people problems. This 32 hour skill-based course is highly interactive. Skills are demonstrated on video and by instructor, and the participants practice in the classroom, in the work environment and at home. Participants are coached by the instructor/facilitator(s). Occurs 1 day a week for 4 weeks.

DATE	TIME	LOCATION
SERIES 1		
MAY 20, 2016	9:00AM – 4:00PM	Room 120
MAY 23, 2016	9:00AM – 4:00PM	Room 120
JUN 3, 2016	9:00AM – 4:00PM	Room 120
JUN 10, 2016	9:00AM – 4:00PM	Room 120
SERIES 2		
NOV 4, 2016	9:00AM – 4:00PM	Room 120
NOV 18, 2016	9:00AM – 4:00PM	Room 120
DEC 2, 2016	9:00AM – 4:00PM	Room 120
DEC 9, 2016	9:00AM – 4:00PM	Room 120

 [Doug Deis](#)

Merit Review Basics I: Overview, Criteria & COI

1 DAY

Special Instructions: Merit Review Basics do NOT need to be taken in order.

Target Audience: This course is open to all NSF employees; because this course is designed for Program Officers, others will be allowed to attend as space allows.

The objective of this course is to promote a consistently high level of quality and transparency in the implementation of merit review processes in accordance with NSF and Federal policies. The specific topics include: overview of NSF Program Management and its contribution to the NSF mission, eBusiness Systems, Stakeholders, Resources on NSF Merit Review, Internal & External Guidance & Training, Conflict of Interest, Merit Review Criteria & Consideration.

DATE	TIME	LOCATION
FEB 17, 2016	9:00AM – 4:00PM	Stafford II, Room 555
MAY 18, 2016	9:00AM – 4:00PM	Stafford II, Room 595
JUL 14, 2016	9:00AM – 4:00PM	Stafford II, Room 595
SEP 8, 2016	9:00AM – 4:00PM	Room 120
OCT 13, 2016	9:00AM – 4:00PM	Room 120
NOV 7, 2016	9:00AM – 4:00PM	Room 120

 [Raquel Lumpkin](#)



Merit Review Basics II: Review Strategies, Communication & Fairness

1 DAY

Special Instructions: Merit Review Basics do NOT need to be taken in order.

Target Audience: This course is open to all NSF employees; because this course is designed for Program Officers, others will be allowed to attend as space allows.

The objective of this course is to promote a consistently high level of quality and transparency in the implementation of merit review processes in accordance with NSF and Federal policies. The specific topics include: Review Strategies, Finding & Communicating with Reviewers, Fairness of Review, Conflict, Review Logistics, FACA, Virtual Meetings & Panels, High-Quality Panel Summaries.

DATE	TIME	LOCATION
FEB 24, 2016	9:00AM – 4:00PM	Stafford II, Room 555
MAY 24, 2016	9:00AM – 4:00PM	Stafford II, Room 595
JUL 27, 2016	9:00AM – 4:00PM	Stafford II, Room 595
SEP 13, 2016	9:00AM – 4:00PM	Room 120
OCT 19, 2016	9:00AM – 4:00PM	Room 120
NOV 17, 2016	9:00AM – 4:00PM	Room 120

 [Raquel Lumpkin](#)

CONFLICT MANAGEMENT

Merit Review Basics III: Recommendations, Justifications & Requirements

1 DAY

Special Instructions: Merit Review Basics do NOT need to be taken in order.

Target Audience: This course is open to all NSF employees; because this course is designed for Program Officers, others will be allowed to attend as space allows.

The objective of this course is to promote a consistently high level of quality and transparency in the implementation of merit review processes in accordance with NSF and Federal policies. The specific topics include: Making Recommendation Decisions, Review Analysis, Approvals & Certification Requirements, Civil Rights Compliance, Human Subjects IRB Certification, Institutional Animal Care and Use Committee & Animal Welfare Assurance Number Approval, Environmental Compliance, Award Abstracts, Recommendation Logistics and Communicating Recommendations to PIs.

DATE	TIME	LOCATION
MAR 3, 2016	9:00AM – 4:00PM	Stafford II, Room 555
SEP 22, 2016	9:00AM – 4:00PM	Room 120
DEC 1, 2016	9:00AM – 4:00PM	Room 120

✉ [Raquel Lumpkin](#)



WE ASKED. YOU ANSWERED.

Participants share what they learned NSF's Program Management Suite of Courses



Merit Review Basics Session IV

"Great course. Already using much of this in my daily work. I also enjoyed the class mix of permanent and rotators."

– Edward L. Bensman

Merit Review Basics IV: Post Award Management, Budgets & Proposal Generating Documents

1 DAY

Special Instructions: Merit Review Basics do NOT need to be taken in order.

Target Audience: This course is open to all NSF employees; because this course is designed for Program Officers, others will be allowed to attend as space allows.

The objective of this course is to promote a consistently high level of quality and transparency in the implementation of merit review processes in accordance with NSF and Federal policies. The specific topics include: Post Award Management, Modeling & Planning Program Budgets and Developing Proposal Generating & Related Documents.

DATE	TIME	LOCATION
MAR 9, 2016	9:00AM – 4:00PM	Room 120
SEP 28, 2016	9:00AM – 4:00PM	Room 120
DEC 8, 2016	9:00AM – 4:00PM	Room 120

✉ [Raquel Lumpkin](#)

People and Problem Solving Skills

20 HRS (5 HALF-DAYS)

Special Instructions: Participants must attend all 5 sessions to complete the course.

Target Audience: This workshop is designed primarily for those who get work done through others who they don't supervise (like project or program managers or team leaders). It is the non-supervisory or peer version of NSF's Leadership and Problem Solving Skills workshop for supervisors.

This skill-based workshop teaches how to present problems without making others defensive and how to diagnose and deal with motivation problems, ability problems and mixed problems. It also teaches how to respond effectively when others are emotional or when communications are unclear.

DATE	TIME	LOCATION
SERIES 1		
MAR 1, 2016	8:30AM–12:30PM	Room 120
MAR 4, 2016	8:30AM–12:30PM	Room 120
MAR 10, 2016	8:30AM–12:30PM	Room 120
MAR 14, 2016	8:30AM–12:30PM	Room 120
MAR 17, 2016	8:30AM–12:30PM	Room 120

✉ [Tracy Bojko](#)

CONTINUAL LEARNING AND SELF AWARENESS

After Hours Program

The After Hours Program is NSF's longstanding Tuition Assistance Program where selected participants receive tuition assistance from central funds for courses taken during non-duty hours. This Program currently supports employees in GS-09 positions or below without a bachelor's or equivalent degree in developing the skills necessary for career progression.

✉ [Raquel Lumpkin](#)

Creating a High-Impact Individual Development Plan (IDP)

🎬 1.5 HRS

During this course, employees will learn how to develop an action plan to accomplish their developmental goals. Participants will also learn how to identify competencies for development, create short- and long-term developmental goals, select relevant learning activities, and how to collaborate with their supervisor in those efforts.

If you want this course offered to a team of 15 or more individuals, please contact the POC below to schedule a session.

RECORDED EVENT

[Creating a High-Impact IDP](#)

DATE	TIME	LOCATION
MAR 16, 2016	10:00AM - 12:00PM	Room 375
SEP 21, 2016	10:00AM - 12:00PM	Room 375

✉ [Chantay Dudley](#)

Executive Networking Events

1 HR

Requirement: Must be an executive to attend.

Executive Networking Events are held bi-annually and serve as a platform for relationship building among NSF Executives. These events also welcome those who are new to the NSF Executive cadre.

DATE	TIME	LOCATION
TBA	TBA	TBA

✉ [Carylynn Larson](#)

Executive Reading & Reflection Tabletalks

1.5 HRS

Requirement: Must be an executive to attend.

DATE	TIME	LOCATION
MAR 7, 2016	1:00PM – 2:30PM	Room 375
JUN 6, 2016	1:00PM – 2:30PM	Room 375

✉ [Rita Hilton](#)

Executive Roundtables

1.5 HRS

Requirement: Must be an executive to attend.

DATE	TIME	LOCATION
JAN 11, 2016	1:00PM – 2:30PM	Room 375
JUL 18, 2016	1:00PM – 2:30PM	Room 375

✉ [Rita Hilton](#)

GROW: A Model for Setting Development Goals

🎬 1.5 HRS

Learn a new framework for setting meaningful development goals. This model can be used with your staff (as a useful resource on developing others) and/or when thinking about your own continual learning.

✉ [Carylynn Larson](#)

Interviewing Skills

5 HRS

This course will help participants uncover what a potential employer wants to know about an applicant. Additionally, participants will learn how to respond to different types of interview questions using a widely recognized framework.

DATE	TIME	LOCATION
MAY 25, 2016	9:00AM – 3:00PM	TBA
OCT 20, 2016	9:00AM – 3:00PM	TBA

✉ [Chantay Dudley](#)

Myers-Briggs Type Indicator (MBTI) Workshop

4 HRS

This workshop equips NSF employees with a unique understanding of themselves and others through guided sessions and interactive activities. The purpose of this session is to maximize overall success by enhancing individual understanding, respect, and cooperation. With the MBTI, employees can explore a tool for enhancing self-knowledge and dynamic discussion in leveraging their strengths.

DATE	TIME	LOCATION
TBA	TBA	TBA

✉ [Doug Deis](#)

NSF Mentoring Program

The NSF Mentoring Program provides a forum for NSF staff to enhance their performance, achieve their professional goals, and fulfill the Foundation's mission. The program year runs from March to February. Employees interested in mentoring (within or outside of NSF's program) are encouraged to review the [Mentoring Program's website](#) or contact Raquel for more information.

✉ [Raquel Lumpkin](#)

Promoting Yourself

🎬 1.5 HRS

Watching this panel session, employees will understand the importance of promoting yourself in the workplace and how to do it effectively. This panel session addresses the following topic areas: networking; reputation and credibility; skills, performance, and attitude; and opportunities and challenges.

✉ [Chantay Dudley](#)

CONTINUAL LEARNING AND SELF AWARENESS

The Senior Executive Service and Executive Core Qualifications - Preparing for the SES

3 HRS

Target Audience: Current non-executive supervisors and non-supervisory employees such as Program Officers whose next step may be SES.

This OPM briefing will provide an overview of the Senior Executive Service (SES) hiring process and the role of the Qualifications Review Board (QRB), provide further insight into the Executive Core Qualifications (ECQs) and how they apply to the SES and provide tools for writing strong ECQ narratives. (This event is brought to you by MPS and HRM.)

DATE	TIME	LOCATION
TBA	TBA	TBA

✉ [Tracy Bojko](#)

Senior Executive Service (SES) Forum Series

The objective of the Senior Executive Service Forum Series is to provide an intellectual exchange of ideas on issues related to leadership, policy, and management; provide resources for career and personal development; and strengthen relationships among SES members across Federal departments and agencies. The forum series satisfies the OPM requirement for continuing executive education.

✉ [Barbara Jackson](#)

Stress Management

3.5 HRS

This course discusses the primary and secondary causes of stress, the difference between useful and harmful stress, as well as the physical and psychological effects of harmful stress levels which can kill you. This course also offers dozens of ways you can keep stress levels under control so they don't damage your health and wellness.

DATE	TIME	LOCATION
MAR 15, 2016	9:00AM – 12:30PM	Room 120
NOV 8, 2016	9:00AM – 12:30PM	Room 120

✉ [Doug Deis](#)

Working at the Speed of Trust

1 DAY

This course helps employees identify and address "trust gaps" in their own personal credibility and in their relationships at work. Participants discover how to communicate transparently with peers and managers, improve their track record of keeping commitments, focus on improving internal "customer service" with others who depend on their work, and build greater team trust.

DATE	TIME	LOCATION
SERIES 1		
JAN 27, 2016	9:00AM – 4:00PM	Stafford II, Room 595

✉ [Raquel Lumpkin](#)



Writing an Effective Résumé

30 MIN

This course provides suggestions for preparing a professional appearing and effective résumé. The course is in two videos: "The Basics of a Résumé" and "Tailoring Your Résumé for Maximum Impact".

LOCATION
Online

✉ [Chantay Dudley](#)

CONTRACT MANAGEMENT



Appropriations Law Seminar

4 DAYS

Special Instructions: Participants must attend all 4 days in sequence.

This course covers the correct usage of federally-appropriated funds to ensure compliance with relevant laws and regulations. It enables participants to: (1) understand their fiduciary responsibilities concerning appropriated funds in the federal government; (2) determine the availability of appropriations as to purpose, time, and amount; (3) gain knowledge to ensure that obligations are charged to the correct fund sources; and (4) avoid Anti-Deficiency Act violations.

DATE	TIME	LOCATION
SERIES 1		
TBA	TBA	TBA

 [Doug Deis](mailto:doug.deis@nsf.gov)

Basic COR Training

5 DAYS

Special Instructions: Participants must attend all 5 days in sequence.

This basic, introductory course is designed to teach valuable skills that will assist you in performing the duties necessary to monitor and manage government contracts.

DATE	TIME	LOCATION
SERIES 1		
FALL 2016	TBA	TBA

 [Doug Deis](mailto:doug.deis@nsf.gov)

Federal Contract Law

5 DAYS

Special Instructions: Participants must attend all 5 days in sequence.

This comprehensive course covers a full range of legal issues that frequently arise in federal contracting. It sets out the principles that must be understood to ensure that all contracting actions are in accordance with the law, regulations, and legal precedents. Emphasis is placed on actual cases from the Comptroller General, the boards of contract appeals, and the courts.

DATE	TIME	LOCATION
SERIES 1		
TBA	TBA	TBA

 [Doug Deis](mailto:doug.deis@nsf.gov)

For FAC Certification questions and concerns, please contact Mark Jesten (mjesten@nsf.gov)



CUSTOMER SERVICE

Delivering High Quality Customer Service

4 HRS

This is a half day workshop where you will learn strategies and tactics to increase your customer service effectiveness in both internal and external customer service relationships at NSF.

If you want this course offered to a team of 15 or more individuals, please contact the POC below to schedule a session.

DATE	TIME	LOCATION
TBA	10:00AM – 2:00PM	TBA

✉ [Chantay Dudley](#)



CUSTOMER SERVICE AT NSF



What is Customer Service?

Customer service is defined as anticipating and meeting the needs of both internal and external customers and delivering high quality products and services through continuous improvement (OPM).

How Does Customer Service Pertain to NSF?

We may not think of ourselves as traditional customer service providers but we all deal with customers on a regular basis. NSF has internal customers such as cross-cutting organizations and programs, other directorates and offices, your teammates or colleagues, your supervisors and your employees. NSF also has external customers such as our principal investigators, the broader research infrastructure of universities and research communities, other federal agencies, panelists and the taxpayer.

At NSF, customer service is everyone's job!

How can I improve my customer service skills?

Customer service is a skill we can all continuously hone and perfect. Here are just a few examples:

- Learn how to diagnose customer needs
- Gracefully deal with angry customers
- Determine creative solutions to common customer problems
- Streamline processes to make interactions more effective and efficient
- Learn customer service best practices

DEVELOPING OTHERS

GROW: A Model for Setting Development Goals

1.5 HRS

Learn a new framework for setting meaningful development goals. This model can be used with your staff (as a useful resource on developing others) and/or when thinking about your own continual learning.

 [Caryllynn Larson](#)

Listening to the Story Behind the Words: Probing to be an Effective Mentor

1.5 HRS

Tired of hearing the same stories? Maybe there's something beneath them. Learn how to engage and influence others by listening at another level. This session will teach you how to get beyond surface-level responses to engage in a real, meaningful dialogue.

 [Caryllynn Larson](#)

Mentoring Others

1.5 HRS

Learn a few key skills on how to be a good mentor and actualize these results for both you and your mentee. This session was offered by two executive/leadership coaches and focuses on skills for new mentors.

 [Raquel Lumpkin](#)

NSF Mentoring Program

The NSF Mentoring Program provides a forum for NSF staff to enhance their performance, achieve their professional goals, and fulfill the Foundation's mission. The program year runs from March to February. Employees interested in mentoring (within or outside of NSF's program) are encouraged to review the [Mentoring Program's website](#) or contact Raquel for more information.

 [Raquel Lumpkin](#)

WE ASKED. YOU ANSWERED.

Sian Mooney shares her experience in the NSF Mentoring Program



1. Why did you decide to participate in NSF's Mentoring Program?

I have mentored others but had the opportunity to benefit from a mentor myself. I thought it would be beneficial to gain the perspective and insights of someone with more experience and different experiences in comparison to myself.

2. What did you enjoy most about this program?

It helped me think differently, more broadly, about some things. It was sometimes challenging and moved me away from my comfort zone to try new ways of approaching tasks or problems.

3. What did you gain through this experience?

It has been very beneficial in making me more aware of different perspectives, communication styles and range of opinions you might encounter during the workday (and after work).

4. Who would benefit from becoming a mentee?

People can benefit from mentoring at all career stages and across all careers. It's helpful to everyone to be challenged and encouraged to try new things or develop areas of growth.

EMPLOYEE BENEFITS

After Hours Program

The After Hours Program is NSF's longstanding Tuition Assistance Program where selected participants receive tuition assistance from central funds for courses taken during non-duty hours. This Program currently supports employees in GS-09 positions or below without a bachelor's or equivalent degree in developing the skills necessary for career progression.

 [Raquel Lumpkin](#)

Retirement Planning for CSRS Employees

2 DAYS

Special Instructions: This is a two day course. Participants should attend both days in sequence.

Topics will include: Financial planning, CSRS, insurance needs, tax information, social aspects of retirement, attitudes, long term care, and second careers. NSF's Employee Relations staff will be present on the final day of this seminar to answer questions.

DATE	TIME	LOCATION
FALL 2016	TBA	TBA

 [Doug Deis](#)

Retirement Planning for FERS Employees

2 DAYS

Special Instructions: This is a two day course. Participants should attend both days in sequence.

Topics will include: Financial planning, FERS/Social Security, insurance needs, tax information, social aspects of retirement, attitudes, long term care, and second careers. NSF's Employee Relations staff will be present on the final day of this seminar to answer questions.

DATE	TIME	LOCATION
FALL 2016	TBA	TBA

 [Doug Deis](#)

Stress Management

3.5 HRS

This course discusses the primary and secondary causes of stress, the difference between useful and harmful stress, as well as the physical and psychological effects of harmful stress levels which can kill you. This course also offers dozens of ways you can keep stress levels under control so they don't damage your health and wellness.

DATE	TIME	LOCATION
MAR 15, 2016	9:00AM – 12:30PM	Room 120
NOV 8, 2016	9:00AM – 12:30PM	Room 120

 [Doug Deis](#)

Tax Briefing

2 HRS

Tax Briefing for VSEEs, IPAs, and Temporary Employees

DATE	TIME	LOCATION
JAN 19, 2016	10:00AM - 12:00PM	Room 120
FEB 2, 2016	9:00AM - 19:00AM	Room 120

 [Doug Deis](#)



EXTERNAL AWARENESS

Appropriations Law Seminar

4 DAYS

Special Instructions: Participants must attend all 4 days in sequence.

This course covers the correct usage of federally-appropriated funds to ensure compliance with relevant laws and regulations. It enables participants to: (1) understand their fiduciary responsibilities concerning appropriated funds in the federal government; (2) determine the availability of appropriations as to purpose, time, and amount; (3) gain knowledge to ensure that obligations are charged to the correct fund sources; and (4) avoid Anti-Deficiency Act violations.

DATE	TIME	LOCATION
TBA	TBA	TBA

 [Doug Deis](#)

Executive Leadership Retreat

3 DAYS

Requirement: Must be an executive (or acting) to attend.

Special Instructions: Participants must attend all three days of the series.

The Executive Leadership Retreat is an opportunity to develop your leadership skills, learn about NSF's culture, and learn what your NSF peers know about success at NSF. The retreat is held over the course of 3 days and is located within walking distance of NSF.

DATE	TIME	LOCATION
SERIES 1		
APR 29, 2016	9:00AM – 4:30PM	OFFSITE
MAY 2, 2016	9:00AM – 4:30PM	OFFSITE
MAY 9, 2016	9:00AM – 4:30PM	OFFSITE

 [Carylynn Larson](#)

 [Doug Deis](#)



Merit Review Basics I: Overview, Criteria & COI

1 DAY

Special Instructions: Merit Review Basics do NOT need to be taken in order.

Target Audience: This course is open to all NSF employees; because this course is designed for Program Officers, others will be allowed to attend as space allows.

The objective of this course is to promote a consistently high level of quality and transparency in the implementation of merit review processes in accordance with NSF and Federal policies. The specific topics include: overview of NSF Program Management and its contribution to the NSF mission, eBusiness Systems, Stakeholders, Resources on NSF Merit Review, Internal & External Guidance & Training, Conflict of Interest, Merit Review Criteria & Consideration.

DATE	TIME	LOCATION
FEB 17, 2016	9:00AM – 4:00PM	Stafford II, Room 555
MAY 18, 2016	9:00AM – 4:00PM	Stafford II, Room 595
JUL 14, 2016	9:00AM – 4:00PM	Stafford II, Room 595
SEP 8, 2016	9:00AM – 4:00PM	Room 120
OCT 13, 2016	9:00AM – 4:00PM	Room 120
NOV 7, 2016	9:00AM – 4:00PM	Room 120

 [Raquel Lumpkin](#)

Merit Review Basics II: Review Strategies, Communication & Fairness

1 DAY

Special Instructions: Merit Review Basics do NOT need to be taken in order.

Target Audience: This course is open to all NSF employees; because this course is designed for Program Officers, others will be allowed to attend as space allows.

The objective of this course is to promote a consistently high level of quality and transparency in the implementation of merit review processes in accordance with NSF and Federal policies. The specific topics include: Review Strategies, Finding & Communicating with Reviewers, Fairness of Review, Conflict, Review Logistics, FACA, Virtual Meetings & Panels, High-Quality Panel Summaries.

DATE	TIME	LOCATION
FEB 24, 2016	9:00AM – 4:00PM	Stafford II, Room 555
MAY 24, 2016	9:00AM – 4:00PM	Stafford II, Room 595
JUL 27, 2016	9:00AM – 4:00PM	Stafford II, Room 595
SEP 13, 2016	9:00AM – 4:00PM	Room 120
OCT 19, 2016	9:00AM – 4:00PM	Room 120
NOV 17, 2016	9:00AM – 4:00PM	Room 120

 [Raquel Lumpkin](#)

EXTERNAL AWARENESS

Merit Review Basics III: Recommendations, Justifications & Requirements

1 DAY

Special Instructions: Merit Review Basics do NOT need to be taken in order.

Target Audience: This course is open to all NSF employees; because this course is designed for Program Officers, others will be allowed to attend as space allows.

The objective of this course is to promote a consistently high level of quality and transparency in the implementation of merit review processes in accordance with NSF and Federal policies. The specific topics include: Making Recommendation Decisions, Review Analysis, Approvals & Certification Requirements, Civil Rights Compliance, Human Subjects IRB Certification, Institutional Animal Care and Use Committee & Animal Welfare Assurance Number Approval, Environmental Compliance, Award Abstracts, Recommendation Logistics and Communicating Recommendations to PIs.

DATE	TIME	LOCATION
MAR 3, 2016	9:00AM – 4:00PM	Stafford II, Room 555
SEP 22, 2016	9:00AM – 4:00PM	Room 120
DEC 1, 2016	9:00AM – 4:00PM	Room 120

 [Raquel Lumpkin](#)

Merit Review Basics IV: Post Award Management, Budgets & Proposal Generating Documents

1 DAY

Special Instructions: Merit Review Basics do NOT need to be taken in order.

Target Audience: This course is open to all NSF employees; because this course is designed for Program Officers, others will be allowed to attend as space allows.

The objective of this course is to promote a consistently high level of quality and transparency in the implementation of merit review processes in accordance with NSF and Federal policies. The specific topics include: Post Award Management, Modeling & Planning Program Budgets and Developing Proposal Generating & Related Documents.

DATE	TIME	LOCATION
MAR 9, 2016	9:00AM – 4:00PM	Room 120
SEP 28, 2016	9:00AM – 4:00PM	Room 120
DEC 8, 2016	9:00AM – 4:00PM	Room 120

 [Raquel Lumpkin](#)

NSF in the Federal Context

 **20 MIN**

The purpose of this course is to introduce NSF employees to how NSF fits within the larger context of the Federal government. Upon completion of the course, participants will be able to: explain how NSF relates to the larger Federal government context, describe NSF as an independent government agency including its history, distinguish NSF from other Federal agencies and identify examples of NSF's societal impacts and contributions.

 [Lara Wilhelm](#)

Program Management Seminar

2 DAYS

Target Audience: New Program Officers who have completed the required Merit Review Basics series.

The Program Management Seminar provides new Program Officers with a high level awareness of how NSF's mission, values, and key initiatives influence their role and how NSF's mission fits into the broader Federal context, budget, and structure. Guest speakers bring subject matter expertise to discussions of the budget, work-life balance, and historical influences. This interactive 2-day course offers opportunities for participants to engage in discussions and activities with fellow Program Officers and fosters relationship building to assist new Program Officers in assimilating into the NSF community.

DATE	TIME	LOCATION
SERIES 1		
MAR 7, 2016	8:30AM - 4:30PM	OFFSITE
MAR 8, 2016	8:30AM - 4:30PM	OFFSITE
SERIES 2		
JUN 6, 2016	8:30AM - 4:30PM	OFFSITE
JUN 7, 2016	8:30AM - 4:30PM	OFFSITE
SERIES 3		
SEP 19, 2016	8:30AM - 4:30PM	OFFSITE
SEP 20, 2016	8:30AM - 4:30PM	OFFSITE
SERIES 4		
DEC 5, 2016	8:30AM - 4:30PM	OFFSITE
DEC 6, 2016	8:30AM - 4:30PM	OFFSITE

 [Carylynn Larson](#)

FINANCIAL MANAGEMENT: NSF/ORGANIZATIONAL

Cost Sharing at the National Science Foundation

 30 MIN

This course describes the mandatory cost sharing and voluntary cost sharing options in the Federal Government and their use specifically at the NSF.

 [Jeremy Leffler](#)

Government Travel Charge Card

 1.5 HRS

This training is required for all staff who are travel card applicants, cardholders, and approving officials. It outlines how to apply for the card, benefits of card use, and the role of the cardholder. Card applicants must take and pass this course to receive their Travel Card.

 [Barbara Jo Melvin](#)

 [Kathy Spencer](#)

iTRAK - Budget Distribution

 2 HRS

NSF Directorate and Division staff who will enter budget distributions must take this course in order to gain access to the appropriate system roles in the iTRAK Fed Admin module.

 [Vicki De Hullu](#)

iTRAK - Incoming Interagency Agreements

 3 HRS

NSF staff who will enter, approve, or manage Incoming IAAs in iTRAK must take this course in order to gain access to the appropriate system roles in the iTRAK Projects module.

 [Vicki De Hullu](#)

iTRAK Introduction and System Overview

3 HRS

This course is recommended for all NSF staff who will be conducting financial transactions in iTRAK.

DATE	TIME	LOCATION
TBA	TBA	TBA

 [Vicki De Hullu](#)



iTRAK Process Area Overview

3 HRS

This course is recommended for all NSF staff who will be conducting financial transactions in iTRAK.

DATE	TIME	LOCATION
TBA	TBA	TBA

 [Vicki De Hullu](#)

iTRAK - Purchase Card

 2 HRS

NSF staff who are purchase card holders or approvers must take this course in order to gain access to the appropriate system roles in the iTRAK iProcurement or Purchasing module.

 [Vicki De Hullu](#)

iTRAK - Receiving and Invoice Processing

 2 HRS

NSF staff who will enter receipts for goods or services (e.g., CORS or AOs entering receipts to initiate payments) must take this course in order to gain access to the iTRAK iProcurement module.

BFA/DFM staff who enter invoices must take this course in order to gain access to the appropriate system roles in the iTRAK Payables module.

 [Vicki De Hullu](#)

iTRAK - Requisitions

 2 HRS

NSF staff who will enter requisitions in iTRAK, certify requisitions in iTRAK, or approve requisitions in iTRAK must take this course in order to gain access to the appropriate system roles in the iTRAK iProcurement module.

 [Vicki De Hullu](#)

iTRAK - Requisitions Processing and Purchase Orders

2 HRS

Staff from BFA/DACS and OIRM/DAS who will assign requisitions to Contract Specialists, view requisitions in iTRAK for entry into AAMS, enter purchase order information into iTRAK, or approve purchase orders in iTRAK must take this course in order to gain access to the appropriate system roles in the iTRAK Purchasing module.

DATE	TIME	LOCATION
TBA	TBA	TBA

 [Vicki De Hullu](#)

iTRAK - Vendor Management

 2 HRS

Staff from BFA/DFM, BFA/DACS, or OIRM/DAS who maintain vendor information in iTRAK must take this course in order to gain access to the appropriate system roles in the iTRAK Payables and iProcurement modules.

 [Vicki De Hullu](#)

Purchase Card for Cardholders and Approving Officials

 1 HR

This training is required for all staff who are purchase card cardholders and approving officials. It outlines basic purchase card procedures and policies defined by the NSF Purchase Card handbook and Policy Manual (2013). Card users must take and pass this course to receive their Purchase Card.

 [Steven Strength](#)

FINANCIAL MANAGEMENT: PERSONAL



Financial Planning Seminar: Retirement Simulation and Financial Savvy Overview

2 HRS

This seminar will help participants become more savvy about their financial investments and retirement savings; provide information on how to plan for long-term financial success, and demonstrate how to calculate the investment needed to meet retirement/savings goals.

DATE	TIME	LOCATION
FEB 18, 2016	11:00AM - 1:00PM	Room 110
APR 6, 2016	9:00AM - 11:00AM	Room 110

 [Chantay Dudley](#)

Retirement Planning for CSRS Employees

2 DAYS

Special Instructions: This is a two day course. Participants should attend both days in sequence.

Topics will include: Financial planning, CSRS, insurance needs, tax information, social aspects of retirement, attitudes, long term care, and second careers. NSF's Employee Relations staff will be present on the final day of this seminar to answer questions.

DATE	TIME	LOCATION
FALL 2016	TBA	TBA

 [Doug Deis](#)

Retirement Planning for FERS Employees

2 DAYS

Special Instructions: This is a two day course. Participants should attend both days in sequence.

Topics will include: Financial planning, FERS/Social Security, insurance needs, tax information, social aspects of retirement, attitudes, long term care, and second careers. NSF's Employee Relations staff will be present on the final day of this seminar to answer questions.

DATE	TIME	LOCATION
FALL 2016	TBA	TBA

 [Doug Deis](#)

Tax Briefing

2 HRS

Tax Briefing for VSEEs, IPAs, and Temporary Employees

DATE	TIME	LOCATION
JAN 19, 2016	10:00AM - 12:00PM	Room 120
FEB 2, 2016	9:00AM - 11:00AM	Room 120

 [Doug Deis](#)

GENERAL LEADERSHIP

7 Habits of Highly Effective People

3 DAYS

Special Instructions: Participants must attend all 3 days to complete this course.

Based on the teachings of Dr. Stephen R. Covey, in this particular course, you will learn how to develop a clear definition of your top priorities and the results you want, achieve balance and increase productivity through a weekly and daily planning process, end self-defeating behavior and gain the necessary security you need to change, develop strong relationships based on mutual trust, and be prepared to deal with difficult circumstances before they happen.

DATE	TIME	LOCATION
SERIES 1		
JAN 14, 2016	9:00AM – 4:00PM	Room 120
JAN 21, 2016	9:00AM – 4:00PM	Room 120
JAN 28, 2016	9:00AM – 4:00PM	Room 120
SERIES 2		
MAY 5, 2016	9:00AM – 4:00PM	Room 120
MAY 12, 2016	9:00AM – 4:00PM	Room 120
MAY 19, 2016	9:00AM – 4:00PM	Room 120
SERIES 3		
JUL 6, 2016	9:00AM – 4:00PM	Room 120
JUL 13, 2016	9:00AM – 4:00PM	Room 120
JUL 20, 2016	9:00AM – 4:00PM	Room 120

✉ [Chantay Dudley](#)

Executive Excellence and Wellness through Strategic Leadership

🕒 30 MIN

This course covers how to use strategic leadership skills in your work and personal life to achieve executive excellence and wellness. The strategies in this training are designed to provide a helpful reminder of the value of strategic approaches to both work and personal life.

✉ [Doug Deis](#)

✉ [Carylynn Larson](#)

Federal Supervision at NSF

3 DAYS

Requirement: Must be a supervisor and/or executive to attend.

Special Instructions: Participants must attend all 3 days to complete this course.

This course will give supervisors the basic tools and resources they need to succeed in a supervisory position at NSF including both the responsibilities and expectations of supervisors and the resources available to them.

DATE	TIME	LOCATION
SERIES 1		
JAN 22, 2016	8:30AM - 4:30PM	Room 375
JAN 25, 2016	8:30AM - 4:30PM	Room 375
JAN 29, 2016	8:30AM - 4:30PM	Room 375
SERIES 2		
APR 1, 2016	8:30AM - 4:30PM	Room 120
APR 4, 2016	8:30AM - 4:30PM	Room 120
APR 8, 2016	8:30AM - 4:30PM	Room 120
SERIES 3		
OCT 17, 2016	8:30AM - 4:30PM	TBA
OCT 24, 2016	8:30AM - 4:30PM	TBA
OCT 31, 2016	8:30AM - 4:30PM	TBA

✉ [Tracy Bojko](#)

✉ [Lara Wilhelm](#)



Leadership Coaching

Executive coaching is the intensive process through which a qualified, external coach works one-on-one with an executive or high-potential individual to equip him or her with the tools, knowledge and opportunities needed for self-development, personal growth and enhanced work effectiveness. Coaching involves a comprehensive assessment of an individual's professional performance and goals, followed by the development of an action plan to define and achieve desired outcomes. Coaching must be funded by an individual's organization via an internal funds transfer. Interested employees should review the Executive Coaching website and/or contact Rita for more information.

✉ [Rita Hilton](#)

GENERAL LEADERSHIP

Leadership and Problem Solving Skills

4 DAYS

Requirement: Must be a supervisor and/or executive to attend.

Special Instructions: This is an additive, skills-based course. Participants must attend all four days of this series in sequence.

Interested but not yet a supervisor? Consider taking the peer version of the class – “People and Problem Solving Skills.”

This 32 hour skill-based course is highly interactive. Skills are demonstrated on video and by instructor, and the participants practice in the classroom, in the work environment and at home. Participants are coached by the instructor/facilitator(s). Occurs 1 day a week for 4 weeks.

DATE	TIME	LOCATION
SERIES 1		
MAY 20, 2016	9:00AM – 4:00PM	Room 120
MAY 23, 2016	9:00AM – 4:00PM	
JUN 3, 2016	9:00AM – 4:00PM	
JUN 10, 2016	9:00AM – 4:00PM	
SERIES 2		
NOV 4, 2016	9:00AM – 4:00PM	Room 120
NOV 18, 2016	9:00AM – 4:00PM	
DEC 2, 2016	9:00AM – 4:00PM	
DEC 9, 2016	9:00AM – 4:00PM	

✉ [Doug Deis](#)

Maximize Employee Engagement

🕒 30 MIN

This highly participatory course is designed to educate learners about employee engagement and its relationship to organizational success, financial performance and employee outcomes such as retention and attraction.

✉ [Lara Wilhelm](#)

NSF Mentoring Program

The NSF Mentoring Program provides a forum for NSF staff to enhance their performance, achieve their professional goals, and fulfill the Foundation’s mission. The program year runs from March to February. Employees interested in mentoring (within or outside of NSF’s program) are encouraged to review the Mentoring Program’s website or contact Raquel for more information.

✉ [Raquel Lumpkin](#)



HUMAN CAPITAL MANAGEMENT

Annual EEO Briefing for Managers and Supervisors

 1 HR

Requirement: Must be a supervisor and/or executive to attend.

Special Instructions: This online course will be placed on the learning plans of managers and supervisors annually between the months of May and August.

This course identifies and explains the Federal anti-discrimination laws and regulations for all NSF staff. It provides employees with a detailed description of the EEO process to ensure that NSF is in compliance with Federal anti-discrimination laws and regulations and towards attaining model EEO status via the Management Directive 715 report.

 [Rhonda Davis](#)

 [Tracey France](#)

The Art and Science of Picking the Right People

1 DAY

Requirement: Must be a supervisor and/or executive to attend.

This workshop covers federal hiring practices and outlines strategies to recruit and select high performing job candidates.

DATE	TIME	LOCATION
FEB 1, 2016	8:30AM – 4:30PM	Stafford I, Room 120
OCT 13, 2016	8:30AM – 4:30PM	TBA

 [Tracy Bojko](#)

 [Doug Deis](#)

Assessing Written Communication for Selection

2.5 HRS

Target Audience: Must be a supervisor or be chosen by a current NSF supervisor to participate in this course as a senior level employee who may assist in the selection process.

This short workshop will provide selecting officials with a standardized rating system for assessing a candidate's written

WE ASKED.

YOU ANSWERED.

*Find out what Janice Hicks thought about the workshop **The Art and Science of Picking the Right People***



1. Why did you decide to take this workshop?

Hiring and promoting decisions turned out to be a larger part of my job than I had first realized, and I was looking for help, especially in the “art” of selecting the right people. Scientists aren’t necessarily trained in this role, but over the years I have come to appreciate how important it is to get “the right people on the bus, in the right seats” (as Jim Collins said in the book *From Good to Great*).

2. What did you enjoy most about this workshop?

You could feel the rapport between the trainers and the participants, and it was nice to meet other NSF managers and hear their stories as well.

3. What did you gain through this experience?

I tried out some of the suggestions in structuring interactions with candidates, and as a result, we more quickly narrowed in on the most suitable people, and we were very successful in hiring. We added telephone interviews as the first screen. Another thing we added is some kind of written test that is suited to the job – e.g. we asked science assistant candidates to produce a short PowerPoint presentation on a question important for the division. It was very revealing and showed sides of the candidate we could not see by just interviewing.

4. Who would benefit from this workshop?

All of those who design the interview process, evaluate candidates and contribute to hiring decisions. For those seeking management positions, this would be a great course to help build knowledge and skills.

communication. Participants will become familiar with both editing and writing assessments that they may incorporate into their selection process and will practice evaluating writing assessments and coming to consensus.

By request only. Contact Tracy Bojko to schedule your session today.

 [Tracy Bojko](#)

HUMAN CAPITAL MANAGEMENT



Building the Foundation for Diversity & Inclusion

EMPLOYEES - 3.5 HRS

SUPERVISORS - 3 HRS

EXECUTIVES - 2 HRS

Participants will have a better understanding of how to turn diversity issues into opportunities for creating more effective teams, partnerships and mission or bottom line success in their organization. They will learn how to respond to the major forces of change impacting the mission of modern, complex organizations. Select from the audience categories below to register.

DATE	TIME	LOCATION
FOR EMPLOYEES		
FEB 24, 2016	9:30AM - 1:00PM	Offsite
FEB 24, 2016	1:00PM - 4:30PM	Offsite
FOR MANAGERS AND SUPERVISORS		
FEB 23, 2016	12:30PM - 3:30PM	Offsite
FOR EXECUTIVES		
MAR 21, 2016	9:00AM - 11:00AM	Offsite

✉ [Tracey France](#)

Executive Leadership Retreat

3 DAYS

Requirement: Must be an executive (or acting) to attend.

Special Instructions: Participants must attend all three days of the series.

The Executive Leadership Retreat is an opportunity to develop your leadership skills, learn about NSF's culture, and learn what your NSF peers know about success at NSF. The retreat is held over the course of 3 days and is located within walking distance of NSF.

DATE	TIME	LOCATION
SERIES 1		
APR 29, 2016	9:00AM - 4:30PM	Offsite
MAY 2, 2016	9:00AM - 4:30PM	Offsite
MAY 9, 2016	9:00AM - 4:30PM	Offsite

✉ [Carylynn Larson](#)

✉ [Doug Deis](#)

Federal Supervision at NSF

3 DAYS

Requirement: Must be a supervisor and/or executive to attend.

Special Instructions: Participants must attend all 3 days to complete this course.

This course will give supervisors the basic tools and resources they need to succeed in a supervisory position at NSF including both the responsibilities and expectations of supervisors and the resources available to them.

DATE	TIME	LOCATION
SERIES 1		
JAN 22, 2016	8:30AM - 4:30PM	Room 375
JAN 25, 2016	8:30AM - 4:30PM	Room 375
JAN 29, 2016	8:30AM - 4:30PM	Room 375

DATE	TIME	LOCATION
SERIES 2		
APR 1, 2016	8:30AM - 4:30PM	Room 120
APR 4, 2016	8:30AM - 4:30PM	Room 120
APR 8, 2016	8:30AM - 4:30PM	Room 120
SERIES 3		
OCT 17, 2016	8:30AM - 4:30PM	TBA
OCT 24, 2016	8:30AM - 4:30PM	TBA
OCT 31, 2016	8:30AM - 4:30PM	TBA

✉ [Tracy Bojko](#)

✉ [Lara Wilhelm](#)

Interviewer Basics: A Structured Approach to Conducting Panel Interviews

2 HRS

Target Audience: All employees who participate in the interview process are welcome to attend this workshop.

Want to increase the effectiveness of your interviews? Take a structured panel approach! You will increase the validity and reliability of your interviews and create a fair and objective process that will save you time and money. This short, interactive workshop will teach you the following important skills necessary to conduct effective structured panel interviews:

- Develop a structured process for conducting panel interviews
- Develop effective interview questions and avoid asking illegal or irrelevant questions
- Develop standardized rating guides
- Rate candidates and make a decision

This session will be open only to you and your team of raters and will focus on a position that is relevant to you. You'll walk away with a process and set of resources that you can use in your next panel interview!

Sessions are scheduled by request only. Contact Tracy Bojko to schedule your session today.

✉ [Tracy Bojko](#)

HUMAN CAPITAL MANAGEMENT

Labor Relations Training for Supervisors and Managers

🕒 1 DAY

Requirement: Must be a supervisor and/or executive to attend.

In this course, you will understand your role as supervisors and managers in a unionized environment. This course will provide managers and supervisors with information necessary to deal effectively with individuals represented by the union to accomplish the work necessary to fulfill the mission of the National Science Foundation.

DATE	TIME	LOCATION
MARCH 2016	8:30AM - 4:30PM	Room 120
JUNE 2016	8:30AM - 4:30PM	Room 120

✉ [Chantay Dudley](#)

Maximize Your Performance Conversations for Supervisors

3.5 HRS

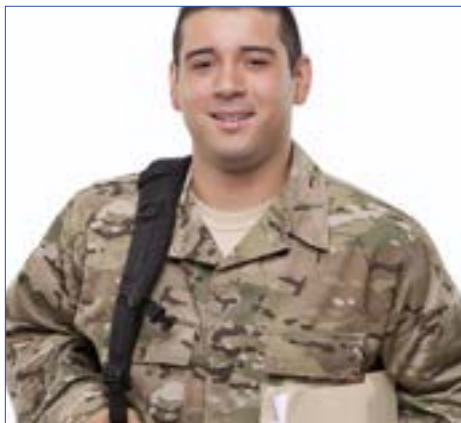
Requirement: Must be a supervisor and/or executive to attend.

Learn how to set expectations, provide positive reinforcement, and have difficult conversations around performance problems. Strategies for checking on progress and resolving problems early are covered. The course consists of read-ahead materials (roughly 45–60 minutes) and 3 hours of facilitated practice with peers.

DATE	TIME	LOCATION
TBA	TBA	TBA

✉ [Rita Hilton](#)

✉ [Amanda May](#)



Performance Management for GWF Supervisors

2.5 HRS

Requirement: Must be a supervisor and/or executive to attend.

This course provides supervisors with important information regarding their role in the General Workforce (GWF) end of cycle appraisal process. The course provides an overview of supervisors' responsibilities compared to roles and responsibilities of other key personnel, how to complete performance appraisals in line with NSF policies, and policies and procedures regarding the determination of performance awards, incentive awards, and this year's guidance concerning salary increases.

DATE	TIME	LOCATION
FEB 12, 2015	1:00PM - 3:30PM	Room 120
FEB 26, 2015	9:00AM - 11:30PM	Room 120

✉ [Amanda May](#)

✉ [Carylynn Larson](#)

Senior Executive Service (SES) Forum Series

The objective of the Senior Executive Service Forum Series is to provide an intellectual exchange of ideas on issues related to leadership, policy, and management; provide resources for career and personal development; and strengthen relationships among SES members across Federal departments and agencies. The forum series satisfies the OPM requirement for continuing executive education.

✉ [Barbara Jackson](#)

Telework Fundamentals - Manager Training

🕒 30 MIN

Requirement: Must be a supervisor and/or executive to attend.

This course provides supervisors with tips on how to effectively lead teleworkers and manage a virtual workforce.

✉ [Alison Utterman](#)

Uniformed Services Employment and Reemployment Rights Act (USERRA)

🕒 1 HR

This course details the Uniformed Services Employment and Reemployment Rights Act (USERRA). USERRA protects the civilian employment of non-full time military service member in the United States called to active duty. This course describes legislation which prohibits employment discrimination on the basis of military service. This course should be completed annually, between October 1 and September 30.

✉ [Eric Bell](#)

Veteran Employment Training for Federal Hiring Managers

🕒 30 MIN

Requirement: Must be a supervisor and/or executive to attend.

This course describes hiring authorities and hiring preferences used within the federal government for veterans. This course will inform and educate all hiring managers and human resource professionals on hiring flexibilities and hiring opportunities for veterans. This course must be completed annually, between January 1 and December 31.

✉ [Eric Bell](#)

Veteran Employment Training for Federal Human Resource Professionals

🕒 30 MIN

This course describes hiring authorities and hiring preferences used within the federal government for veterans. This course will inform and educate all hiring managers and human resource professionals on hiring flexibilities and hiring opportunities for veterans. This course must be completed annually, between January 1 and December 31.

✉ [Eric Bell](#)

INFLUENCING/NEGOTIATING

7 Habits of Highly Effective People

3 DAYS

Special Instructions: Participants must attend all 3 days to complete this course.

Based on the teachings of Dr. Stephen R. Covey, in this particular course, you will learn how to develop a clear definition of your top priorities and the results you want, achieve balance and increase productivity through a weekly and daily planning process, end self-defeating behavior and gain the necessary security you need to change, develop strong relationships based on mutual trust, and be prepared to deal with difficult circumstances before they happen.

DATE	TIME	LOCATION
SERIES 1		
JAN 14, 2016	9:00AM – 4:00PM	Room 120
JAN 21, 2016	9:00AM – 4:00PM	Room 120
JAN 28, 2016	9:00AM – 4:00PM	Room 120
SERIES 2		
MAY 5, 2016	9:00AM – 4:00PM	Room 120
MAY 12, 2016	9:00AM – 4:00PM	Room 120
MAY 19, 2016	9:00AM – 4:00PM	Room 120
SERIES 3		
JUL 6, 2016	9:00AM – 4:00PM	Room 120
JUL 13, 2016	9:00AM – 4:00PM	Room 120
JUL 20, 2016	9:00AM – 4:00PM	Room 120

✉ [Chantay Dudley](#)

Influencing and Negotiating Effectively

1 DAY

This course will teach you how to obtain positive working relationships that result in win-win negotiations with positive outcomes for all parties. You will learn a variety of negotiation strategies, communication methods that enhance negotiations and ways to increase your negotiation power. This is a skills-based workshop that will provide opportunities to practice and refine your negotiation skills.

DATE	TIME	LOCATION
TBA	TBA	TBA

✉ [Tracy Bojko](#)

WE ASKED. YOU ANSWERED.

Participants share what they learned in Influencing and Negotiating Effectively



“Taught me to think about conflicts more creatively and that sometimes win-win situations are achieved.”

– NSF Program Director

“lots of interesting exercises and application of material.”

– NSF Science Assistant

Labor Relations Training for Supervisors and Managers

! 1 DAY

Requirement: Must be a supervisor and/or executive to attend.

In this course, you will understand your role as supervisors and managers in a unionized environment. This course will provide managers and supervisors with information necessary to deal effectively with individuals represented by the union to accomplish the work necessary to fulfill the mission of the National Science Foundation.

DATE	TIME	LOCATION
MARCH 2016	8:30AM - 4:30PM	Room 120
JUNE 2016	8:30AM - 4:30PM	Room 120

✉ [Chantay Dudley](#)

Managing Up (Brown bag)

1.5 HRS

During this brown bag, you will learn quick tools, tips, and strategies on how to build, maintain, and improve your relationship with your supervisor.

RECORDED EVENT		
Managing Up		
DATE	TIME	LOCATION
JAN 20, 2016	12:00PM - 1:30PM	Room 120
AUG 11, 2016	12:00PM - 1:30PM	Room 120

✉ [Chantay Dudley](#)

Managing Up for Non-Supervisors

1 DAY

Learn how to build, maintain, and improve your relationship with your supervisor through discussions, exercises, and self-assessments.

DATE	TIME	LOCATION
TBA	9:00AM – 4:00PM	TBA

✉ [Chantay Dudley](#)

Managing Up for Supervisors

1 DAY

Requirement: Must be a supervisor and/or executive to attend.

Special Instructions: To promote open communication, supervisors and their direct reports are encouraged to attend separate sessions of this course.

Learn how to build, maintain, and improve your relationship with your supervisor through discussions, exercises, and self-assessments.

DATE	TIME	LOCATION
TBA	9:00AM – 4:00PM	TBA

✉ [Chantay Dudley](#)

INTEGRITY/HONESTY

Annual Conflict of Interest Training

🗨️ 1 HR

This course briefs NSF employees on conflict-of-interest and ethics rules. NSF staff (including IPAs and Visiting Scientists) who file financial disclosure forms are all required to attend this session once a year. Certain designated non-filers, in particular, those involved in procurements are also required to attend a session once a year. During the in-person session, the Ethics Team reviews criminal conflicts laws; the basic standards of conduct regulations; specific rules applicable to NSF staff; and rules covering acceptance of travel expenses, outside employment and activities, job hunting and acceptance of gifts. (Sessions offered in-person and via WebEx.)

DATE	TIME	LOCATION
TBA	TBA	TBA

✉️ [Robin Clay](#)
✉️ [Faith Hixson](#)
✉️ [Karen Santoro](#)



NSF Internal Control and You

🕒 25 MIN

This course describes how internal control helps to prevent fraud, waste, and abuse at NSF. It describes the role of the Internal Program Team as a resource when you must respond to federal requirements, prepare for internal control reviews, and improve your internal control processes.

✉️ [Carol Eyermann](#)

Working at the Speed of Trust

1 DAY

This course helps employees identify and address “trust gaps” in their own personal credibility and in their relationships at work. Participants discover how to communicate transparently with peers and managers, improve their track record of keeping commitments, focus on improving internal “customer service” with others who depend on their work, and build greater team trust.

DATE	TIME	LOCATION
SERIES 1		
JAN 27, 2016	9:00AM – 4:00PM	Stafford II, Room 595

✉️ [Raquel Lumpkin](#)

INTERPERSONAL SKILLS

7 Habits of Highly Effective People

3 DAYS

Special Instructions: Participants must attend all 3 days to complete this course.

Based on the teachings of Dr. Stephen R. Covey, in this particular course, you will learn how to develop a clear definition of your top priorities and the results you want, achieve balance and increase productivity through a weekly and daily planning process, end self-defeating behavior and gain the necessary security you need to change, develop strong relationships based on mutual trust, and be prepared to deal with difficult circumstances before they happen.

DATE	TIME	LOCATION
SERIES 1		
JAN 14, 2016	9:00AM – 4:00PM	Room 120
JAN 21, 2016	9:00AM – 4:00PM	Room 120
JAN 28, 2016	9:00AM – 4:00PM	Room 120
SERIES 2		
MAY 5, 2016	9:00AM – 4:00PM	Room 120
MAY 12, 2016	9:00AM – 4:00PM	Room 120
MAY 19, 2016	9:00AM – 4:00PM	Room 120
SERIES 3		
JUL 6, 2016	9:00AM – 4:00PM	Room 120
JUL 13, 2016	9:00AM – 4:00PM	Room 120
JUL 20, 2016	9:00AM – 4:00PM	Room 120

 [Chantay Dudley](#)

Conflict Management

1 DAY

In this course participants will learn to: identify and realize the impact of conflict at work; discern tactics to prevent/minimize conflict; distinguish the sources of conflict; recognize conflict resolution styles and difficult personalities; and develop a strategy to transform conflicts into constructive, collaborative resolutions.

DATE	TIME	LOCATION
FEB 18, 2016	9:00AM – 4:00PM	Room 120

 [Raquel Lumpkin](#)

Interpersonal Skills

1 DAY

This course provides many “golden nuggets” related to communication skills. Topics include active listening, using questions strategically, and reacting to another person’s point of view.

DATE	TIME	LOCATION
TBA	9:00AM – 4:00PM	TBA

 [Chantay Dudley](#)

Leadership and Problem Solving Skills

4 DAYS

Requirement: Must be a supervisor and/or executive to attend.

Special Instructions: This is an additive, skills-based course. Participants must attend all four days of this series in sequence.

Interested but not yet a supervisor? Consider taking the peer version of the class – “People and Problem Solving Skills.”

This workshop provides the skills necessary to deal with difficult people problems. This 32 hour skill-based course is highly interactive. Skills are demonstrated on video and by instructor, and the participants practice in the classroom, in the work environment and at home. Participants are coached by the instructor/facilitator(s). Occurs 1 day a week for 4 weeks.

DATE	TIME	LOCATION
SERIES 1		
MAY 20, 2016	9:00AM – 4:00PM	Room 120
MAY 23, 2016	9:00AM – 4:00PM	Room 120
JUN 3, 2016	9:00AM – 4:00PM	Room 120
JUN 10, 2016	9:00AM – 4:00PM	Room 120
SERIES 2		
NOV 4, 2016	9:00AM – 4:00PM	Room 120
NOV 18, 2016	9:00AM – 4:00PM	Room 120
DEC 2, 2016	9:00AM – 4:00PM	Room 120
DEC 9, 2016	9:00AM – 4:00PM	Room 120

 [Doug Deis](#)

Myers-Briggs Type Indicator (MBTI) Workshop

4 HRS

This workshop equips NSF employees with a unique understanding of themselves and others through guided sessions and interactive activities. The purpose of this session is to maximize overall success by enhancing individual understanding, respect, and cooperation. With the MBTI, employees can explore a tool for enhancing self-knowledge and dynamic discussion in leveraging their strengths.

DATE	TIME	LOCATION
TBA	TBA	TBA

 [Doug Deis](#)

INTERPERSONAL SKILLS



People and Problem Solving Skills 20 HRS (5 HALF-DAYS)

Special Instructions: Participants must attend all 5 sessions to complete the course.

Target Audience: This workshop is designed primarily for those who get work done through others who they don't supervise (like project or program managers or team leaders). It is the non-supervisory or peer version of NSF's Leadership and Problem Solving Skills workshop for supervisors.

This skill-based workshop teaches how to present problems without making others defensive and how to diagnose and deal with motivation problems, ability problems and mixed problems. It also teaches how to respond effectively when others are emotional or when communications are unclear.

DATE	TIME	LOCATION
SERIES 1		
MAR 1, 2016	8:30AM–12:30PM	Room 120
MAR 4, 2016	8:30AM–12:30PM	Room 120
MAR 10, 2016	8:30AM–12:30PM	Room 120
MAR 14, 2016	8:30AM–12:30PM	Room 120
MAR 17, 2016	8:30AM–12:30PM	Room 120

✉ [Tracy Bojko](#)

Working at the Speed of Trust 1 DAY

This course helps employees identify and address “trust gaps” in their own personal credibility and in their relationships at work. Participants discover how to communicate transparently with peers and managers, improve their track record of keeping commitments, focus on improving internal “customer service” with others who depend on their work, and build greater team trust.

DATE	TIME	LOCATION
SERIES 1		
JAN 27, 2016	9:00AM – 4:00PM	Stafford II, Room 595

✉ [Raquel Lumpkin](#)

LEVERAGING DIVERSITY

7 Habits of Highly Effective People

3 DAYS

Special Instructions: Participants must attend all 3 days to complete this course.

Based on the teachings of Dr. Stephen R. Covey, in this particular course, you will learn how to develop a clear definition of your top priorities and the results you want, achieve balance and increase productivity through a weekly and daily planning process, end self-defeating behavior and gain the necessary security you need to change, develop strong relationships based on mutual trust, and be prepared to deal with difficult circumstances before they happen.

DATE	TIME	LOCATION
SERIES 1		
JAN 14, 2016	9:00AM – 4:00PM	Room 120
JAN 21, 2016	9:00AM – 4:00PM	Room 120
JAN 28, 2016	9:00AM – 4:00PM	Room 120
SERIES 2		
MAY 5, 2016	9:00AM – 4:00PM	Room 120
MAY 12, 2016	9:00AM – 4:00PM	Room 120
MAY 19, 2016	9:00AM – 4:00PM	Room 120
SERIES 3		
JUL 6, 2016	9:00AM – 4:00PM	Room 120
JUL 13, 2016	9:00AM – 4:00PM	Room 120
JUL 20, 2016	9:00AM – 4:00PM	Room 120

✉ [Chantay Dudley](#)



Annual EEO Briefing for Managers and Supervisors

🕒 1 HR

Requirement: Must be a supervisor and/or executive to attend.

Special Instructions: This online course will be placed on the learning plans of managers and supervisors annually between the months of May and August.

This course identifies and explains the Federal anti-discrimination laws and regulations for all NSF staff. It provides employees with a detailed description of the EEO process to ensure that NSF is in compliance with Federal anti-discrimination laws and regulations and towards attaining model EEO status via the Management Directive 715 report.

✉ [Rhonda Davis](#)

✉ [Tracey France](#)

Building the Foundation for Diversity & Inclusion

EMPLOYEES - 3.5 HRS

SUPERVISORS - 3 HRS

EXECUTIVES - 2 HRS

Participants will have a better understanding of how to turn diversity issues into opportunities for creating more effective teams, partnerships and mission or bottom line success in their organization. They will learn how to respond to the major forces of change impacting the mission of modern, complex organizations. Select from the audience categories below to register.

DATE	TIME	LOCATION
FOR EMPLOYEES		
FEB 24, 2016	9:30AM - 1:00PM	Offsite
FEB 24, 2016	1:00PM - 4:30PM	Offsite
FOR MANAGERS AND SUPERVISORS		
FEB 23, 2016	12:30PM - 3:30PM	Offsite
FOR EXECUTIVES		
MAR 21, 2016	9:00AM - 11:00AM	Offsite

✉ [Tracey France](#)

Building the Foundation for Mission Excellence (Train the Trainer)

4 DAYS

Requirement: Must be ODI staff, D&I Champions and Employee Resource Groups (ERGs) to attend.

This Train-the-Trainer program, provided by Souder, Betances and Associates, Inc. and customized for NSF's mission, will include elements of the "New Inclusion" program based on the Master Game Changer Certification Course provided by OPM. This training will equip all D&I Champions, including ODI staff with the tools they need to practice as well as model inclusive behaviors and to share the benefits of such behaviors with all members of the NSF workforce.

DATE	TIME	LOCATION
MAR 21-25, 2016	9:00AM - 4:30PM	TBA

✉ [Tracey France](#)

LEVERAGING DIVERSITY

Diversity & Inclusion

 1 HR

NSF prides itself on being a learning organization. As part of its diversity and inclusion initiatives, NSF offers a number of on-line courses that assists all employees in cultivating their understanding of diversity and inclusion in the workplace. Expected benefits include the creation of a learning environment in which employees learn about the concept of diversity and inclusion and the challenges of working across diversity within the organization.

ONLINE TRAINING

[A Roadmap to Success: Hiring, Retaining and Including People with Disabilities](#)

[Developing Workplace Diversity Awareness Simulation](#)

[Diversity on the Job: Diversity and You](#)

[Diversity on the Job: The Importance of Diversity and the Changing Workplace](#)

[Leading a Generationally Diverse Workforce](#)

[Management Essentials: Managing a Diverse Team](#)

[Managing Workforce Generations: An Introduction to Cross-Generational Employees](#)

[Managing Workforce Generations: Working with a Multigenerational Team](#)

[Managing Workforce Generations: Working with the 21st Century Generation Mix](#)

[Managing Internal Dynamics in a Cross-Functional Team](#)

[Fundamentals of Organizational Behavioral for the Individual](#)

[Generating Creative and Innovative Teams: Maximizing Team Creativity](#)

[Key Aspects of the American Work Environment](#)

 [Rhonda Davis](#)

Diversity & Inclusion: Special Emphasis Program Observances

DATE	TIME	LOCATION
MLK JR. DAY OBSERVANCE		
JAN 4, 2016	TBD	Room 375
JAN 15, 2016	TBD	
AFRICAN AMERICAN HISTORY MONTH		
FEB 22, 2016	TBD	Room 375
FEB 26, 2016	TBD	
WOMEN'S HISTORY MONTH		
MAR 14, 2016	TBD	Room 375
MAR 15, 2016	TBD	
MAR 30, 2016	TBD	
MAR 31, 2016	TBD	
ASIAN AMERICAN & PACIFIC ISLANDER MONTH		
MAY 11, 2016	TBD	Room 375
MAY 19, 2016	TBD	
LGBT PRIDE MONTH		
JUN 8, 2016	TBD	Room 375
JUN 23, 2016	TBD	
WOMEN'S EQUALITY DAY		
AUG 3, 2016	TBD	Room 375
AUG 24, 2016	TBD	
HISPANIC HERITAGE MONTH		
SEP 7, 2016	TBD	Room 375
SEP 21, 2016	TBD	
DISABILITY EMPLOYMENT AWARENESS MONTH		
OCT 12, 2016	TBD	Room 375
OCT 27, 2016	TBD	
NATIVE AMERICAN HERITAGE MONTH		
NOV 8, 2016	TBD	Stafford II
NOV 16, 2016	TBD	Room 555

 [Tracey France](#)

Diversity and Inclusion Game Changer Summit

2 DAYS

This Summit is co-sponsored by OPM, NSF, and multiple federal agencies.

There will be a host of workshops on D&I, UB, Diversity in STEM, and others. The target audience includes D&I practitioners, EEO and HR specialists, Special Emphasis Program Managers, D&I Council members, and Employee Resource Groups.

DATE	TIME	LOCATION
SERIES 1		
APR 12, 2016	8:30AM - 5:00PM	TBA
APR 13, 2016	8:30AM - 5:00PM	TBA

 [Tracey France](#)

EEO and Diversity Training for All Staff

 1 HR

This course is geared towards all NSF employees and provides an overview of the Federal anti-discrimination laws and regulations that govern Federal-sector equal employment opportunity. In addition to covering key areas such as the EEO complaints process and accommodations (disability and religious), this online course will be available to employees throughout the fiscal year.

LOCATION
Online

 [Rhonda Davis](#)

MANDATORY TRAINING

Annual Conflict of Interest Training

🗓️ 1 HR

This course briefs NSF employees on conflict-of-interest and ethics rules. NSF staff (including IPAs and Visiting Scientists) who file financial disclosure forms are all required to attend this session once a year. Certain designated non-filers, in particular, those involved in procurements are also required to attend a session once a year. During the in-person session, the Ethics Team reviews criminal conflicts laws; the basic standards of conduct regulations; specific rules applicable to NSF staff; and rules covering acceptance of travel expenses, outside employment and activities, job hunting and acceptance of gifts. (Sessions offered in-person and via WebEx.)

DATE	TIME	LOCATION
TBA	TBA	TBA

✉️ [Robin Clay](#)
✉️ [Faith Hixson](#)
✉️ [Karen Santoro](#)

Annual EEO Briefing for Managers and Supervisors

🗓️ 1 HR

Requirement: *Must be a supervisor and/or executive to attend.*

Special Instructions: *This online course will be placed on the learning plans of managers and supervisors annually between the months of May and August.*

This course identifies and explains the Federal anti-discrimination laws and regulations for all NSF staff. It provides employees with a detailed description of the EEO process to ensure that NSF is in compliance with Federal anti-discrimination laws and regulations and towards attaining model EEO status via the Management Directive 715 report.

✉️ [Rhonda Davis](#)
✉️ [Tracey France](#)



Executive Leadership Retreat

🗓️ 3 DAYS

Requirement: *Must be an executive (or acting) to attend.*

Special Instructions: *Participants must attend all three days of the series.*

The Executive Leadership Retreat is an opportunity to develop your leadership skills, learn about NSF's culture, and learn what your NSF peers know about success at NSF. The retreat is held over the course of 3 days and is located within walking distance of NSF.

DATE	TIME	LOCATION
SERIES 1		
APR 29, 2016	9:00AM – 4:30PM	OFFSITE
MAY 2, 2016	9:00AM – 4:30PM	OFFSITE
MAY 9, 2016	9:00AM – 4:30PM	OFFSITE

✉️ [Carylynn Larson](#)
✉️ [Doug Deis](#)

Federal Supervision at NSF

3 DAYS

Requirement: *Must be a supervisor and/or executive to attend.*

Special Instructions: *Participants must attend all 3 days to complete this course. Counts as required transition course for first time federal supervisors.*

This course will give supervisors the basic tools and resources they need to succeed in a supervisory position at NSF including the responsibilities, expectations and the resources available to supervisors.

DATE	TIME	LOCATION
SERIES 1		
JAN 22, 2016	8:30AM - 4:30PM	Room 375
JAN 25, 2016	8:30AM - 4:30PM	Room 375
JAN 29, 2016	8:30AM - 4:30PM	Room 375
SERIES 2		
APR 1, 2016	8:30AM - 4:30PM	Room 120
APR 4, 2016	8:30AM - 4:30PM	Room 120
APR 8, 2016	8:30AM - 4:30PM	Room 120
SERIES 3		
OCT 17, 2016	8:30AM - 4:30PM	TBA
OCT 24, 2016	8:30AM - 4:30PM	TBA
OCT 31, 2016	8:30AM - 4:30PM	TBA

✉️ [Tracy Bojko](#)
✉️ [Lara Wilhelm](#)

MANDATORY TRAINING

Labor Relations Training for Supervisors and Managers

1 DAY

Requirement: *Must be a supervisor and/or executive to attend.*

In this course, you will understand your role as supervisors and managers in a unionized environment. This course will provide managers and supervisors with information necessary to deal effectively with individuals represented by the union to accomplish the work necessary to fulfill the mission of the National Science Foundation.

DATE	TIME	LOCATION
MARCH 2016	8:30AM - 4:30PM	Room 120
JUNE 2016	8:30AM - 4:30PM	Room 120

 [Chantay Dudley](#)

Merit Review Basics I: Overview, Criteria & COI

1 DAY

Special Instructions: *Merit Review Basics do NOT need to be taken in order.*

Target Audience: *This course is open to all NSF employees; because this course is designed for Program Officers, others will be allowed to attend as space allows.*

The objective of this course is to promote a consistently high level of quality and transparency in the implementation of merit review processes in accordance with NSF and Federal policies. The specific topics include: overview of NSF Program Management and its contribution to the NSF mission, eBusiness Systems, Stakeholders, Resources on NSF Merit Review, Internal & External Guidance & Training, Conflict of Interest, Merit Review Criteria & Consideration.

DATE	TIME	LOCATION
FEB 17, 2016	9:00AM – 4:00PM	Stafford II, Room 555
MAY 18, 2016	9:00AM – 4:00PM	Stafford II, Room 595
JUL 14, 2016	9:00AM – 4:00PM	Stafford II, Room 595
SEP 8, 2016	9:00AM – 4:00PM	Room 120
OCT 13, 2016	9:00AM – 4:00PM	Room 120
NOV 7, 2016	9:00AM – 4:00PM	Room 120

 [Raquel Lumpkin](#)

Merit Review Basics II: Review Strategies, Communication & Fairness

1 DAY

Special Instructions: *Merit Review Basics do NOT need to be taken in order.*

Target Audience: *This course is open to all NSF employees; because this course is designed for Program Officers, others will be allowed to attend as space allows.*

The objective of this course is to promote a consistently high level of quality and transparency in the implementation of merit review processes in accordance with NSF and Federal policies. The specific topics include: Review Strategies, Finding & Communicating with Reviewers, Fairness of Review, Conflict, Review Logistics, FACA, Virtual Meetings & Panels, High-Quality Panel Summaries.

DATE	TIME	LOCATION
FEB 24, 2016	9:00AM – 4:00PM	Stafford II, Room 555
MAY 24, 2016	9:00AM – 4:00PM	Stafford II, Room 595
JUL 27, 2016	9:00AM – 4:00PM	Stafford II, Room 595
SEP 13, 2016	9:00AM – 4:00PM	Room 120
OCT 19, 2016	9:00AM – 4:00PM	Room 120
NOV 17, 2016	9:00AM – 4:00PM	Room 120

 [Raquel Lumpkin](#)



Notification and Federal Employee Antidiscrimination and Retaliation (No FEAR) Act 2002

25 MIN

This course provides the mandatory training regarding employee rights and remedies under Federal antidiscrimination, whistleblower, and retaliation laws, as required by the No FEAR Act. This training is required on a biannual basis.

 [Rhonda Davis](#)

 [Tracey France](#)

MANDATORY TRAINING

Preventing Workplace Violence - Training for Supervisors

🔔 1 HR

Supervisors will learn to detect warning signs of workplace violence and ensure a safer workplace for all employees by taking every incident report and painting a big picture of an employee. You will learn about NSF's resources available to help in dealing with/or a violent employee and a violent incident.

✉ [Lara Wilhelm](#)

Security and Privacy Awareness

🔔 1 HR

This is a course on IT security at NSF for all levels of Federal employees, rotators, and contractors. All NSF staff, including Federal employees, IPAs, visiting scientists and contractors, must complete the IT Security and Privacy Awareness Course to maintain network access on an annual basis, by September 17. This course can be completed online or in person.

ONLINE TRAINING

[SECURITY AND PRIVACY AWARENESS \(2015\)](#)

DATE	TIME	LOCATION
TBD	9:00AM - 11:00AM	Room 120

✉ [Mary Lou Tillotson](#)

Telework Employee Training

🔔 45 MIN

This eLearning training module will outline the process and requirements for employees to work under the NSF teleworker program.

✉ [Christina Peterson](#)

Uniformed Services Employment and Reemployment Rights Act (USERRA)

🔔 1 HR

This course details the Uniformed Services Employment and Reemployment Rights Act (USERRA). USERRA protects the civilian employment of non-full time military service member in the United States called to active duty. This course describes legislation which prohibits employment discrimination on the basis of military service. This course should be completed annually, between October 1 and September 30.

✉ [Eric Bell](#)

Veteran Employment Training for Federal Hiring Managers

🔔 30 MIN

Requirement: *Must be a supervisor and/or executive to attend.*

This course describes hiring authorities and hiring preferences used within the federal government for veterans. This course will inform and educate all hiring managers and human resource professionals on hiring flexibilities and hiring opportunities for veterans. This course must be completed annually, between January 1 and December 31.

✉ [Eric Bell](#)

Veteran Employment Training for Federal Human Resource Professionals

🔔 30 MIN

This course describes hiring authorities and preferences within the federal government for veterans. It informs and educates all hiring managers and HR professionals on hiring flexibilities and opportunities for veterans. This course must be completed annually.

✉ [Eric Bell](#)

NSF IT SYSTEMS

A Beginner's Guide to Using iPad

 30 MIN

In this course, you will learn about the iPad hardware, applications available for the iPad, and how to get started using it. You'll also be provided with tips for use, troubleshooting instructions, and information on where to get help in the future.

 [Lara Wilhelm](#)

Career-Life Balance

 25 MIN

This web course has been developed to help you learn more about the career-life balance initiatives at the National Science Foundation. This initiative is a part of our continuing efforts to be broadly inclusive and reflects a continuing focus on implementing gender-neutral policies and practices.

 [Kelly Craig-Henderson](#)

Enterprise Reporting

 15 MIN

In this course, users will learn to create their own reports using Oracle Enterprise Software.

 [Priya Jayaraman](#)

Excel 2013 Basic/Intermediate Skills

3 HRS

This course covers the basics of spreadsheet development for basic and intermediate level Excel users. Topics covered in this course include: navigating, formatting, sorting, filtering, using Excel functions, and creating basic formulas, macros and charts.

DATE	TIME	LOCATION
JAN 20, 2016	9:30AM – 12:30PM	Room 325.09
MAR 22, 2016	9:30AM – 12:30PM	Room 325.09
MAY 25, 2016	9:30AM – 12:30PM	Room 325.09
JUL 19, 2016	9:30AM – 12:30PM	Room 325.09
SEP 21, 2016	9:30AM – 12:30PM	Room 325.09
NOV 15, 2016	9:30AM – 12:30PM	Room 325.09

 [Lara Wilhelm](#)

Excel 2013 PivotTable/PivotChart Essentials

2.5 HRS

In this course, you will learn how to use Excel's very powerful pivot tables and pivot charts. Pivot Tables are interactive tables that allow users to group and summarize large amounts of data in a concise, tabular format for easier reporting and analysis.

DATE	TIME	LOCATION
FEB 23, 2016	9:30AM – 12:00PM	Room 325.09
APR 20, 2016	9:30AM – 12:00PM	Room 325.09
JUN 21, 2016	9:30AM – 12:00PM	Room 325.09
AUG 24, 2016	9:30AM – 12:00PM	Room 325.09
OCT 18, 2016	9:30AM – 12:00PM	Room 325.09
DEC 14, 2016	9:30AM – 12:00PM	Room 325.09

 [Lara Wilhelm](#)


External Training Requests - Requestor

 15 MIN

In this course, you will learn how to use LearnNSF to submit external training requests.

 [Lara Wilhelm](#)

External Training Requests - Approver

 15 MIN

In this course, you will learn how to review and approve external training requests that your direct reports sent you.

 [Lara Wilhelm](#)

Getting Started on Mac Computers

 30 MIN

This course will introduce the Apple computer interface and basic functionality. There are many ways in which the Apple Operating System differs from Windows. You will also learn NSF specific Mac computing methods.

 [Lara Wilhelm](#)

Getting Started with PIMS

 1 HR

This tutorial shows how to log into and navigate the Program Information Management System (PIMS) with an overview on how to use the PIMS Inbox, editing and viewing options and other key features.

 [Lara Wilhelm](#)

Guest (FACA) Workshop

2 HRS

Attendees will generate Cost and Membership reports using the Guest System and edit the reports using Microsoft Excel to fulfill NSF's annual FACA reporting obligation.

DATE	TIME	LOCATION
TBD	9:00AM - 11:00AM	Rm 325.09

 [Lara Wilhelm](#)

 [Crystal Robinson](#)

Guest Meeting and Panel Preparation for Program Assistants

3 HRS

In this course, participants learn how to set up and manage a meeting or panel using MyNSF, Guest, Password, and FastLane. Participants create a meeting, prepare obligations and reimbursements, generate passwords, and collect FACA data. The target audience is Program Assistants or those with comparable permission levels in the PARS and Guest Systems.

DATE	TIME	LOCATION
TBA	TBA	TBA

 [Lara Wilhelm](#)

NSF IT SYSTEMS

Identifying and Assigning Reviewers to Proposals

 **30 MIN**

Assigning Reviewers to a Proposal is a 30 minute eLearning course for Program Officers. It supports step four of the Merit Review process. It provides Program Officers with a mock simulation of the windows used and actions taken in PARS to assign reviewers to proposals.

 [Lara Wilhelm](#)

LFO Business Systems Reviews: Overview and Report Writing

6 HR

This course will review the process for overseeing the administrative business systems supporting the NSF Large Facilities. This training will cover the steps of the Business System Review (BSR) process highlighting activities such as the desk and site reviews, the report writing as well as follow-up and monitoring. The NSF Director considers BSR as part of the GPR Strategic Outcomes. The course is delivered in a classroom, in 3 2-hour segments, and via web conferencing, with online resources provided.

DATE	TIME	LOCATION
TBA	TBA	TBA

 [Lara Wilhelm](#)

NSF eBusiness Certification Exam

 **2 HR**

An exam for NSF IT Help Central Personnel. ITHC personnel will be assessed on their ability to correctly respond to questions about various technology services provided to the NSF community.

 [Lara Wilhelm](#)

NSF Report Server Query

4 HR

Querying the NSF Report Server using MS Query. Learn how to access MS Query, link tables, return the data, and then analyze it in Excel. Some of the many topics that will be covered include how to query:

- All proposals submitted to program, division, and or directorate
- PI email addresses for all active awards from a certain program
- Co-PIs names, institutions, departments, and email addresses
- Amount of money awarded to a select group of awards
- All awards assigned to a certain program officer

DATE	TIME	LOCATION
TBA	TBA	TBA

 [Lara Wilhelm](#)

Preparing for Your Committee of Visitor (COV)

2 HR

This course on preparing for Committee of Visitor (COV) meetings will provide an overview of the policies, procedures, and process for COVs, demonstrate how to use EIS to obtain COV data and how to use the COV module of e-jacket.

DATE	TIME	LOCATION
TBD	10:00AM - 12:00PM	Room 325.09

 [Lara Wilhelm](#)

Program Officer Recommendation/Division Director Review – eJacket Demo

 **1 HR**

Formerly eJacket PO Recommend DD Concur demonstration.

 [Lara Wilhelm](#)

Property Tracking System (PTS) Workshop for AOs, Property Custodians

1.5 HR

This course is designed for AOs, Property Custodians, and ITs and will show how to manage their office inventory via PTS.

Specifically, it will show:

- How to print out their office inventory
- How to handle missing/stolen equipment
- What to do during the Annual Certification
- And other property equipment duties

DATE	TIME	LOCATION
TBA	TBA	TBA

 [Lara Wilhelm](#)

Querying NSF Data Using OBIEE (Enterprise Reporting on MyNSF)

2 HRS

The OBIEE Instructor-led course mirrors the content of the on-line version with the same course title. It introduces the OBIEE user interface and navigation, access to canned reports, creation of new reports, and creation of data dashboards. After completing either the instructor-led or the on-line version of this course, participants will be given access in OBIEE to create their own new reports. Course is open to federal staff, contractors, and IPAs.

DATE	TIME	LOCATION
FEB 17, 2016	9:00AM – 11:00AM	Room 325.09
MAR 29, 2016	9:00AM – 11:00AM	Room 325.09
MAY 4, 2016	9:00AM – 11:00AM	Room 325.09
JUN 16 2016	9:00AM – 11:00AM	Room 325.09
JUL 21, 2016	9:00AM – 11:00AM	Room 325.09
AUG 31 2016	9:00AM – 11:00AM	Room 325.09
OCT 13 2016	9:00AM – 11:00AM	Room 325.09

ONLINE

[ACCESS ONLINE TRAINING](#)

 [Chantay Dudley](#)

NSF IT SYSTEMS

Records Management

 1 HR

This course will cover maintenance, safeguarding, and proper disposal of NSF records.

 [Lara Wilhelm](#)

Security and Privacy Awareness

 1 HR

This is a mandatory course on IT security at NSF for all levels of Federal employees, rotators, and contractors. All NSF staff, including Federal employees, IPAs, visiting scientists and contractors, must complete the IT Security and Privacy Awareness Course to maintain network access on an annual basis, by September 17. This course can be completed online or in person.

ONLINE TRAINING

[SECURITY AND PRIVACY AWARENESS \(2015\)](#)

DATE	TIME	LOCATION
TBD	9:00AM - 11:00AM	Room 120

 [Mary Lou Tillotson](#)

Using eBusiness Applications for Merit Review

 15 MIN

Learn which eBusiness application and features to use throughout the Merit Review process.

 [Lara Wilhelm](#)

Using Identity Finder Web Training Course

 30 MIN

In this course, you will learn how to protect your Personally Identifiable Information and Business Sensitive Information data using the Identity Finder application.

 [Lara Wilhelm](#)

Using the Interactive Panel System

 10 MIN

This course is for anyone involved in helping with panels. You will learn how to navigate the Interactive Panel System and have a basic understanding of how reviewers use the Interactive Panel System.

 [Lara Wilhelm](#)

Using the Panel Administration System

 1 HR

Participants will learn how to prepare the appearance of the Interactive Panel System for a panel by setting a panel template; setting NSF administrative users; setting rules, roles, and permissions; setting recommendation definitions; and viewing assignments. The target audience is Program Assistants or those with comparable permission levels.

 [Lara Wilhelm](#)

Virtual Connections: Best Practices for Conducting a Virtual Panel

2 HRS

Prerequisite: Virtual Connections: Tools & Services to Support Your Virtual Panel

This course discusses how to apply best practices for conducting and managing a virtual panel. Participants are provided hands-on activities to troubleshoot panel operations, and resources to support reasonable accommodations. Participants also receive a detailed guide which lists best practices to be applied before, during, and after a virtual panel presentation.

DATE	TIME	LOCATION
TBA	TBA	TBA

 [Lara Wilhelm](#)

Virtual Connections: Conduct a Virtual Panel from Design to Delivery

 30 MIN

Prerequisite: Virtual Connections: Tools & Services to Support Your Virtual Panel

This training will provides the basic resources and strategies to select graphics, manage a video production, and plan your virtual panel. Learn how to design graphics to support 508 Compliance and how build participant interaction.

 [Lara Wilhelm](#)

Virtual Connections: Key Topics for Virtual Panelist

 1 HR

This course will be located on the NSF.gov website. It will be accessible to all individuals who will be participating on a panel virtually. The course will provide panelists the opportunity to learn about their role, responsibilities and systems used to participate in a virtual panel. It will consist of 5 mini-topics: 1. pre-panel planning, 2. NSF security protocols, 3. the panelist, 4. let's communicate, and 5. the virtual panel.

Coming soon.

 [Lara Wilhelm](#)

Virtual Connections: Tools & Services to Support Your Virtual Panel

 30 MIN

This online course addresses the basics of WebEx and Jabber operating tools. It provides step-by-step directions for operating both systems, and a comparison model will enable you to select the right tool for your next virtual panel presentation. You can choose to select and print job aids which outline the operating process for each tool.

 [Lara Wilhelm](#)

NSF IT SYSTEMS

Virtual Connections: Leading a Virtual Panel

2 DAYS

What skills are needed to successfully lead a virtual panel? This live course provides participants the opportunity to conduct a simulated virtual panel. This simulated or mock virtual panel will be video recorded and critique for instructional training purposes. The course is designed for Program Officers or Panel Facilitators. It is a hands-on course allowing individuals to plan, develop and implement a virtual panel.

DATE	TIME	LOCATION
TBA	TBA	TBA

 [Lara Wilhelm](#)

webTA for Administrative Officers (AOs)

1 HR

This course will equip and ensure that all those with the role of Administrative Officer in webTA keep timekeeper and supervisor relationships updated for employees in the Administrative Officer's organization.

 [Alison Utterman](#)

webTA for Non-SES Employees

45 MIN

Employees will learn how to complete timesheets (including entering the number of hours worked, leave used, and telework). Employees will also learn how to submit a leave request or premium pay request, and record the earning and use of credit hours in the webTA system for supervisory approval.

 [Alison Utterman](#)

webTA for SES Employees

45 MIN

In this course, Senior Executive Service employees will learn how to complete timesheets (including entering the number of hours worked, leave used, and telework). Employees will also learn how to submit a leave request or premium pay request in the webTA system for supervisory approval.

 [Alison Utterman](#)

webTA for Supervisors

30 MIN

This course discusses the specific functions performed in the webTA software by Supervisors, including certifying employee timesheets, approving leave and premium pay requests, viewing timesheet profiles and changing pre-approved credit hour amounts, viewing leave calendars, assigning delegates, and other tasks. Before taking this course, you should complete the introductory course, "webTA Time and Attendance System for SES (or non-SES) Employees. Completion time for this course is approximately 20-30 minutes.

 [Alison Utterman](#)

webTA for Timekeepers

30 MIN

This course discusses the specific functions performed in the webTA software by Timekeepers, including completing and validating timesheets, adding leave and premium pay requests for absent employees, creating corrected timesheets, creating default timesheets, assigning delegates, and other tasks. Before taking this course, you should complete the introductory course, "webTA Time and Attendance System for SES (or non-SES) Employees." Completion time for this course is approximately 20-30 minutes.

 [Alison Utterman](#)

Working with Resubmitted or Email Reviews

15 MIN

Learn how to resubmit a review in eJacket for a reviewer or panelist when sent via fax or email.

 [Lara Wilhelm](#)



NSF ORGANIZATIONAL KNOWLEDGE



Labor Relations Training for Supervisors and Managers

🕒 1 DAY

Requirement: *Must be a supervisor and/or executive to attend.*

In this course, you will understand your role as supervisors and managers in a unionized environment. This course will provide managers and supervisors with information necessary to deal effectively with individuals represented by the union to accomplish the work necessary to fulfill the mission of the National Science Foundation.

DATE	TIME	LOCATION
MARCH 2016	8:30AM - 4:30PM	Room 120
JUNE 2016	8:30AM - 4:30PM	Room 120

✉ [Chantay Dudley](#)

NSF in the Federal Context

🕒 20 MIN

The purpose of this course is to introduce NSF employees to how NSF fits within the larger context of the Federal government. Upon completion of the course, participants will be able to: explain how NSF relates to the larger Federal government context, describe NSF as an independent government agency including its history, distinguish NSF from other Federal agencies and identify examples of NSF's societal impacts and contributions.

✉ [Lara Wilhelm](#)

Program Management Seminar

2 DAYS

Target Audience: *New Program Officers who have completed the required Merit Review Basics series.*

The Program Management Seminar provides new Program Officers with a high level awareness of how NSF's mission, values, and key initiatives influence their role and how NSF's mission fits into the broader Federal context, budget, and structure. Guest speakers bring subject matter expertise to discussions of the budget, work-life balance, and historical influences. This interactive 2-day course offers opportunities for participants to engage in discussions and activities with fellow Program Officers and fosters relationship building to assist new Program Officers in assimilating into the NSF community.

DATE	TIME	LOCATION
SERIES 1		
MAR 7, 2016	8:30AM - 4:30PM	OFFSITE
MAR 8, 2016	8:30AM - 4:30PM	OFFSITE
SERIES 2		
JUN 6, 2016	8:30AM - 4:30PM	OFFSITE
JUN 7, 2016	8:30AM - 4:30PM	OFFSITE
SERIES 3		
SEP 19, 2016	8:30AM - 4:30PM	OFFSITE
SEP 20, 2016	8:30AM - 4:30PM	OFFSITE
SERIES 4		
DEC 5, 2016	8:30AM - 4:30PM	OFFSITE
DEC 6, 2016	8:30AM - 4:30PM	OFFSITE

✉ [Carylynn Larson](#)

Executive Leadership Retreat

🕒 3 DAYS

Requirement: *Must be an executive (or acting) to attend.*

Special Instructions: *Participants must attend all three days of the series.*

The Executive Leadership Retreat is an opportunity to develop your leadership skills, learn about NSF's culture, and learn what your NSF peers know about success at NSF. The retreat is held over the course of 3 days and is located within walking distance of NSF.

DATE	TIME	LOCATION
SERIES 1		
APR 29, 2016	9:00AM - 4:30PM	OFFSITE
MAY 2, 2016	9:00AM - 4:30PM	OFFSITE
MAY 9, 2016	9:00AM - 4:30PM	OFFSITE

✉ [Carylynn Larson](#)

✉ [Doug Deis](#)

NSF PROGRAM MANAGEMENT

eJacket Workspace

 1 HR

This course enables the Program Officer to:

- Customize the columns displayed on the eJacket workspace to show only information the Program Officer needs
- Apply optional workflow filters to control which proposals to display
- Apply group activity filters to perform functions on multiple items at one time
- Describe the eJacket preferences that are set at the Division level, and
- Set personal eJacket preferences for managing information in the workspace.

 [Lara Wilhelm](#)

Identifying and Assigning Reviewers to Proposals

 30 MIN

Assigning Reviewers to a Proposal is a 30 minute eLearning course for Program Officers. It supports step four of the Merit Review process. It provides Program Officers with a mock simulation of the windows used and actions taken in PARS to assign reviewers to proposals.

 [Lara Wilhelm](#)

Managing Reviewers and Panel Summaries Using eJacket

 1 HR

Learn how to use such eJacket features as Redact, Ignore (strikethrough), and Mark Releasable/Unreleasable to manage your reviews and panel summaries. Learn how to edit a panel summary and what differentiates the eJacket copy and PI copy of a review or panel summary.

 [Lara Wilhelm](#)



Merit Review Basics I: Overview, Criteria & COI

 1 DAY

Special Instructions: Merit Review Basics do NOT need to be taken in order.

Target Audience: This course is open to all NSF employees; because this course is designed for Program Officers, others will be allowed to attend as space allows.

The objective of this course is to promote a consistently high level of quality and transparency in the implementation of merit review processes in accordance with NSF and Federal policies. The specific topics include: overview of NSF Program Management and its contribution to the NSF mission, eBusiness Systems, Stakeholders, Resources on NSF Merit Review, Internal & External Guidance & Training, Conflict of Interest, Merit Review Criteria & Consideration.

DATE	TIME	LOCATION
FEB 17, 2016	9:00AM – 4:00PM	Stafford II, Room 555
MAY 18, 2016	9:00AM – 4:00PM	Stafford II, Room 595
JUL 14, 2016	9:00AM – 4:00PM	Stafford II, Room 595
SEP 8, 2016	9:00AM – 4:00PM	Room 120
OCT 13, 2016	9:00AM – 4:00PM	Room 120
NOV 7, 2016	9:00AM – 4:00PM	Room 120

 [Raquel Lumpkin](#)

Merit Review Basics II: Review Strategies, Communication & Fairness

 1 DAY

Special Instructions: Merit Review Basics do NOT need to be taken in order.

Target Audience: This course is open to all NSF employees; because this course is designed for Program Officers, others will be allowed to attend as space allows.

The objective of this course is to promote a consistently high level of quality and transparency in the implementation of merit review processes in accordance with NSF and Federal policies. The specific topics include: Review Strategies, Finding & Communicating with Reviewers, Fairness of Review, Conflict, Review Logistics, FACA, Virtual Meetings & Panels, High-Quality Panel Summaries.

DATE	TIME	LOCATION
FEB 24, 2016	9:00AM – 4:00PM	Stafford II, Room 555
MAY 24, 2016	9:00AM – 4:00PM	Stafford II, Room 595
JUL 27, 2016	9:00AM – 4:00PM	Stafford II, Room 595
SEP 13, 2016	9:00AM – 4:00PM	Room 120
OCT 19, 2016	9:00AM – 4:00PM	Room 120
NOV 17, 2016	9:00AM – 4:00PM	Room 120

 [Raquel Lumpkin](#)

NSF PROGRAM MANAGEMENT

Merit Review Basics III: Recommendations, Justifications & Requirements

1 DAY

Special Instructions: Merit Review Basics do NOT need to be taken in order.

Target Audience: This course is open to all NSF employees; because this course is designed for Program Officers, others will be allowed to attend as space allows.

The objective of this course is to promote a consistently high level of quality and transparency in the implementation of merit review processes in accordance with NSF and Federal policies. The specific topics include: Making Recommendation Decisions, Review Analysis, Approvals & Certification Requirements, Civil Rights Compliance, Human Subjects IRB Certification, Institutional Animal Care and Use Committee & Animal Welfare Assurance Number Approval, Environmental Compliance, Award Abstracts, Recommendation Logistics and Communicating Recommendations to PIs.

