



**CAREER COMPASS**

Steer Your Career. Accelerate Our Mission.

# **Context Matters!**

**Participant Workbook**

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# Introduction

## Objectives:

- Participants will learn how to explain background information that supports a case or adds weight to a decision.

## Agenda:

1. Introduction
2. Module 1: Context
3. Module 2: Decision Making
4. Closing



# Context

*In your opinion, what is context? Use the space provided here to capture your response.*



**Context Definition: The circumstances that form the setting for an event, statement, or idea, and in terms of which it can be fully understood and assessed. (Oxford Dictionary)**

**Context provides:**

- Background information that may not be known, but is important to the case or decision
- Clarification of relevant facts which provides a more robust picture
- Ground setting for different perspectives to ensure all are moving in the same direction

**Gathering context**

***In your opinion, what are the best methods to gather information that provides context? Use the space provided here to capture your response.***

*Look at the past lessons learned to avoid the same mistakes*

- *Lessons learned from the self-perspective*
- *Lessons learned from the perspective of others*

*Capture the thoughts of others*

*Provide your perspective as a leader*

*Ensure the lessons will be applied in the future*



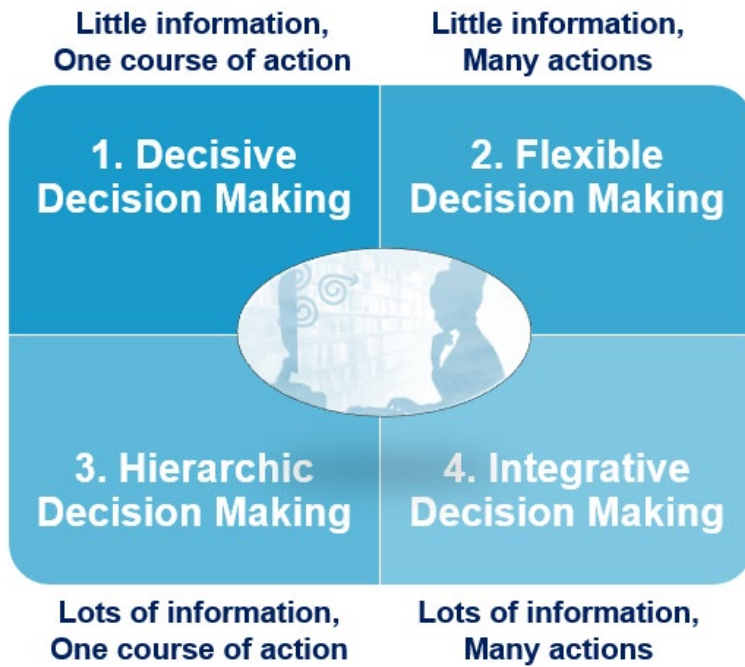
*Context Matters!*

## After Action Reviews

Questions	Purpose
<p><b>What did you set out to achieve?</b></p> <p><b>What actually happened?</b></p>	<p>Establish a common understanding of the work item under review.</p> <p>Encourage and promote discussion around these questions.</p> <p>Explore the divergences from the plan.</p>
<p><b>What worked? Why?</b></p> <p><b>What did not work? Why?</b></p>	<p>Generate reflection about the successes and failures during the course of the project, activity, event or task.</p> <p>'Why?' generates understanding of the root causes of these successes and failures.</p>
<p><b>What would you do differently the next time?</b></p>	<p>Intended to help identify specific actionable recommendations.</p> <p>Ask the team members for crisp and clear, achievable and future-oriented recommendations.</p>

***List the questions you think would work best with your team and why. Use the space provided here to capture your response.***

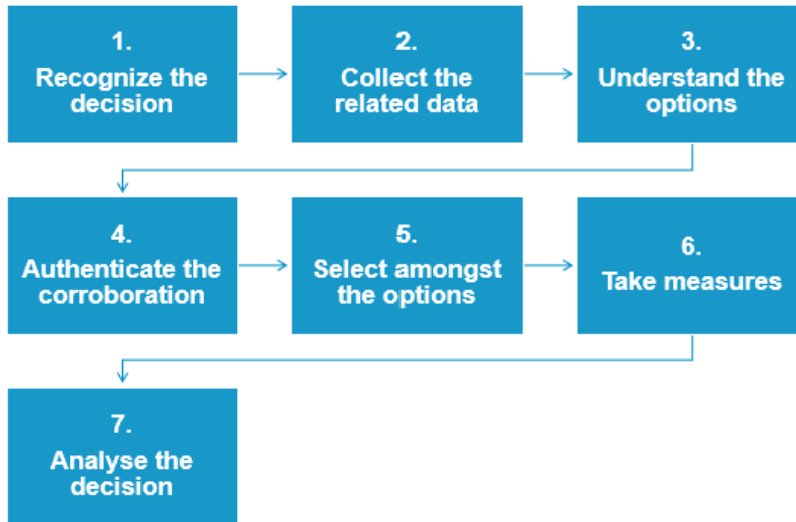
# Decision Making Models



***Poll: Which of the decision-making models do you use the most? Use the space provided here to capture your response.***

- 1. Decisive Decision Making***
- 2. Flexible Decision Making***
- 3. Hierarchic Decision Making***
- 4. Integrative Decision Making***

## Steps when coming to a decision:



*Use the space provided below to make any additional notes:*

# Closing

## Case Study

- Amira has been asked to lead a task force to improve upon Mishap Prevention, and reduce incidents such as accidents, workplace safety, etc. in her FEC.
- This task force is part of a larger task force that could possibly impact the entire DON, not just NAVFAC.
- She knows that she needs to gather information to put things into context before she helps decide the course of action.
- While she knows how to gather information in a specific AAR, she's never done it before on such a broad topic.
- To prepare for an upcoming meeting on the topic, she wants to gather information.

### Information to Gather:

- *The available data on current and past mishaps*
- *Accidents that resulted in medical treatment*
- *Near Misses: Incidents that could have resulted in injuries or significant damages*
- *Any property damage*
- *Site specific safety plans*
- *Job hazard analysis*

**What questions can Amira ask to gain context? Use the space provided here to capture your response.**



## Final Reflection

- What did you take from this learning session that you can apply to your current position today?
- What is the most important tip you will share with a co-worker that wasn't able to participate today?

*Use the space provided to capture your response.*

## Course Credit

You will receive credit for participating in this course. Email the address below. Make sure to include all the following information:

Component	Include in Email
Address	W_NAVFAC_PRTN_NITC_NFI_ADMINS_US@navy.mil
Email Subject Line	Self-Certification – Context Matters!
Course Name	Context Matters!
Course Completion Code	Code will differ for the live versus recorded webinar and will be available at the end of each respective course.

## Contact Information

**BD17 Contact Information:** Write to us! We are always seeking to improve our learning and development products and encourage your feedback. Please email us with your suggestions and we will incorporate them into future work. Additionally, we are available to answer any questions about the content you may have and provide additional resources to support your learning endeavors.

- NAVFACHQTotalForceDevelopment@navy.mil

## Development Resources

**Career Compass Resource Center:** An online source of information that provides NAVFAC civilian employees access to professional growth and development opportunities.

- <https://www.navfac.navy.mil/ccrc>

To access more content specific to the **Communicating for Results** competency:

- <https://www.navfac.navy.mil/communicate-for-results>

**Career Compass Catalog:** an online tool which provides you with information to help you take ownership of your professional development. It identifies options to assist in planning and creating a successful career path within NAVFAC.

- <https://www.navfac.navy.mil/cc>