



**Culture of Lifetime Learning:
Pursuing Professional
Development**
Participant Workbook

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Introduction

Objectives

- To understand the importance of lifetime learning

Agenda

1. Why a culture of learning is important
2. The difference between training and professional development
3. The 70/20/10 Adult Learning Model
4. How to identify and promote opportunities in each category



What is a Culture of Learning?



Traits of Growth and Fixed Mindsets

Growth Mindset	Fixed Mindset
Failure is an opportunity to grow.	Failure is the limit of my abilities.
I can learn to do anything I want.	I'm either good at it or not.
Challenges help me to grow.	I don't like to be challenged.
My effort and attitude determine my abilities.	My abilities are unchanging.
Feedback is constructive.	My potential is predetermined.
I am inspired by the success of others.	Feedback and criticism are personal.
I like to try new things.	When I'm frustrated, I give up.
	I stick to what I know.

Assess whether the following refer to a *Growth* mindset or a *Fixed* mindset:

1. I tend to take criticism personally. (Growth or Fixed?)

2. When others succeed, I get more inspired. (Growth or Fixed?)

3. I always stick to what I know the best. (Growth or Fixed?)

How do you define “continual learning?” Use the space provided to capture your response.

Benefits of Continual Learning

What are the benefits of continual learning? Use the space provided here to capture your response.

Benefits of Continual Learning:

- Positive impact on job performance
- A factor in promotion and career advancement
- Correlates with increases in compensation and salary

Source: <http://www.evollution.com/wp-content/uploads/2012/08/evo-research-final.pdf>

“Do you worry more about how good you are or about how fast you are learning?”

***- Ray Dalio, Founder and CEO,
Bridgewater Associates***

What is the difference between Professional Development and Training?

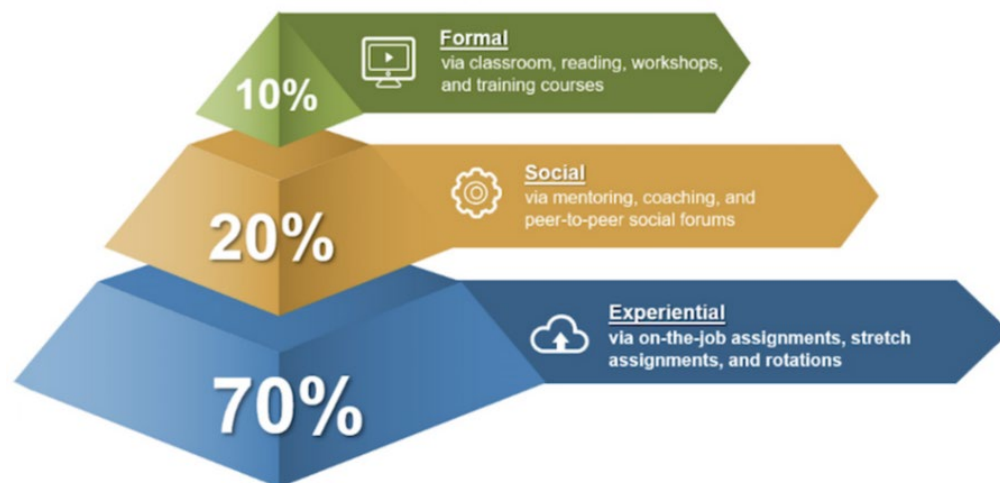
Professional development focuses on the organization’s future needs and an employee’s long-term professional career. It’s the umbrella that covers all types of skills and knowledge enhancement.

Training is one part of professional development, designed to instruct employees in the specific technical and non-technical skills they need to grow professionally. Training programs are usually held over a period of time and based on organizational competencies, assessed through an Employee Competency Assessment or ECA.

Types of Learning Strategies

1. **Pedagogy**- known as “teach-centered”, is typically used where the student learns from one direction: teacher to student.
2. **Andragogy**- known as “student-centered”, is when the student learns from two directions: teacher to student and student to student.
3. **Heutagogy**- known as “self-directed”, is how students learn from multi-directional perspectives: teacher to student, student to teacher, student to student, inside and outside of the learning environment. The student sets goals and expectations, based on their experiences.

The 70/20/10 Adult Learning Model



Experiential Learning (The 70%)

The easiest way to learn experientially is to ask for new projects or tasks at your current job so that you can broaden your understandings and experience.

You can also ask for a rotational assignment; these assignments can expand your thought processes about other departments, and help you see the connections between the various departments. In addition, rotations may also lead to a better understanding of the strategic alignment of the company and the responsibilities of the different divisions.

Juanita is working on her IDP. One of her goals is to improve her writing skills. What's one way she can improve her writing skills with experiential learning? Use the space provided here to write your reflections and thoughts.

Social Learning (The 20%)

This area is about who you know. When you think about your colleagues, what can you learn from them? From whom can you pick up tricks and tips to improve your skill sets? Once you identify the who, the next step is to apply the social learning at work.

Brown bag lunches are one example, where you learn new theories, research, or processes during a work meal.

Social learning can also be joining a group like Toastmasters International to learn how to build new skills, improve current skills and develop competencies for effective communication. You may only spend one or two hours with these groups, yet you'll learn new ways, techniques, and tips to improve your focus areas.

Juanita is working on her IDP. One of her goals is to improve her writing skills. What’s one way she can improve her writing skills with social learning? Use the space provided here to write your reflections and thoughts.

Formal Learning (The 10%)

Most people think about taking “official” classes or courses to learn something new. While formal courses are important, these are not where the majority of adult learning happen.

You may wonder, “Does that mean I can only take classes 10% of the time?” No. It simply means that you have 90% more options than you might know about today. So, the bottom line is: don’t spend all your resources on formal classes!

Juanita is working on her IDP. One of her goals is to improve her writing skills. What’s one way she can improve her writing skills with formal learning? Use the space provided here to write your reflections and thoughts.

How to Pursue and Promote Continual Learning at NAVFAC:

Career Compass Resource Center (CCRC):

The CCRC is an online tool that provides employees with readily available content related to professional growth and development opportunities:

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

Career Compass Catalog (CCC):

The CCC, an online search engine and dashboard for professional development opportunities, can be accessed from an NMCI-enabled device at:

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

Additional ideas/opportunities:

- Stretch assignments
- Projects
- Lunch and learns
- Mentoring and coaching

Final Reflection

- What is something new you learned today?
- What is the most important tip you will share with a co-worker that wasn't able to attend today?

Use the space provided to capture your response.

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 **Continual Learning** competency:

- <https://www.navfac.navy.mil/continual-learning>

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>

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 – Culture of Lifetime Learning
Course Name	Culture of Lifetime Learning
Course Completion Code	Code will differ for the live versus recorded webinar and will be available at the end of each respective course.