



CAREER COMPASS

Steer Your Career. Accelerate Our Mission.

Advance with Integrity

Participant Workbook

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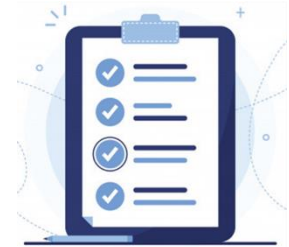
Introduction

Objective

You will be able to understand the components of integrity, as well as how they influence your personal and professional behaviors and impact your career growth.

Agenda

- Why is integrity important?
- Demonstrating the values of integrity
- Signs that someone values integrity
- Your moral compass
- Contagious integrity
- Conclusion



Why is Integrity Important?

- Integrity is the foundational character trait that everything else is built on
- Integrity is important because it helps establish trust and a good reputation

“You’re looking for three things, generally, in a person – intelligence, energy, and integrity. And if they don’t have the last one, don’t even bother with the first two.”

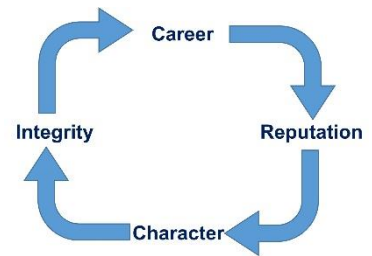
-Warren Buffet

Chat Question

How do you think integrity can help you advance in your career?

Demonstrating the Values of Integrity

- Keep your commitments
- Be fair
- Use open and honest communication
- Acknowledge your mistakes
- Give credit where credit is due



Keep Your Commitments

- Increase your Say-Do ratio
- Be reliable in your follow through
- Don't simply go through the motions
- Avoid missed opportunities



Be Fair

- Fairness - the state, condition, or quality of being fair, or free from bias
- Justness - the quality or state of being just, equitable, or right
- Exhibit fairness
- Demonstrate fairness versus justness
- Take time to discover the facts
- Speak or remain silent



Use Open and Honest Communication

- Get your main point across
- Exercise active listening
- Stick the landing on your message
- Focus on what you want people to remember



Acknowledge Your Mistakes

- Be accountable and take ownership for your actions
- Curb bad habits early, don't start a streak of mistakes
- Welcome feedback
- Act on areas of improvement



Give Credit Where Credit is Due

- Acknowledge expertise and achievement
- Point people in the right direction
- Spread the wealth, include the entire team
- Go out of your way to tell someone "good job"



Chat Question

Which value of integrity would be most helpful for your advancement and why?

- Keep your commitments
- Be fair
- Use open and honest communication
- Acknowledge your mistakes
- Give credit where credit is due

Signs Someone Values Integrity

- Shows respect
- Generates trust
- Takes responsibility
- Takes pride in his/her work
- Keeps promises
- Helps others
- Consistently does the right thing



Workbook Exercise

Think of someone you greatly admire. Consider why you admire them:

1. What characteristics do they possess that make them stand out? Are those natural or learned traits?
2. Do you have the same traits?
3. If you do not, how can you attain them?

Workbook Exercise

Think of someone who is difficult for you to get along with at work or in your personal life:

1. What characteristics do they display?
2. Are these characteristics natural or learned?
3. What can you learn from this?

Scenario

- Customer looking for a special TV
- Floor associate sends customer to a competitor
- Reaction of the customer
- Reaction of the manager
- Knowing right:
 - Thinks the right thing
 - Says the right thing
 - Does the right thing



Chat Question

What aspect of the floor associate's actions help him advance?

Your Moral Compass

North

- Seeks justice, fairness, honesty, and truth
- Honors promises, commitments, and agreements
- Tells the truth
- Displays kindness



South

- Takes the easy way out
- Highlights the good and downplays the bad
- Rationalizes true outcomes

Take the Moral Compass Challenge

Scenarios:

- You have been left in charge and no one else is in the office
 - You could leave early or stay until the end of the day.
Do you leave early? Yes or No
- Save time or follow procedures
 - You could take the shortcut or follow procedures. Do you take the shortcut? Yes or No
- An error was made on your paycheck in your favor
 - You could say something or stay silent.
Do you stay silent? Yes or No



Creating Contagious Integrity

- Be the catalyst
- Be an example, not a follower
- Embrace team ownership



Be a Catalyst

- See something, say something
- Highlight integrity in others
- Show a positive purpose



Be an Example, Not a Follower

- Behave the same whether in a group or alone
- Encourage others to do the right thing
- Be a sounding board for others
- Voice concerns on troubling issues where integrity may be in question



Embrace Team Ownership

- Show commitment to integrity
- Support the integrity of your team
- Help others on your team do the right thing

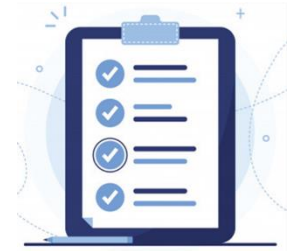


Chat Question

How can you support the integrity of your team?

Summary

- Why is integrity important?
- Demonstrating the values of integrity
- Signs that someone values integrity
- Your moral compass
- Contagious integrity



Final Reflection

What actions can you take now to improve your ability to advance with integrity?

Use the space provided to capture your response.

Key Takeaways

What are some of the key takeaways from today's course?

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 – Advance with Integrity
Course Name	Advance with Integrity
Course Completion Code	AYEzA'

Or, if you have a smart phone, you can simply scan the QR code below to generate the email with all the necessary information. If you use this method, please include your Navy email in the body of the email.



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

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

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

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/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Career-Compass-Catalog/>