



CAREER COMPASS

Steer Your Career. Accelerate Our Mission.

Don't Just Manage Employees- Develop Them!

Participant Workbook

Table of Contents

Introduction	3
Objective	3
Agenda.....	3
The Role of a Supervisor	3
Be a Mentor or Coach	4
Management vs. Development	4
Employee Competency Assessment (ECA)	5
Supervisor Role in the ECA	5
Significant Influence from a Supervisor.....	5
Individual Development Plan (IDP)	5
Benefits of the IDP.....	5
Supervisor Role in the IDP	6
Career Development Coaching	6
Supervisor Academy	7
Summary and Final Reflection	8
Contact Information	8
Development Resources	9
Course Credit	9

Introduction

Objective

Supervisors will be able to understand and utilize the many options available at NAVFAC to help their employees develop and grow their career paths.

Agenda

- Mentoring / Coaching
- The Role of a Supervisor: Managing vs. Developing
- Employee Competency Assessment (ECA)
- Individual Development Plan (IDP)
- Supervisor Academy



Workbook Activity:

When you think about supervising, what duties come to mind? Use the space provided here to capture your response.

The Role of a Supervisor

For many supervisors, when they think of their role and responsibilities, the list includes:

- Managing performance and getting work done
- Making sure that production and program goals are met
- Scheduling tasks, meetings, and projects
- Addressing any disciplinary issues



Then somewhere at the bottom of the list may be development. If this looks familiar, there may be a need to prioritize the responsibilities of being a supervisor.

Be a Mentor or Coach

As a supervisor that engages in mentoring and coaching, a supervisor has to build a deeper trust with the employee and be a resource for their career development beyond a “normal” supervisor.

Think about the following questions:

- **Who has been a mentor or a coach to you in your career?**
- **What did they do to support your career development?**

Use the space provided to capture your thoughts.

Management vs. Development

According to a global survey done by LinkedIn:

- 94% of employees would stay with an organization longer if it invested in their career.
- The number one reason that employees feel held back from learning is that they don't have time.
- 56% of employees say they would take a manager-suggested course.

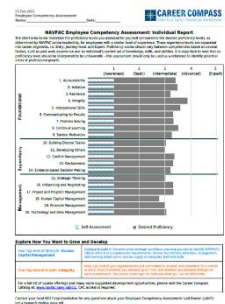


What are you currently doing to develop your employees? Use the space provided to capture your thoughts.

Employee Competency Assessment (ECA)

The ECA is a quick self-assessment tool that should take an employee no more than 10 to 15 minutes to complete. It will assess an employee's proficiency on the 20 non-technical competencies identified by NAVFAC as critical for all employees.

ECA's also help to guide Individual Development Plan (IDP) efforts and future learning and will help you as their supervisor better understand strengths and areas of growth.



Supervisor Role in the ECA

A supervisor has significant influence on the employee and their pursuit of development activities, which will help to retain them, but also expand the skills and capabilities of your team:

- Use the WFD Continuum (and Career Compass Resource Center) to identify the competencies and capabilities you need to strengthen on your team
- Encourage your employees to take the ECA
- Complete a Supervisor ECA for your employee so they can see how you perceive them
- Meet with your employees to discuss the results
- ECA Link: <https://chci-survey.com/eca/>

Significant Influence from a Supervisor

Once the employees have taken the ECA and discussed it with the supervisor:

- Identify team competencies
- Encourage taking the ECA
- Follow up with your employees to discuss their results



Individual Development Plan (IDP)

Another key tool for employee development is the Individual Development Plan, or IDP. This is a tool for NAVFAC employees to:

- Define their career goals and identify learning and development opportunities as a part of their career planning.
- Guide employees to identify both short- and long-term goals for their own professional and career development.

