



# CAREER COMPASS

Steer Your Career. Accelerate Our Mission.

## Intern Forum #2: Initiative

Webinar





# Using MS Teams – Breakout Rooms

- Breakout rooms have the same functionality as the main room
- Participants joining by phone will stay in the main room (that will be your team)
- Facilitator will start breakout rooms; you will automatically be moved into your assigned room
- Facilitator will provide announcements (i.e., 5 minutes remaining, 1 minute remaining, etc.)
- At the end of the breakout sessions, you will be automatically pulled back to the main room. You will see a 10 second notice before you are moved.





# Breakout Room Ice Breaker

- **Networking exercise within your team's breakout room**
- **5 minutes for introductions within the team**
- **Introduce yourself to the team:**
  1. **Where are you located?**
  2. **What part of the organization you work in?**
  3. **What is your favorite snack?**
  4. **Select a spokesperson**
    - Please select a spokesperson for your team
    - The spokesperson will be responsible for presenting your team's findings for each of the practical exercises to the collective group





# Activity Icons



**Workbook Activity**



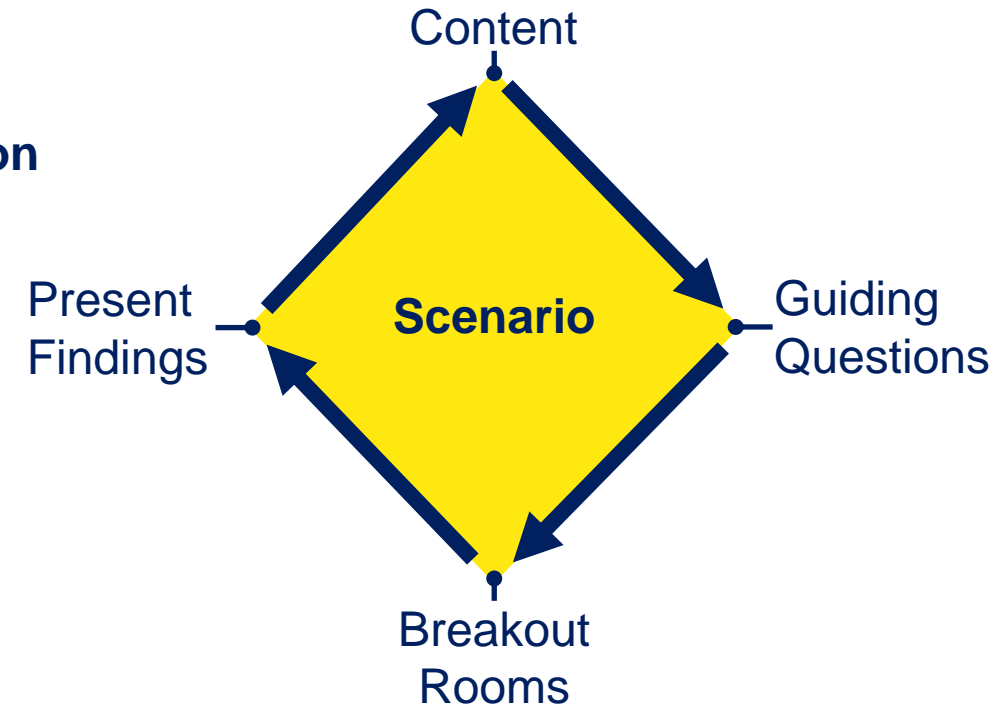
**Chat Activity**



# Lesson and Practical Exercise (PE) Flow

## • Lesson and PE Flow

- PE scenario constant throughout the lesson
- Facilitator presents content for a section of the lesson
- Facilitator provides guiding questions for each PE
- Participants move to breakout rooms
  - Teams given 8 minutes to create their findings (based on the guiding questions)
- Team spokesperson presents findings (2-3 minutes)
- General comments/responses to team's findings





# Objectives

You will be able to:

- Understand how to take initiative by being proactive
- Comprehend what there is to gain by being proactive
- Discover characteristics of a dedicated team member
- Discern opportunities to be more proactive
- Complete a phased practical exercise focused on a common scenario

## Agenda

- Take initiative by being proactive
- What can be gained by being proactive
- Characteristics of a dedicated team member
- Seek opportunities to be more proactive

