



CAREER COMPASS

Steer Your Career. Accelerate Our Mission.

**FY23 Intern Forum #2:
Initiative**

Participant Workbook

Table of Contents

Introduction	4
Objectives.....	4
Agenda	4
Take Initiative by being Proactive	4
Practical Exercise (PE) Scenario	5
PE #1 Guiding Questions	5
PE #1 Team Findings	5
What is there to Gain by Being Proactive.....	6
Scenario Recap	6
PE #2 Guiding Questions	6
PE #2 Team Findings	7
Characteristics of a Dedicated Team Member	7
Scenario Recap	8
PE #3 Guiding Questions	8
PE #3 Team Findings	8
Seek Opportunities to be more Proactive	8
Scenario Recap	9
PE #4 Guiding Questions	9
PE #4 Team Findings	9
Final Reflection	9
Key Takeaways	10
Contact Information	10
Development Resources	11

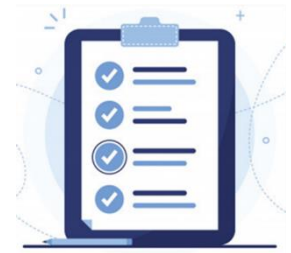
Introduction

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

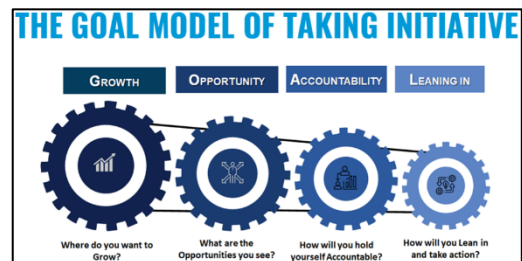
Agenda

- 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?

Practical Exercise (PE) 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

Use the space below to take notes related to team findings.

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

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

- 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

PE #2 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

Use the space below to take notes related to team findings.

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?

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

PE #3 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

Use the space below to take notes related to team findings.

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

What are some practical things you can do now to be more proactive with opportunities?

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

PE #4 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

Use the space below to take notes related to the guiding questions and team findings.

Final Reflection

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

Key Takeaways

What are some of the key takeaways from today's 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.

- Naval Acquisition Development Program (NADP) Interns:
NAVFAC_NADP.fct@navy.mil
- Professional Development Center (PDC) Interns:
NAVFAC_PDC.fct@navy.mil
- For learning and development questions, contact your local BD17 representative or contact HQ's BD17 at
NAVFACHQTotalForceDevelopment@us.navy.mil

Intern Field Representatives:

COMMAND	NAME	EMAIL
EXWC	Jill Haralson	jill.v.haralson.civ@us.navy.mil
EXWC (Alt)	Derek Ryan Agustin	derek-ryan.b.agustin.civ@us.navy.mil
HI	Shaylyn Andres	shaylyn.m.andres.civ@us.navy.mil
HQ	Kelly Shriner	kelly.r.schriner2.civ@us.navy.mil
LANT	Melanie Decker	melanie.l.decker.civ@us.navy.mil
MAR	Therese Hocog	salomae.t.hocog.civ@us.navy.mil
ML	Rosa Hutchinson	rosa.c.hutchinson.civ@us.navy.mil
ML (Alt)	Sharon Reyes	sharon.l.reyes.civ@us.navy.mil

NFI	Nicole Sasek	nicole.r.sasek.civ@us.navy.mil
NW	Sandra "Sandy" Jones	sandra.a.jones6.civ@us.navy.mil
PAC	Jennifer Luke	jennifer.g.luke.civ@us.navy.mil
PAC (Alt)	Shirley Goo	shirley.s.goo.civ@us.navy.mil
SE	Carmella (Terrell) Williams	carmela.d.williams@navy.mil
SW	Diane Johnson	diane.i.johnson.civ@us.navy.mil
WASH	Raymond "Ray" Law	raymond.e.law2.civ@us.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.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/>

To access more content specific to the **Initiative** competency:

- <https://www.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Competency-Development-Content/Initiative/>

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.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Career-Compass-Catalog/>