Benefits of the IDP

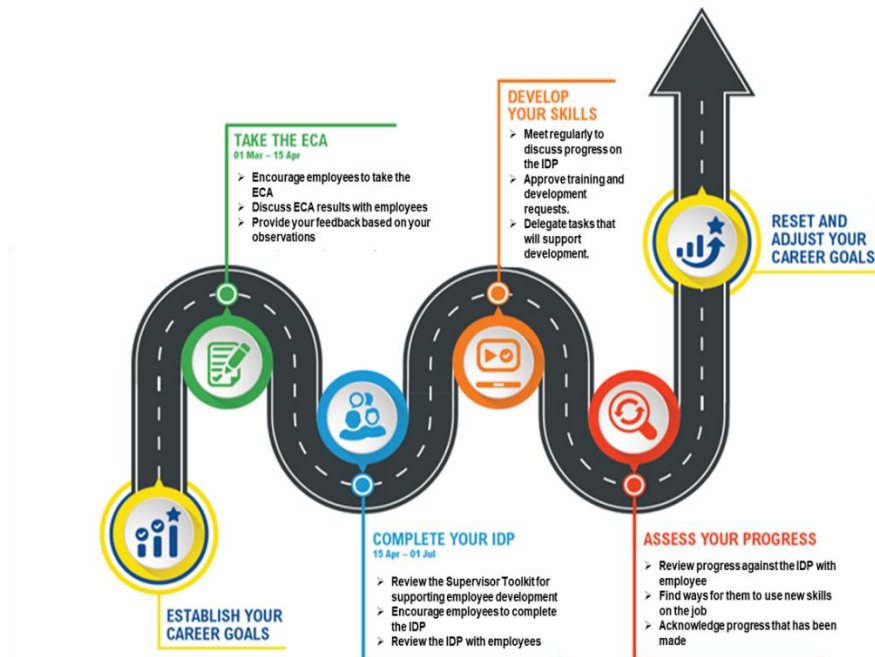
- Makes employees accountable for development

- Allows supervisors and employees to track development easily
- Helps employees to achieve goals
- Shows an increase in job satisfaction and engagement
- Works towards achieving NAVFAC's mission

Supervisor Role in the IDP

- Work with your employees as they complete their IDPs
- Help them align their career aspirations with the team needs and NAVFAC mission
- Help them identify the resources available to them

Career Development Coaching



Follow these steps in the Career Compass Roadmap to coach your employee through their development:

- Have the employee take the ECA
- Meet with employee
- Have employees complete the IDP
- Review IDP together
- Put the plan into action
- Follow up!

How can you prioritize employee career development as a regular part of your schedule? What should the rhythm be? (Monthly, quarterly, etc.)? Use the space provided to capture your thoughts.

Supervisor Academy

Naval Facilities Engineering Systems Command > Careers > Workforce Development > CCRC > Supervisor Resources > **Supervisor Academy**

Digital Resources NAVFAC Supervisor Academy

Printable Resources

NAVFAC Supervisor Academy



On-Demand Content

Leadership Development Programs

Have any comments or suggestions? Please visit our [Contact Page](#) to provide feedback.

The NAVFAC Supervisor Academy trains, equips, and empowers supervisors across NAVFAC with practical skills and tools to lead and supervise others, build teams, and communicate effectively.

Our Supervisor Academy offerings consist of:

1. New Supervisor Workshops (live virtual sessions for supervisors in their first or second year)
2. Current Supervisor Trainings (live virtual sessions for supervisors who have been in their position for more than one year)
3. Supervisor Webinars (on-demand courses for all supervisors)

If you are serious about your own growth, consider the NAVFAC Supervisor Academy:

- Targeted for supervisors in their first or second year of being in a supervisory position
- Designed to equip you with the skills to lead, direct and shape your team
- Allows you to create a network of fellow supervisors for continued sharing and sustained success

Go to the CCRC and search for Supervisor Academy for more information and guidance on how to apply.

Summary and Final Reflection

When developing others, make sure you are adequately prepared. Avoid making assumptions, be assertive, and listen more than you talk. It's crucial that you understand the other party's perspective in order to reach the most successful outcome.

As a supervisor, you play a key role in developing your team – this should not be taken lightly.

Take a moment to reflect on today's tips and think about your first step in developing others.

Use the space provided to capture your thoughts.

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>

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 – Don't Just Manage Employees – Develop Them!
Course Name	Don't Just Manage Employees – Develop Them!
Course Completion Code	8*8FdC

Or, if you have a smart phone, you can simply scan the QR code below to generate the email with all the necessary information:

