

# NIHTC Training Survey

Thank you for participating in a recent training at the NIH Training Center. We appreciate your support.

Please take a few minutes to share your feedback about the training and your overall experience with us.

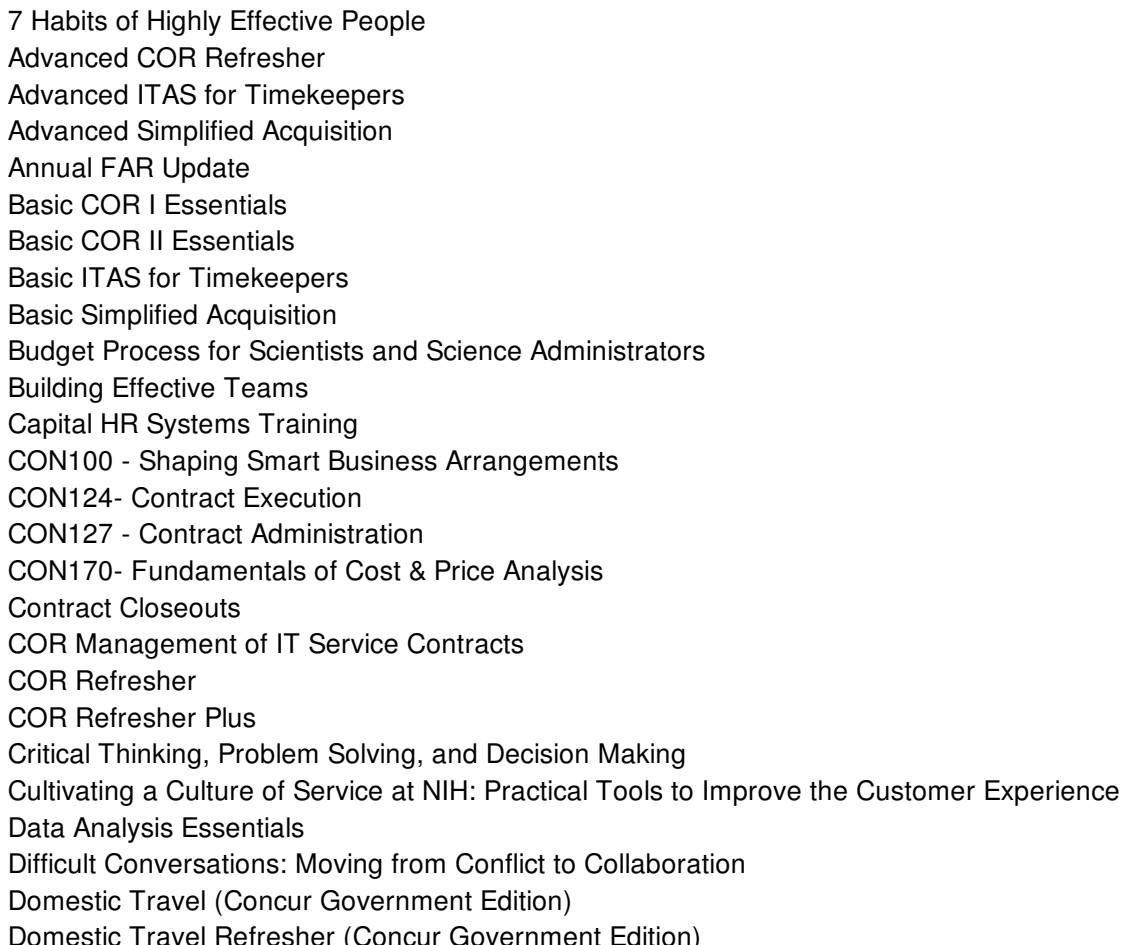
Rest assured, your input is private to the extent permitted by law and will help ensure that we continue to provide a "5-star" experience to the NIH community.

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## Course Information

### 1. Course Title \*



- 7 Habits of Highly Effective People
- Advanced COR Refresher
- Advanced ITAS for Timekeepers
- Advanced Simplified Acquisition
- Annual FAR Update
- Basic COR I Essentials
- Basic COR II Essentials
- Basic ITAS for Timekeepers
- Basic Simplified Acquisition
- Budget Process for Scientists and Science Administrators
- Building Effective Teams
- Capital HR Systems Training
- CON100 - Shaping Smart Business Arrangements
- CON124- Contract Execution
- CON127 - Contract Administration
- CON170- Fundamentals of Cost & Price Analysis
- Contract Closeouts
- COR Management of IT Service Contracts
- COR Refresher
- COR Refresher Plus
- Critical Thinking, Problem Solving, and Decision Making
- Cultivating a Culture of Service at NIH: Practical Tools to Improve the Customer Experience
- Data Analysis Essentials
- Difficult Conversations: Moving from Conflict to Collaboration
- Domestic Travel (Concur Government Edition)
- Domestic Travel Refresher (Concur Government Edition)