DATE	TIME	LOCATION
MAR 3, 2016	9:00AM – 4:00PM	Stafford II, Room 555
SEP 22, 2016	9:00AM – 4:00PM	Room 120
DEC 1, 2016	9:00AM – 4:00PM	Room 120

✉ [Raquel Lumpkin](#)

Merit Review Basics IV: Post Award Management, Budgets & Proposal Generating Documents

1 DAY

Special Instructions: Merit Review Basics do NOT need to be taken in order.

Target Audience: This course is open to all NSF employees; because this course is designed for Program Officers, others will be allowed to attend as space allows.

The objective of this course is to promote a consistently high level of quality and transparency in the implementation of merit review processes in accordance with NSF and Federal policies. The specific topics include: Post Award Management, Modeling & Planning Program Budgets and Developing Proposal Generating & Related Documents.

DATE	TIME	LOCATION
MAR 9, 2016	9:00AM – 4:00PM	Room 120
SEP 28, 2016	9:00AM – 4:00PM	Room 120
DEC 8, 2016	9:00AM – 4:00PM	Room 120

✉ [Raquel Lumpkin](#)

NSF Mentoring Program

The NSF Mentoring Program provides a forum for NSF staff to enhance their performance, achieve their professional goals, and fulfill the Foundation's mission. The program year runs from March to February. Employees interested in mentoring (within or outside of NSF's program) are encouraged to review the Mentoring Program's website or contact Raquel for more information.

✉ [Raquel Lumpkin](#)

Program Management Seminar

2 DAYS

Target Audience: New Program Officers who have completed the required Merit Review Basics series.

The Program Management Seminar provides new Program Officers with a high-level awareness of how NSF's mission, values, and key initiatives influence their role and how NSF's mission fits into the broader Federal context, budget, and structure. Guest speakers bring subject matter expertise to discussions of the budget, work-life balance, and historical influences. This interactive 2-day course allows participants to engage in discussions and activities with fellow Program Officers and fosters relationships to help new Program Officers integrate into the NSF community.

DATE	TIME	LOCATION
SERIES 1		
MAR 7, 2016	8:30AM - 4:30PM	OFFSITE
MAR 8, 2016	8:30AM - 4:30PM	OFFSITE
SERIES 2		
JUN 6, 2016	8:30AM - 4:30PM	OFFSITE
JUN 7, 2016	8:30AM - 4:30PM	OFFSITE
SERIES 3		
SEP 19, 2016	8:30AM - 4:30PM	OFFSITE
SEP 20, 2016	8:30AM - 4:30PM	OFFSITE
SERIES 4		
DEC 5, 2016	8:30AM - 4:30PM	OFFSITE
DEC 6, 2016	8:30AM - 4:30PM	OFFSITE

✉ [Carylynn Larson](#)

NSF PROGRAM MANAGEMENT

The Proposal and Award Process for the Administrative Professional

2 DAYS

Requirement: Participants must attend both sessions in the series.

Gain insight into the critical role that administrative professionals play during the entire NSF proposal and award. This recently re-designed course will walk you through the four phases of the proposal and award process, identify the roles and responsibilities of the administrative professional in each phase. During this interactive course, you will identify NSF IT systems commonly used in each phase and learn to research and interpret NSF policies that underlie and shape the proposal and award process.

DATE	TIME	LOCATION
SERIES 1		
MAR 23, 2016	9:00AM - 3:00PM	Room 120
MAR 24, 2016	9:00AM - 12:30PM	Room 120
SERIES 2		
JUN 15, 2016	9:00AM - 3:00PM	Room 120
JUN 16, 2016	9:00AM - 12:30PM	Room 120
SERIES 3		
SEP 14, 2016	9:00AM - 3:00PM	Room 120
SEP 15, 2016	9:00AM - 12:30PM	Room 120
SERIES 4		
DEC 7, 2016	9:00AM - 3:00PM	Room 120
DEC 8, 2016	9:00AM - 12:30PM	Room 120

✉ [Chantay Dudley](#)

Using eBusiness Applications for Merit Review

🕒 1 HR

Learn which eBusiness application and features to use throughout the Merit Review process.

✉ [Lara Wilhelm](#)

WE ASKED.

YOU ANSWERED.

Participants share what they learned NSF's Program Management Suite of Courses.



Program Management Seminar

"I received a great overview of NSF and learned tremendously valuable things about other directorates. The people I met will be a great first connection with other offices that I suspect I'll need to interact with in the future."

— Lara Campbell, OD

The Proposal Lifecycle: The Critical Role of an Administrative Professional

"This course provides very useful information for anyone who would like to become a Program Assistant, Program Specialist, and/or an Operations Specialist."

— NSF Administrative Support Assistant

Working with Resubmitted or Email Reviews

🕒 1 HR

Learn how to resubmit a review in eJacket for a reviewer or panelist when sent via fax or email.

✉ [Lara Wilhelm](#)

Writing a Review Analysis

🕒 1 HR

This course is for Program Officers who write review analyses as part of the panel review process. The lesson topics cover: the tasks and components in a review analysis, how to analyze anomalous reviews, how to write and justify a strong review, how to recognize the broader impacts of proposals on education and society, and how to write a summary statement.

✉ [Lara Wilhelm](#)

Writing Workshop for NSF Award Abstract and Titles

🕒 1 HR

NSF Award Abstract and Titles are key to advancing NSF's commitment to transparency and accountability. Come learn and discuss the how, when and why of writing Abstracts and Titles.

DATE	TIME	LOCATION
SERIES 1		
TBA	TBA	TBA

✉ [Lara Wilhelm](#)

ORAL COMMUNICATION

High-Impact Presentation Skills

2 DAYS

Special Instructions: Participants must attend all days in the series.

This two day course is designed to develop participant's skills in organizing and delivering high-impact presentations. The course format includes group discussions and individual and group exercises, including a practice presentation for which participants receive structured feedback from the facilitator and peers. Topics include: types of presentations, planning your presentation, using visual aids, interacting with your audience, managing your presentation style.

DATE	TIME	LOCATION
SERIES 1		
FEB 3, 2016	9:00AM – 4:00PM	Room 120
FEB 4, 2016	9:00AM – 4:00PM	Room 120
SERIES 2		
JUL 7, 2016	9:00AM – 4:00PM	Room 120
JUL 8, 2016	9:00AM – 4:00PM	Room 120

✉ [Chantay Dudley](#)

Interviewing Skills

6 HRS

This course will help participants uncover what a potential employer wants to know about an applicant. Additionally, participants will learn how to respond to different types of interview questions using a widely recognized framework.

DATE	TIME	LOCATION
MAY 25, 2016	9:00AM – 3:00PM	TBA
OCT 20, 2016	9:00AM – 3:00PM	TBA

✉ [Chantay Dudley](#)

Leadership and Problem Solving Skills

4 DAYS

Requirement: Must be a supervisor and/or executive to attend.

Special Instructions: This is an additive, skills-based course. Participants must attend all four days of this series in sequence.

Interested but not yet a supervisor? Consider taking the peer version of the class – “People and Problem Solving Skills.”

This workshop provides the skills necessary to deal with difficult people problems. This 32 hour skill-based course is highly interactive. Skills are demonstrated on video and by instructor, and the participants practice in the classroom, in the work environment and at home. Participants are coached by the instructor/facilitator(s). Occurs 1 day a week for 4 weeks.

DATE	TIME	LOCATION
SERIES 1		
MAY 20, 2016	9:00AM – 4:00PM	Room 120
MAY 23, 2016	9:00AM – 4:00PM	Room 120
JUN 3, 2016	9:00AM – 4:00PM	Room 120
JUN 10, 2016	9:00AM – 4:00PM	Room 120
SERIES 2		
NOV 4, 2016	9:00AM – 4:00PM	Room 120
NOV 18, 2016	9:00AM – 4:00PM	Room 120
DEC 2, 2016	9:00AM – 4:00PM	Room 120
DEC 9, 2016	9:00AM – 4:00PM	Room 120

✉ [Doug Deis](#)

People and Problem Solving Skills

20 HRS (5 HALF-DAYS)

Special Instructions: Participants must attend all 5 sessions to complete the course.

Target Audience: This workshop is designed primarily for those who get work done through others who they don't supervise (like project or program managers or team leaders). It is the non-supervisory or peer version of NSF's Leadership and Problem Solving Skills workshop for supervisors.

This skill-based workshop teaches how to present problems without making others defensive and how to diagnose and deal with motivation problems, ability problems and mixed problems. It also teaches how to respond effectively when others are emotional or when communications are unclear.

DATE	TIME	LOCATION
SERIES 1		
MAR 1, 2016	8:30AM–12:30PM	Room 120
MAR 4, 2016	8:30AM–12:30PM	Room 120
MAR 10, 2016	8:30AM–12:30PM	Room 120
MAR 14, 2016	8:30AM–12:30PM	Room 120
MAR 17, 2016	8:30AM–12:30PM	Room 120

✉ [Tracy Bojko](#)

Project Management Essentials for the Unofficial Project Manager

1 DAY

This course will help participants consistently complete projects successfully by teaching them to implement a disciplined process to execute projects and to master informal authority.

DATE	TIME	LOCATION
FEB 11, 2016	8:30AM – 4:30PM	room 120
SEP 6, 2016	8:30AM – 4:30PM	TBA

✉ [Tracy Bojko](#)

✉ [Lara Wilhelm](#)



PERFORMANCE MANAGEMENT

Maximize Employee Engagement

 30 MIN

This highly participatory course is designed to educate learners about employee engagement and its relationship to organizational success, financial performance and employee outcomes such as retention and attraction.

 [Lara Wilhelm](#)

Maximize Your Performance Conversations for Employees

3 HRS

Learn how to engage actively in performance discussions and maximize your performance conversations with your supervisor. You will learn how to: effectively communicate your accomplishments; have problem solving conversations; and ask the right questions when you feel expectations are unclear. Course consists of read-ahead materials (roughly 45-60 minutes) and 3 hours of facilitated practice with peers.

DATE	TIME	LOCATION
TBA	TBA	TBA

 [Rita Hilton](#)

 [Amanda May](#)

Maximize Your Performance Conversations for Supervisors

3.5 HRS

Requirement: *Must be a supervisor and/or executive to attend.*

Learn how to set expectations, provide positive reinforcement, and have difficult conversations around performance problems. Strategies for checking on progress and resolving problems early are covered. The course consists of read-ahead materials (roughly 45–60 minutes) and 3 hours of facilitated practice with peers.

DATE	TIME	LOCATION
TBA	TBA	TBA

 [Rita Hilton](#)

 [Amanda May](#)

Performance Management for GWF Employees

2 HRS

This workshop is designed to help NSF employees understand NSF's performance appraisal system, seek appropriate clarification of standards, document their performance, and write annual accomplishment records.

DATE	TIME	LOCATION
FEB 12, 2016	9:00AM - 11:00AM	Room 120
FEB 26, 2016	1:00PM - 3:00PM	Room 120

 [Amanda May](#)

 [Carylynn Larson](#)

Performance Management for GWF Supervisors

2.5 HRS

Requirement: *Must be a supervisor and/or executive to attend.*

This course provides supervisors with important information regarding their role in the General Workforce (GWF) end of cycle appraisal process. The course provides an overview of supervisors' responsibilities compared to roles and responsibilities of other key personnel, how to complete performance appraisals in line with NSF policies, and policies and procedures regarding the determination of performance awards, incentive awards, and this year's guidance concerning salary increases.

DATE	TIME	LOCATION
FEB 12, 2015	1:00PM - 3:30PM	Room 120
FEB 26, 2015	9:00AM - 11:30PM	Room 120

 [Amanda May](#)

 [Carylynn Larson](#)

PROBLEM SOLVING

Leadership and Problem Solving Skills

4 DAYS

Requirement: Must be a supervisor and/or executive to attend.

Special Instructions: This is an additive, skills-based course. Participants must attend all four days of this series in sequence.

Interested but not yet a supervisor? Consider taking the peer version of the class – “People and Problem Solving Skills.”

DATE	TIME	LOCATION
SERIES 1		
MAY 20, 2016	9:00AM – 4:00PM	Room 120
MAY 23, 2016	9:00AM – 4:00PM	Room 120
JUN 3, 2016	9:00AM – 4:00PM	Room 120
JUN 10, 2016	9:00AM – 4:00PM	Room 120
SERIES 2		
NOV 4, 2016	9:00AM – 4:00PM	Room 120
NOV 18, 2016	9:00AM – 4:00PM	Room 120
DEC 2, 2016	9:00AM – 4:00PM	Room 120
DEC 9, 2016	9:00AM – 4:00PM	Room 120

 [Doug Deis](#)

People and Problem Solving Skills

20 HRS (5 HALF-DAYS)

Special Instructions: Participants must attend all 5 sessions to complete the course.

Target Audience: This workshop is designed primarily for those who get work done through others who they don't supervise (like project or program managers or team leaders). It is the non-supervisory or peer version of NSF's Leadership and Problem Solving Skills workshop for supervisors.

This skill-based workshop teaches how to present problems without making others defensive and how to diagnose and deal with motivation problems, ability problems and mixed problems. It also teaches how to respond effectively when others are emotional or when communications are unclear.

DATE	TIME	LOCATION
SERIES 1		
MAR 1, 2016	8:30AM–12:30PM	Room 120
MAR 4, 2016	8:30AM–12:30PM	Room 120
MAR 10, 2016	8:30AM–12:30PM	Room 120
MAR 14, 2016	8:30AM–12:30PM	Room 120
MAR 17, 2016	8:30AM–12:30PM	Room 120

 [Tracy Bojko](#)

PROJECT MANAGEMENT



Project Management Essentials for the Unofficial Project Manager

1 DAY

This course will help participants consistently complete projects successfully by teaching them to implement a disciplined process to execute projects and to master informal authority.

DATE	TIME	LOCATION
FEB 11, 2016	8:30AM – 4:30PM	Room 120
SEP 6, 2016	8:30AM – 4:30PM	Room 120

✉ [Tracy Bojko](#)

✉ [Lara Wilhelm](#)

SAFETY AND SECURITY

Emergency Response at NSF

 45 MIN

This self-paced, on-line course provides basic information on the emergency procedures designed for all NSF staff including responses to fire, severe weather, armed invasion of the building, and other threats. As part of completing this course, you will develop a personal plan for evacuating the building or moving to secure shelter within the building as appropriate. Completion time for this course is approximately 45 minutes.

Coming soon.

 [Jerene Shaheed](#)

Preventing Workplace Violence - Training for Supervisors

  1 HR

Supervisors will learn to detect warning signs of workplace violence and ensure a safer workplace for all employees by taking every incident report and painting a big picture of an employee. You will learn about NSF's resources available to help in dealing with/or a violent employee and a violent incident.

 [Lara Wilhelm](#)

Preventing Workplace Violence - Training for Employees

 1 HR

Employees will learn to detect and report warning signs of workplace violence. You will learn about NSF's resources available to help in dealing with/or a violent employee and a violent incident.

Coming soon.

 [Lara Wilhelm](#)



STRATEGIC THINKING

Executive Leadership Retreat

 3 DAYS

Requirement: Must be an executive (or acting) to attend.

Special Instructions: Participants must attend all three days of the series.

The Executive Leadership Retreat is an opportunity to develop your leadership skills, learn about NSF’s culture, and learn what your NSF peers know about success at NSF. The retreat is held over the course of 3 days and is located within walking distance of NSF.

DATE	TIME	LOCATION
SERIES 1		
APR 29, 2016	9:00AM – 4:30PM	OFFSITE
MAY 2, 2016	9:00AM – 4:30PM	OFFSITE
MAY 9, 2016	9:00AM – 4:30PM	OFFSITE

 [Carylynn Larson](#)

 [Doug Deis](#)



Executive Excellence and Wellness through Strategic Leadership

 30 MIN

This course covers how to use strategic leadership skills in your work and personal life to achieve executive excellence and wellness. The strategies in this training are designed to provide a helpful reminder of the value of strategic approaches to both work and personal life.

 [Carylynn Larson](#)

 [Doug Deis](#)

TRAVEL



DAS Concur CGE Travel System Demo

1 HR

This class is an overview of log in/profile and navigation, and will also demonstrate creation of an air reservation and associated travel authorization. This 30-minute overview introduces the new system's features and provides an opportunity to ask questions following the demo.

DATE	TIME	LOCATION
TBA	TBA	TBA

 [Kimberly Bryant](#)

Flat Rate Travel Class

1.5 HRS

This class covers policies and procedures for processing flat rate invitational travel, the most commonly used type of travel for NSF panelists. Learn the entitlements for flat rate, eligibility, and how the GUEST travel and reimbursement system plays a vital role.

DATE	TIME	LOCATION
TBA	TBA	TBA

 [Kimberly Bryant](#)

Government Travel Charge Card

 1.5 HRS

This training is required for all staff who are travel card applicants, cardholders, and approving officials. It outlines how to apply for the card, benefits of card use, and the role of the cardholder. Card applicants must take and pass this course to receive their Travel Card.

 [Barbara Jo Melvin](#)

 [Kathy Spencer](#)

International Travel

1.5 HRS

The class covers international travel procedures and regulations, which can be complex and confusing, to provide clear information in processing NSF's international staff travel. Items covered include: crossing of the International Date Line, exchange rates, rest stop authorization, reasons behind the Fly America Act, and help with international receipts.

DATE	TIME	LOCATION
TBA	TBA	TBA

 [Kimberly Bryant](#)

Official Passport Class

1 HR

This class is designed to provide an overview of the official passport policy and procedures that are required for staff international travel. Among the topics covered are: who needs an official passport, differences between an official and tourist passport, required forms and where to obtain them, fees involved, and NSF's professional passport and visa expeditors.

DATE	TIME	LOCATION
TBA	TBA	TBA

 [Kimberly Bryant](#)

Staff Travel Class

2 HRS

This class teaches policies and procedures in processing staff travel at NSF to provide an understanding of basic travel policies including the federal travel regulations as well as the role of the Concur CGE Travel System. In addition, it covers basic travel procedures and entitlements, what is required for voucher reporting, and the most common travel errors to avoid.

DATE	TIME	LOCATION
TBA	TBA	TBA

 [Kimberly Bryant](#)

Travel for New Program Officers Class

1.5 HRS

This is a very basic overview of the travel processes at NSF, covering federal travel regulations, and the dos and don'ts of travel, specifically geared toward the traveler. The class covers travel entitlements, and the policies and basic procedures on travel, including independent research and development (IRD) travel. The course offers an excellent opportunity to ask questions and gain insight into NSF Travel.

DATE	TIME	LOCATION
TBA	TBA	TBA

 [Kimberly Bryant](#)

VISION

Executive Leadership Retreat

! 3 DAYS

Requirement: Must be an executive (or acting) to attend.

Special Instructions: Participants must attend all three days of the series.

The Executive Leadership Retreat is an opportunity to develop your leadership skills, learn about NSF's culture, and learn what your NSF peers know about success at NSF. The retreat is held over the course of 3 days and is located within walking distance of NSF.

DATE	TIME	LOCATION
SERIES 1		
APR 29, 2016	9:00AM – 4:30PM	OFFSITE
MAY 2, 2016	9:00AM – 4:30PM	OFFSITE
MAY 9, 2016	9:00AM – 4:30PM	OFFSITE

✉ [Carylynn Larson](#)

✉ [Doug Deis](#)



Executive Reading & Reflection Tabletalks

1.5 HRS

Requirement: Must be an executive to attend.

DATE	TIME	LOCATION
MAR 7, 2016	1:00PM – 2:30PM	Room 375
JUN 6, 2016	1:00PM – 2:30PM	Room 375

✉ [Rita Hilton](#)

Executive Excellence and Wellness through Strategic Leadership

🕒 30 MIN

This course covers how to use strategic leadership skills in your work and personal life to achieve executive excellence and wellness. The strategies in this training are designed to provide a helpful reminder of the value of strategic approaches to both work and personal life.

✉ [Carylynn Larson](#)

✉ [Doug Deis](#)

Executive Roundtables

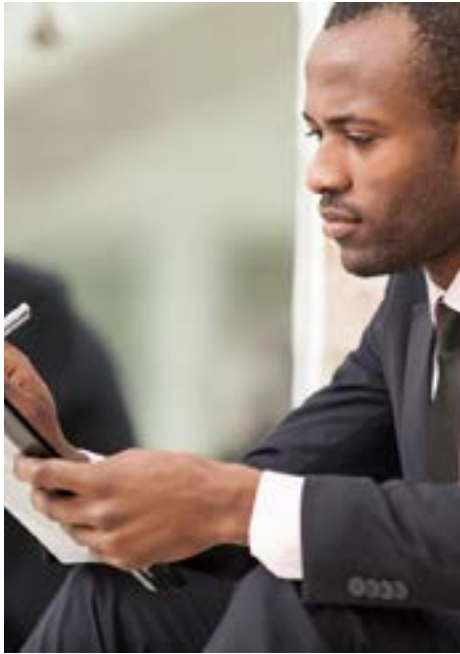
1.5 HRS

Requirement: Must be an executive to attend.

DATE	TIME	LOCATION
JAN 11, 2016	1:00PM – 2:30PM	Room 375
JUL 18, 2016	1:00PM – 2:30PM	Room 375

✉ [Rita Hilton](#)

WRITTEN COMMUNICATION



Business Writing Principles

1 DAY

This one day course will cover effective writing techniques, rules, and principles. In this course, participants will focus on principles of language and correct mechanics to enhance their ability to produce quality professional documents every time. Topics include the impact of effective and ineffective writing, principles of language and common usage errors, correct punctuation and capitalization. Participants will practice applying their knowledge and skills.

DATE	TIME	LOCATION
TBD	9:00AM – 4:00PM	TBA

 [Chantay Dudley](#)

High-Impact Presentation Skills

2 DAYS

Special Instructions: Participants must attend all days in the series.

This two day course is designed to develop participant's skills in organizing and delivering high-impact presentations. The course format includes group discussions and individual and group exercises, including a practice presentation for which participants receive structured feedback from the facilitator and peers. Topics include: types of presentations, planning your presentation, using visual aids, interacting with your audience, managing your presentation style.

DATE	TIME	LOCATION
SERIES 1		
FEB 3, 2016	9:00AM – 4:00PM	Room 120
FEB 4, 2016	9:00AM – 4:00PM	Room 120
SERIES 2		
JUL 7, 2016	9:00AM – 4:00PM	Room 120
JUL 8, 2016	9:00AM – 4:00PM	Room 120

 [Chantay Dudley](#)

Project Management Essentials for the Unofficial Project Manager

1 DAY

This course will help participants consistently complete projects successfully by teaching them to implement a disciplined process to execute projects and to master informal authority.

DATE	TIME	LOCATION
FEB 11, 2016	8:30AM – 4:30PM	Room 120
SEP 6, 2016	8:30AM – 4:30PM	TBA

 [Tracy Bojko](#)

 [Lara Wilhelm](#)

Writing an Effective Résumé

 **30 MIN**

This course provides suggestions for preparing a professional appearing and effective résumé. The course is in two videos: “The Basics of a Résumé” and “Tailoring Your Résumé for Maximum Impact”.

LOCATION
Online

 [Chantay Dudley](#)

Writing Complex Documents

2 DAYS

This two day course covers topics for an established writer, such as approaching team writing, tailoring your writing to different audiences, and breaking down large writing projects into manageable tasks. This course offers several opportunities for participants to practice writing, reviewing and revising documents. Refreshers are provided on organization strategies and editing.

DATE	TIME	LOCATION
SERIES 1		
TBA	9:00AM – 4:00PM	TBA

 [Chantay Dudley](#)

Writing for Clarity and Impact

1 DAY

This one day course gives participants the opportunity to learn proven techniques for creating more professional documents. It builds on the fundamentals of outlining, language and punctuation, and includes topics such as understanding the audience's needs, organizing information, and editing and revising documents.

DATE	TIME	LOCATION
TBA	9:00AM – 4:00PM	TBA

 [Chantay Dudley](#)

Additional Learning and Development Opportunities



ADDITIONAL LEARNING AND DEVELOPMENT OPPORTUNITIES

After Hours Program

The After Hours Program is NSF's longstanding Tuition Assistance Program where selected participants receive tuition assistance from central funds for courses taken during non-duty hours. This Program currently supports employees in GS-09 positions or below without a bachelor's or equivalent degree in developing the skills necessary for career progression.

✉ [Raquel Lumpkin](#)

Group Facilitation

If you're considering holding a staff retreat or are working through teamwork/engagement challenges with your staff, we invite you to consider the benefits of professional facilitation. Please review our new Facilitation & Assessment Services Catalogue and/or contact Carylynn for more information.

✉ [Carylynn Larson](#)

Individual Development Plan (IDP)

An Individual Development Plan (IDP) supports your continuous development by defining your learning and development goals and outlining the specific actions you may take to achieve those goals. IDPs are highly recommended for all employees interested in personal development because they promote self-reflection and professional development through goal setting and action. While not required by Federal or NSF policy, some supervisors do require that their employees complete IDPs.

✉ [Chantay Dudley](#)

Executive Development Plan (EDP)

EDPs are required for SES and IPAs in executive level positions, including acting positions. The EDP outlines training and development actions over the next fiscal year and is a great resource to help find executive learning and development opportunities.

✉ [Carylynn Larson](#)

Leadership Coaching

Executive coaching is the intensive process through which a qualified, external coach works one-on-one with an executive or high-potential individual to equip him or her with the tools, knowledge and opportunities needed for self-development, personal growth and enhanced work effectiveness. Coaching involves a comprehensive assessment of an individual's professional performance and goals, followed by the development of an action plan to define and achieve desired outcomes. Coaching must be funded by an individual's organization via an internal funds transfer. Interested employees should review the Executive Coaching website and/or contact Rita for more information.

✉ [Rita Hilton](#)

NSF Mentoring Program

The NSF Mentoring Program provides a forum for NSF staff to enhance their performance, achieve their professional goals, and fulfill the Foundation's mission. The program year runs from March to February. Employees interested in mentoring (within or outside of NSF's program) are encouraged to review the [Mentoring Program's](#) website or contact Raquel for more information.

✉ [Raquel Lumpkin](#)

Self-Assessment and Development Tools

The NSF Academy offers tools to help you better understand your work style, strengths and opportunities for growth.

Upcoming offerings include:

- July/August: Conflict Dynamics Profile (CDP)
- October/November: Emotional and Social Competency Inventory (ESCI 360)

✉ [Carylynn Larson](#)



Senior Executive Service (SES) Forum Series

The objective of the Senior Executive Service Forum Series is to provide an intellectual exchange of ideas on issues related to leadership, policy, and management; provide resources for career and personal development; and strengthen relationships among SES members across Federal departments and agencies. The forum series satisfies the OPM requirement for continuing executive education.

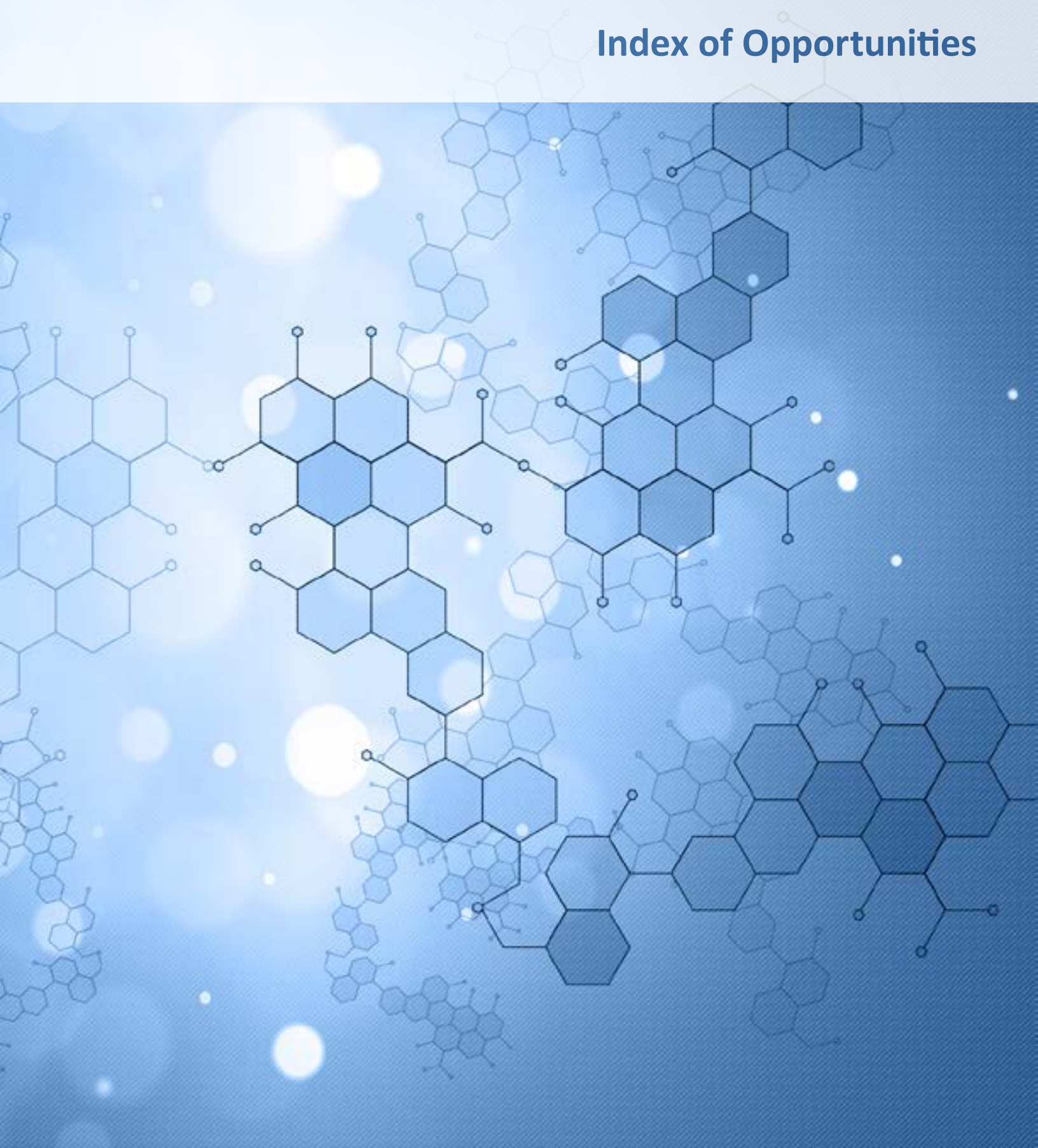
✉ [Barbara Jackson](#)

Team Learning and Development

The NSF Academy makes its course offerings available to suit the needs of intact teams and organizational units. These sessions are among the most effective because they have a better chance of changing the work environment and group norms. Currently, we offer our IDP, MBTI, and productivity-oriented workshops to teams with at least 10 members. For more information on how you can schedule a group session, please contact the Academy.

✉ nsfacademy@nsf.gov

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