



**CAREER COMPASS**

Steer Your Career. Accelerate Our Mission.

# **Taking Charge of Your Learning & Development**

**Participant Workbook**

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# Introduction

## Objective

- Understand how adults learn and how to apply that understanding to your own development

## Agenda

- How adults learn
- 70/20/10 adult learning model
- How to apply adult learning model(s)
- Taking charge of your learning and development
- NAVFAC learning resources



***When you hear “Learning and Development”, what comes to mind? Use the space provided here to capture your thoughts.***

## Learning, Training, and Development

- **Learning:** Acquiring knowledge and skills through experience, study, or formal classes or events.
- **Training:** Formal instruction on directly applicable knowledge or skills for a specific job or task.
- **Development:** Focused on the long term; typically, it revolves around broadening or deepening of knowledge to meet personal developmental and future goals.



*Source: Academy to Innovate HR*

### Growing up, what did you like best about school?

- A. Extra-curricular activities: sports, clubs, music, drama
- B. Exploring favorite subjects
- C. Engaging with friends
- D. The learning process
- E. Other

### Learning as a Child (Pedagogy)



**Formal education**



**Teacher focused**



**Curriculum directed by elders**



**External motivation**



**Readiness**

### Learning as an Adult (Andragogy)

- Adult learners bring an extensive base of knowledge and experience to interpret what they are learning.
- They are highly focused when the material is of immediate relevance.
- They also want any new knowledge to be immediately applicable.

# Components of Adult Learning



## Self-directed Learning

- Take the initiative
- Set learning goals
- Find the resources they need
- Seek out teachers, mentors, or peers
- Create and follow a learning plan
- Evaluate your own results



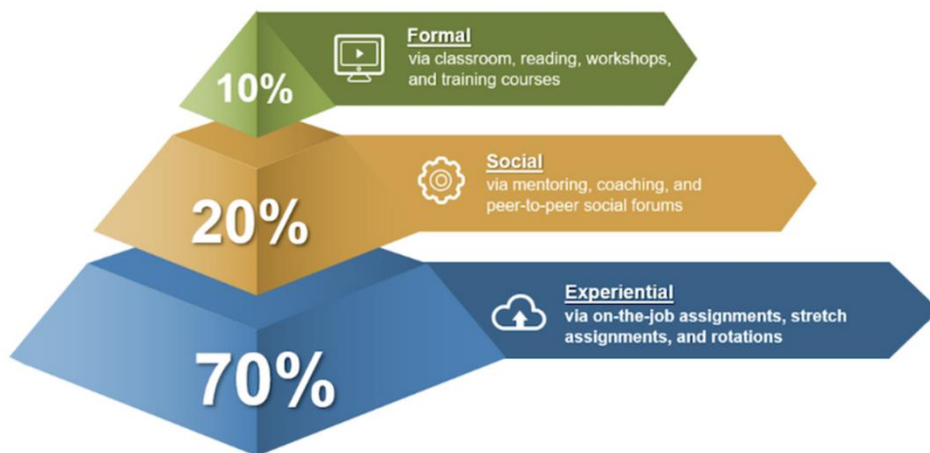
## Experiential Learning Cycle

- **Concrete Experience:** Adults learn best when they are physically engaged in the process through simulations or other types of learning activities where emotional responses are triggered.

- **Reflective Observation:** Adult learners need time to reflect on their experiences to glean insights and knowledge. Observing demonstrations and analyzing processes and procedures in scenario-based activities like case studies also provide this opportunity. Taking the time to reflect helps ensure that the right lessons are learned from experience.
- **Abstract Conceptualization:** The real value of experiential learning comes when learners decode abstract concepts from their reflection and relate them to their realities. Without this step, lessons learned will not be applied; in other words, we would not learn from our mistakes.
- **Active Experimentation:** It is hands-on doing, internships, rotations, filling in for our supervisor, or other activities that allow learners to apply what they learned.

***What was the most impactful learning experience that you have had? Use the space provided here to capture your thoughts.***

## 70 / 20 / 10 Learning & Development Model



## Map Your Journey

- Where do you want to go?
- What is your next step?
- What skills are needed?
- What resources are available to you?
- Plot your course



***What is your long-term career goal? Use the space provided here to capture your thoughts.***

## The Next Move

What do you need to learn or develop to take that next step? How and where can you learn it? Remember to think beyond the classroom. Get some feedback from your supervisor or a mentor on what skills you need to strengthen to move up in your career.

***Write down what you want your next step to be. Use the space provided here to capture your thoughts.***

## What Skills Are Required?

- What technical or operational skills will you need to be successful?
- What non-technical skills will you need to be successful?

***How do you identify which skills you need to develop to be successful at the next level? Use the space provided here to capture your thoughts.***

## Tools and Resources

Supervisor	
BD17	
Career Compass	
Career Compass Resource Center (CCRC)	
Career Compass Catalog(CCC)	

- **Career Compass:** <https://www.navfac.navy.mil/jobs/workforce-development.html>
- **Career Compass Resource Center:** <https://www.navfac.navy.mil/ccrc>
- **Career Compass Catalog:** <https://www.navfac.navy.mil/ccc>



## Final Reflection

- What are some things that stood out to you today that you want to remember?

*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
<b>Address</b>	W_NAVFAC_PRTN_NITC_NFI_ADMINS_US@navy.mil
<b>Email Subject Line</b>	Self-Certification – Taking Charge of Your Learning & Development Adult Learning
<b>Course Name</b>	Taking Charge of Your Learning & Development
<b>Course Completion Code</b>	Code will differ for the live versus recorded webinar and will be available at the end of each respective course.