Concur HR Administration (Concur Government Edition)  
Effective Writing Refresher Workshop (Half Day)  
Employee Performance Discussions  
Executive Coaching (Team Coaching)  
FAR Workshop  
FCN190: Fundamentals of the FAR  
Federal Appropriations Law  
Federal Appropriations Law Refresher  
Federal HR for Administrative Professionals  
Fellowship Payment System  
Foreign/Sponsored Travel Refresher (Concur Government Edition)  
Foreign Travel (Concur Government Edition)  
Great Leaders (Covey)  
Hands-On Data Visualization Workshop  
HR Data Analysis - Module 2: HR Data Analysis Framework & Advanced Analytics  
HR Data Analysis- Module 3: Survey and Evaluation Methods  
ID/IQ Contracting Techniques  
IDP Best Practices Workshop  
IDP Consulting  
Intellectual Property  
Internal & External Requisitioner (NBS)  
Introduction to NIH Property Management (NBS)  
Introduction to Project Management  
Introduction to the NIH Budget Process  
ITAS for Supervisors & Leave Approv. Officials  
Leadership Skills for Non-Supervisors  
LMS Learning Administrator  
LMS Local Learning Registrar  
LMS People Administrator  
Making Meetings Matter: The Art & Science of Leading Effective Meetings  
Management and Coaching Skills for Leaders  
Manage Up and Accelerate Your Success: Taking Your Career to the Next Level  
Managing Challenging Email  
Managing Change at NIH: How to be a Successful Change Agent and Sponsor for Results  
Managing Multiple Priorities, Projects, and Bosses  
Meeting Facilitation  
Microsoft Excel 365 Level 1  
Microsoft Excel 365 Level 2  
Microsoft Excel Level 3  
Microsoft Outlook Level 1  
Microsoft Outlook Level 2  
Microsoft PowerPoint 1  
Microsoft PowerPoint 2  
Microsoft Project 2010 Level 1  
Microsoft Project 2010 Level 2  
Mid-Career Financial Planning Workshop  
Motivating and Engaging NIH Employees  
Myers Briggs Training  
NBS PCard Logs & Reconciliation (Refresher)  
NIH Travel Policy Refresher  
Powerful Presentations and Storytelling: Small Group Coaching Workshop  
Pre-Retirement Workshop (CSRS)  
Pre-Retirement Workshop (FERS)  
Professional Services  
Property Management Refresher  
Purchase Card Training (NBS)  
Putting the Federal Employee Viewpoint Survey Results (FEVS) to Work: An Action Planning Workshop  
Retirement Refresher  
Class - Project Quality

SharePoint Site User  
Simplified Acq. & Delegated Procurement (NBS)  
Source Selection for CORS  
Sponsored Travel (Concur Government Edition)  
StrengthFinders 2.0- Discover What You Do Best  
Success Strategies for Introverted Leaders  
Supervisory Essentials Training  
Supervisory Refresher  
Title 42 at NIH  
Training Collaborative Forum  
Travel for AOs & Approving Officials  
Travel for Travelers  
Women in Leadership: Strategies for Success  
Writing Skills for NIH Employees  
Writing Statements of Work



2. Start Date: Enter using the **Calendar Tool** to the right of the text box. (mm/dd/yyyy) \*



3. Primary Instructor's Name (You may type multiple instructors, if applicable.)

4. Please select the location of training

- Natcher
- White Flint
- Other - Write In

## Course Ratings

5. How would you rate us on the following?

Star Rating

Instructor(s)  ★ ★ ★ ★ ★

Course Content  ★ ★ ★ ★ ★

Facilities and Equipment  ★ ★ ★ ★ ★

You rated the **Instructor** below 4 stars, please tell us more.

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You rated the **Course Content** below 4 stars, please tell us more.

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You rated the **Facilities** below 4 stars, please tell us more.

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### Travel Class Questions

6. How would you rate the length of this class?

- Too Short
  - Just Right
  - Too Long
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You rated the class length too short, what could be added to make the class length just right?

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You rated the class length too long, what could be removed to make the class length just right?

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7. Prior to taking this class, how much experience did you have using the CGE travel system and applying travel policy?

< 1 Year  
1 Year  
2 Years  
3 Years  
4 Years  
5 Years  
6 Years  
7 Years  
8 Years  
9 Years  
10 Years  
> 10 Years

Experience with CGE at NIH

< 1 Year  
1 Year  
2 Years  
3 Years  
4 Years  
5 Years  
6 Years  
7 Years  
8 Years  
9 Years  
10 Years  
> 10 Years

Experience with CGE at a non-NIH organization

< 1 Year  
1 Year  
2 Years  
3 Years  
4 Years  
5 Years  
6 Years  
7 Years  
8 Years  
9 Years  
10 Years  
> 10 Years

Experience with travel policy at NIH

< 1 Year  
1 Year  
2 Years  
3 Years  
4 Years  
5 Years  
6 Years  
7 Years  
8 Years  
9 Years  
10 Years  
> 10 Years

Experience with travel policy at a non-NIH organization

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Overall Experience: Open Text

8. Considering all of the previous items, how would you rate your overall experience with us?

Star Rating

Overall Experience 

You rated your overall experience below 4 stars, how could we improve your next experience?

9. Did the course description on the website match the content of the class?

- Yes
- No

Please elaborate why you think the course description did not match the content of the class.

## Knowledge Transfer

10. What is the key lesson you learned from this class?

11. When will you apply the information learned in class?

- Immediately
- In 1-3 months
- After 3 months
- Future position
- Will not apply

Please elaborate why you will not apply the information you learned.

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(untitled)

12. What did you enjoy most about the class?

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13. What, if any, could be improved in this class?

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14. Additional comments / suggestions:

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Thank you for your feedback!

**Page description:**

Thank you for your feedback! Our goal is to be a 5 star organization and your response is very important to us. Your response will be used to improve future programs at the NIH Training Center.

If you have additional feedback, please contact the NIH Training Center at [training1@od.nih.gov](mailto:training1@od.nih.gov) or 301-496-6211

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