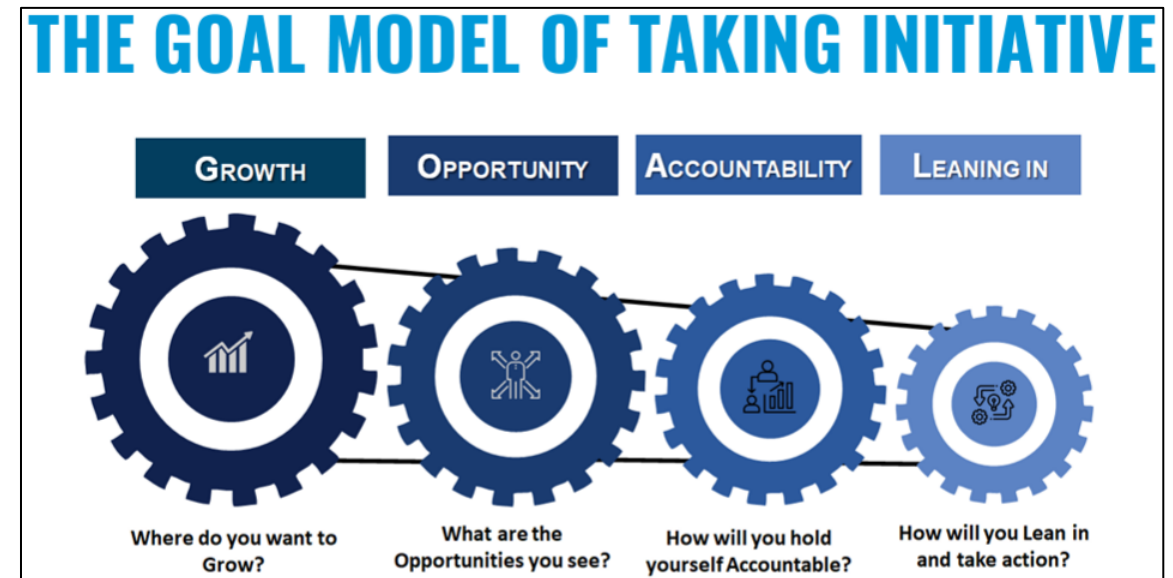




# Take Initiative by being Proactive

**NAVFAC Definition:** Voluntarily taking the first steps to identify and address existing and potential obstacles, issues, and opportunities.

- Take responsibility for tasks
- Ask questions when unsure



***“Be a creator of circumstances rather than just a creature of circumstances.  
Be proactive rather than reactive.”***

-Brian Tracy



# Chat Question



**How do you think proactively about tasks or show initiative by taking action when opportunities arise?**







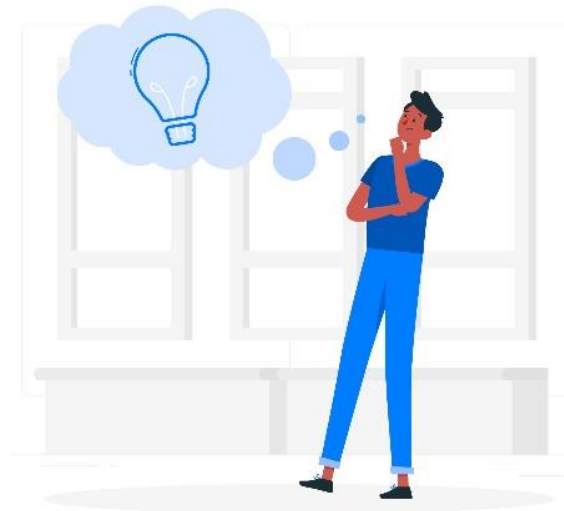
# Scenario

- **Maurice is a new Intern in a contracting office in the Southwest region**
- **His team oversees seven large contracts and Maurice shares the responsibility of managing these contracts**
- **The team is short staffed with two vacant positions and Maurice is one of three new personnel to the team**
- **On a Tuesday afternoon in mid-August, he attends a meeting and learns the contracts are behind schedule and need to be awarded by the end of the fiscal year (FY) or they risk losing funding for mission-critical projects. Getting these contracts awarded on time will require several actions by this team and the originators.**
- **Maurice is feeling a little overwhelmed and doesn't know where to start but wants to make a good impression with his new team.**



# PE #1 Guiding Questions

- **How could Maurice be proactive in this scenario?**
- **What are some steps that Maurice can take to overcome his feeling of being overwhelmed?**





# PE #1 – Team Findings

**Team spokesperson:**

- **How could Maurice be proactive in this scenario?**
- **What are some steps that Maurice can take to overcome his feeling of being overwhelmed?**





# What is there to Gain by Being Proactive

- Shows your commitment to the team
- Opportunity to develop new skills
- Builds confidence
- Develops trust with your team
- Promotes an analytical mindset





# Workbook Exercise



On page 6 of your workbook: What are some of your motivations for taking initiative?

