

CAREER COMPASS

TIPS FOR GUIDING YOUR EMPLOYEES ALONG THE PATH TO A SUCCESSFUL INDIVIDUAL DEVELOPMENT PLAN (IDP)

The ECA to IDP Cycle

Career Compass was built to enable each of us to identify and grow the skills we need to fully support our jobs, our teams, and the NAVFAC mission. There are three main steps to participating in the ECA to IDP Cycle.

- 1. Self-Assessment using the Employee Competency Assessment (ECA).** The ECA is a brief 10-15 minute online survey for employees to assess their proficiency on 20 non-technical competencies, and guide their IDP efforts and future learning.
 - All employees can take the ECA at: <https://chci-survey.com/ECA/>
- 2. Planning to support an Individual Development Plan (IDP).** The NAVFAC Career Compass IDP is a tool to help employees define career goals and identify development opportunities as a part of their career planning. They will use their ECA Report and Community Management Plan, as well as your feedback when they complete their Career Compass IDP.
 - IDPs should be completed between **15 April – 02 July!** All employees can find their Career Compass IDP form on the [IDP page](#) of the Career Compass Resource Center (CCRC).
- 3. Learning and development activities to pursue all year long,** guided by an IDP.

You Have an Important Role!

As a Supervisor, you have an important role in the ECA to IDP Cycle because you have the most direct and frequent interaction with employees. When you offer input on how employees can develop their skills, you connect their growth to your larger team's needs and its ability to advance the NAVFAC mission. Here's a summary of your key actions during the ECA to IDP Cycle:

- Use the WFD Continuum (and Career Compass resources) to identify the competencies and capabilities you need for your team to successfully support the mission.
- Encourage your employees to take their ECA.
- Meet with each team member one-on-one to discuss their ECA report and proficiency assessment, then encourage them to complete their IDP.
- Work with your employees as they complete their Career Compass IDPs; help align their career aspirations with your team's needs and the NAVFAC mission; and remind them to take advantage of all resources available to them.
- Implement a strategy for regularly monitoring performance and progress.
- Rely on Career Compass tools, like the ECA and IDP, to facilitate ongoing career conversations with your team members.

Share These Career Compass Resources!

As you support your employees through the ECA to IDP Cycle, let them know about these useful materials, all of which are available on the [CCRC](#):

- Watch the [Whiteboard Video](#) for tips on how (and why) to take the ECA.
- The [IDP Instructional Video](#) gives a navigational tour of the IDP form.
- The [Career Compass Catalog](#) is a search tool for competency-related learning and activities.

TIPS FOR GUIDING YOUR EMPLOYEES (continued)

What is the purpose of the IDP?

An IDP is intended to guide your learning and development throughout the year but is not a performance evaluation tool. It involves preparation and feedback and supports a collaborative partnership between you and the employee. The IDP should be completed annually and reviewed semi-annually; it requires your formal approval and signature and the employee's signature.

How are competencies related to the IDP?

The Civilian Workforce Development Continuum (or "WFD Continuum"), a cornerstone of NAVFAC's WFD system, identifies a standard set of non-technical employee competencies essential to NAVFAC's mission. These can be considered with local and technical competencies specific to an employee's job and community when planning professional development.

What's the difference between technical vs. non-technical development?

- Technical Development addresses the competencies, experience, training, and certifications required for specific jobs or NAVFAC communities. Select requirements across communities are outlined in Section III of the Community Management Framework (CMF). Communities outline requirements in their Community Management Plans (CMF Section IV).
- Non-Technical Development refers to the formal and informal learning opportunities which align to the 20 non-technical competencies. (CMF Section II.)
- Skills-Based Training covers the software-based skills needed to perform a specific job (i.e., training for statistical software or proficiency in MS Office).

What's the difference between the Career Compass IDP and other IDP forms?

IDPs are a common tool. Some commands have their own versions, while others rely on the IDP available through the Navy's Total Workforce Management Services (TWMS) system. NAVFAC's Total Force Development (TFD) team has built the ECA to IDP Cycle as part of the Career Compass program, to support our ability to make data-driven decisions and provide opportunities to meet the needs of employees and the NAVFAC mission. The NAVFAC Career Compass IDP aligns with our CMF and the competencies outlined in the Workforce Development Continuum. It addresses technical and non-technical competency needs; reinforces the 70/20/10 learning model that promotes a mix of experiential, social and formal learning activities; and integrates with the ECA as a seamless annual process. As a result, we encourage all commands to use the NAVFAC Career Compass IDP form that can be downloaded from the [IDP page](#) of the CCRC.

Have more questions? Your local Command BD17 (your Civilian Training Advocate) can provide answers and guidance!

What are competencies?

Competencies are the knowledge, skills, abilities, and personal characteristics that employees possess. Across all NAVFAC career segments and roles, there are 20 non-technical competencies that employees apply on-the-job.

At any given moment, depending upon their position and grade level, employees demonstrate a certain mastery of each competency. As they develop their proficiency, they progress from having a basic awareness of a competency to serving as an expert. Each annual IDP outlines the employee's specific plans for learning and growth in the coming year.

Foundational Competencies

- > Accountability
- > Initiative
- > Resilience
- > Integrity
- > Interpersonal Skills
- > Communicating for Results
- > Problem Solving
- > Continual Learning
- > Service Motivation

Supervisory Competencies

- > Building Diverse Teams
- > Developing Others
- > Conflict Management
- > Decisiveness
- > Evidence-based Decision-making

Management Competencies

- > Strategic Thinking
- > Influencing and Negotiating
- > Product and Program Management
- > Human Capital Management
- > Financial Management
- > Technology and Data Management