

NIH TRANSITION CENTER

Monthly Activities Calendar

February 2004

Mon	Tue	Wed	Thu	Fri
2	3 <i>Preparing for Interviews GS-8 and above 9:00 am—11:00 am</i>	4 <i>Federal Resume 9:00 am — 12:00 pm</i>	5 <i>Federal Resume 9:00 am — 12:00 pm Guiding Change & Transition 1:00 pm — 3:00 pm</i>	6
9	10 <i>Preparing for Interviews GS-8 and above 1:00 pm — 3:00 pm</i>	11 <i>Federal Resume 9:00 am — 12:00 pm</i>	12 <i>The Challenge of Change 1:00 pm — 3:00 pm</i>	13
16 <i>Federal Holiday</i>	17	18 <i>Federal Resume 9:00 am — 12:00 pm</i>	19	20
23	24 <i>Guiding Change & Transition 9:00 am — 11:00 am The Challenge of Change 1:00 pm — 3:00 pm</i>	25	26 <i>Federal Resume 9:00 am — 12:00 pm Preparing for Interviews GS-8 and above 1:00 pm — 3:00 pm</i>	27

DESCRIPTION OF CLASSES:

Preparing for Interviews: Learn how to do well in interviews and then practice with an NIH Transition Center Instructor.

Creating Your Federal Resume in QuickHire with Lab: Learn how to write a resume that will get noticed. Then, actually create a resume with assistance from an NIH Transition Center Instructor.

Guiding Change & Transition (Managers only): Instead of assuming you know, find out what employees are really thinking and feeling as they are going through this period of change at NIH. Then, learn some simple strategies you can use to ease the transition.

The Challenge of Change: Learn to recognize the stages of transition that you and your fellow employees are going through during this period of change at work. Then, an EAP Counselor will teach you some strategies that can reduce the stress you may be feeling.

CLASS LOCATION: 6120 Executive Plaza South—Classroom 9 or contact your EO to find out if your IC is having an on-site class

REGISTRATION: Contact the NIH Transition Center by phone at 301-496-1050 or by e-mail at NIHTransitionCenter@mail.nih.gov