- Shows your commitment to the team
- Opportunity to develop new skills
- Builds confidence
- Develops trust with your team
- Promotes an analytical mindset



# Scenario Recap and PE #2 Guiding Questions

## Scenario Recap

- Maurice (new Intern) in the contracting office that is short staffed (2 vacant positions and 3 new personnel, including Maurice)
- 6 weeks to get 7 contracts awarded or risk losing funding for mission critical projects
- Maurice is overwhelmed, not sure where to start, wants to make a good impression with his new team

## Guiding Questions

- What are some practical things that Maurice can gain by being proactive?
- How would Maurice's proactive behavior impact his team?



# PE #2 – Team Findings

**Team spokesperson:**

- **What are some practical things that Maurice can gain by being proactive?**
- **How would Maurice’s proactive behavior impact his team?**





**BREAK TIME**  
**(10 minutes)**





# Characteristics of a Dedicated Team Member

- **Motivated to reach team goals**
- **Task-driven**
- **Communicates with others**
- **Positive attitude toward work and team**
- **Receptive to constructive feedback**





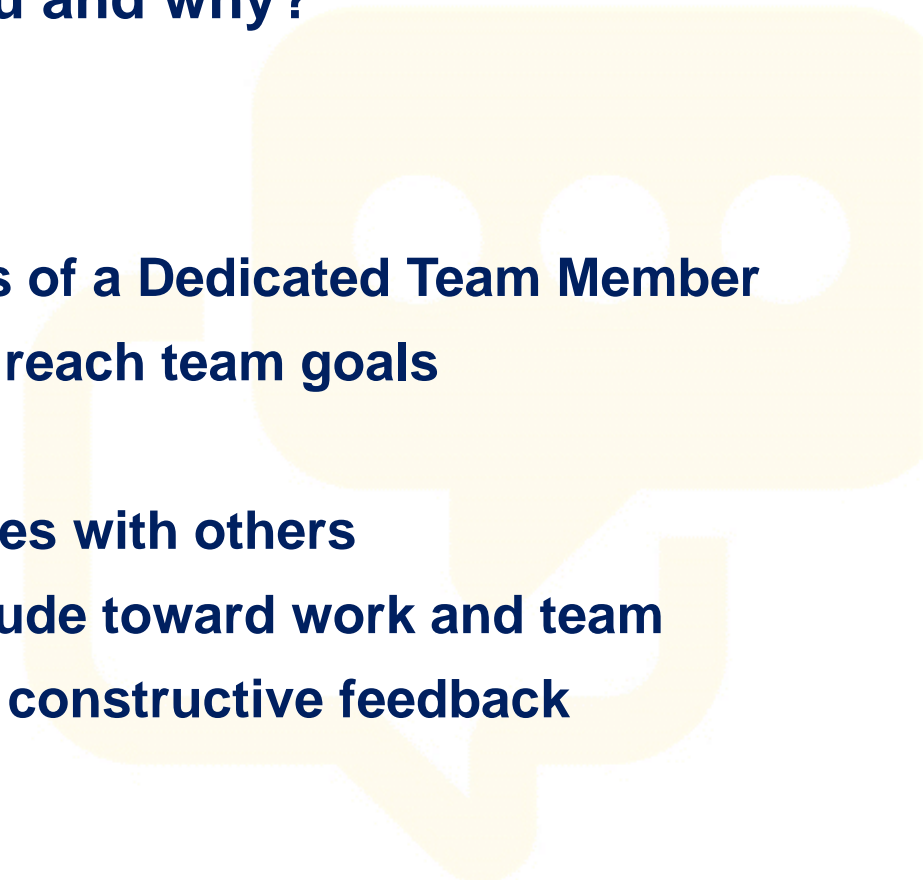
# Chat Question



**Of the characteristics of a dedicated team member, which is the most challenging for you and why?**

## **Characteristics of a Dedicated Team Member**

- **Motivated to reach team goals**
- **Task driven**
- **Communicates with others**
- **Positive attitude toward work and team**
- **Receptive to constructive feedback**





# Scenario Recap and PE #3 Guiding Questions

## Scenario Recap

- Maurice (new Intern) in the contracting office that is short staffed (2 vacant positions and 3 new personnel, including Maurice)
- 6 weeks to get 7 contracts awarded or risk losing funding for mission critical projects
- Maurice is overwhelmed, not sure where to start, wants to make a good impression with his new team

## Guiding Questions

- What are some ways that Maurice can demonstrate dedication to his team?
- How could Maurice's dedication affect his team's impression of him?



# PE #3 – Team Findings

**Team spokesperson:**

- **What are some ways that Maurice can demonstrate dedication to his team?**
- **How could Maurice's dedication effect his team's impression of him?**





# Seek Opportunities to be more Proactive

- When you have had a breakthrough
- When you see a process that doesn't make sense
- When you have a roadblock
- When you are comfortable in your role





# Workbook Exercise



On page 8 in your workbook: What are some practical things you can do now to be more proactive with opportunities?

- When you have had a breakthrough
- When you see a process that doesn't make sense
- When you have a roadblock
- When you are comfortable in your role



# Scenario Recap and PE #4 Guiding Questions

## Scenario Recap

- Maurice (new Intern) in the contracting office that is short staffed (2 vacant positions and 3 new personnel, including Maurice)
- 6 weeks to get 7 contracts awarded or risk losing funding for mission critical projects
- Maurice is overwhelmed, not sure where to start, wants to make a good impression with his new team

## Guiding Questions

- How could Maurice create opportunities to be proactive?
- What are some examples of a team member being proactive with opportunities? (can be yourself for someone else)



# PE #4 – Team Findings

## Team spokesperson:

- **How could Maurice create opportunities to be proactive?**
- **What are some examples of a team member being proactive with opportunities? (can be yourself for someone else)**







# Summary

## Learning Objectives:

- **Understand how to take initiative by being proactive**
  - **Comprehend what there is to gain by being proactive**
  - **Discover characteristics of a dedicated team member**
  - **Discern opportunities to be more proactive**
  - **Complete a phased practical exercise focused on a common scenario**
- 
- ✓ **Take initiative by being proactive**
  - ✓ **What can be gained by being proactive**
  - ✓ **Characteristics of a dedicated team member**
  - ✓ **Seek opportunities to be more proactive**





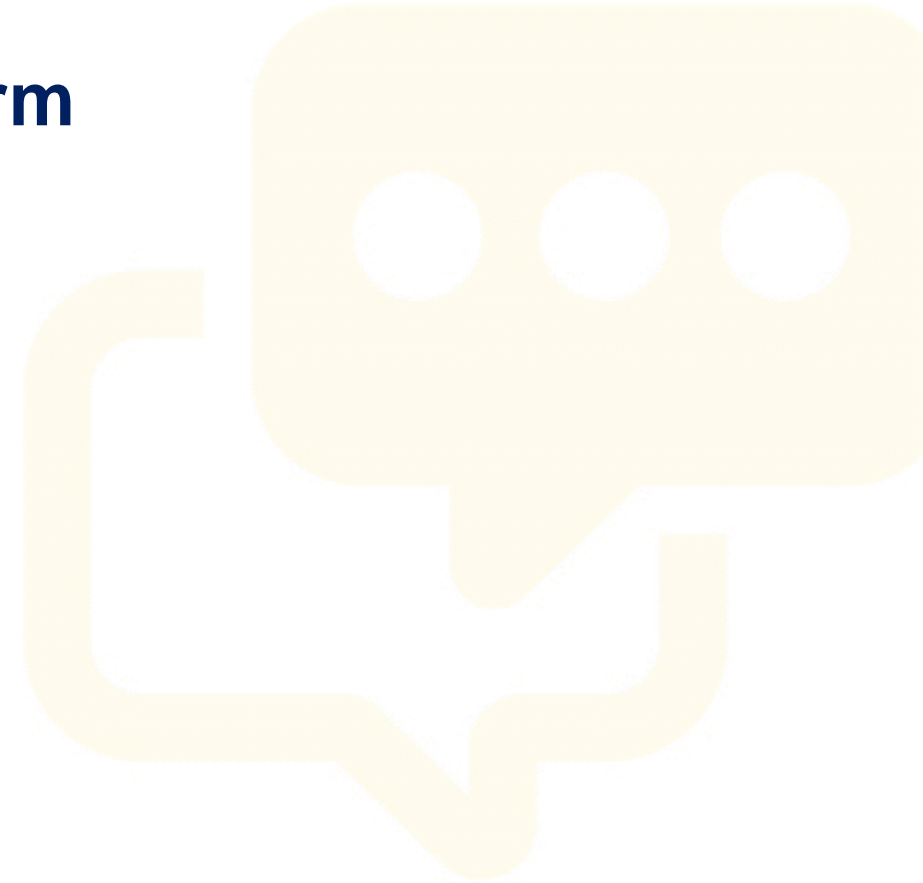
# Final Reflection

**What actions can you take now to improve your ability to take initiative?**





# Training Feedback Form



# Intern Field Representatives



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**Thank you!**

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**We are committed to supporting your development needs.**