

Links and videos within the Navigator are best viewed and experienced using a non-NMCI device. If you are using an NMCI machine, full links are provided on page 4. Copy and paste the full links into the URL bar of a new browser window to view the content.

COMPETENCY
CORNER

Career Compass is all about helping you steer your career! That's why this month we're focusing on **Continual Learning**, which is the development of new skills and knowledge in response to changes in the workplace and your own career goals.

Review these descriptions to determine your proficiency level:

- 1. Awareness:** You understand the importance of learning and self-development.
- 2. Basic:** You're able to identify strengths and areas of growth; you readily discuss career aspirations and interests with supervisors.
- 3. Intermediate:** You demonstrate interest in targeted self-development; you acquire the necessary knowledge, skills, and abilities to excel in your current role.
- 4. Advanced:** You align self-development with your career aspirations.
- 5. Expert:** You help facilitate a culture of learning. You teach, mentor, and coach others. You demonstrate drive for self-growth beyond subject matter expertise.



READY TO BUILD YOUR SKILLS? Opportunities Include. . .

Awareness/Basic:

- Join the upcoming live webinar, **Taking Charge of Your Learning and Development** (more details below)!
- Practical exercise: Ask a person in a position you aspire to if you can job shadow for a day.

Intermediate:

- NEW this month:
 - Listen to the podcast, [Discover Your Strengths and Grow Your Career](#), to learn how to pinpoint and leverage your skills (6 min).
 - Use the job aide, [Identify and Maximize Your Strengths](#), to walk you through the process of finding your strengths and weaknesses, and link them to learning opportunities for continued growth.
- Listen to the podcast, [How to Get Out of Your Comfort Zone and Grow Professionally](#).
- Practical exercise: Work with your coach or mentor on your own coaching skills and style. With your team member's permission, invite your coach or mentor to sit in on a meeting in which you discuss that team member's development plan and progress. Afterwards, discuss the conversation's strengths and ways to improve future conversations.

Advanced/Expert:

- Practical exercise: Participate in strategic workforce planning sessions that map current and future competency needs to NAVFAC strategy and objectives and discuss the role of learning and development in closing the gaps.

You can find more learning and development opportunities in the [Career Compass Catalog](#).

CAREER COMPASS SPOTLIGHT

Live Webinar Coming This Month: Taking Charge of Your Learning and Development!

IT'S TIME TO TAKE CHARGE! You are the only person who can make the commitment to grow your skills, and we want to help you succeed! In this webinar, you'll learn how to apply the adult learning model to your own career growth and get quick tips to get started with NAVFAC's Career Compass resources.

Two options are available:

- 15 Feb: 1000-1100 ET
 - 17 Feb: 1500-1600 ET
- Proficiency Level: Awareness/Basic

No need to register – mark your calendar and look for the emails from your local Civilian Training Advocate (BD17) for more details.



Dear Navi,

Navi is your trustworthy confidant with sound advice for matters related to workforce development. As always, please consult with your local HR/LER/EEO/IG as appropriate on workplace issues.

Dear Navi,

I want to enable my team to succeed, but I don't know where to start. Between my day-to-day responsibilities and putting out "fires" as they come up, I don't seem to have time to figure out how to support them in their professional development. What can I do to help them to grow when we barely have time to complete our own work?

Sincerely,
Too Busy to Plan

Dear Too Busy to Plan,

It's great that you want to set your whole team up for success – not just under your leadership but for the remainder of their careers. It's clear that you're busy, and I'm sure that's a common constraint among your team and many of your colleagues. Despite your busy schedule, there are a few things that I think can help you work toward growing your team's skills.

The first thing you can do is set a strong example, because your team is following your lead. With your busy schedule, I realize that prioritizing your own development can be an intimidating ask. Luckily, Career Compass has a large collection of on-demand resources that you can access at the time and place that works best for you. You'll still need to find the time, so start with the short podcast, [Time Management Strategies](#), to learn a few tips to help you prioritize your time. If you find it helpful, share it with your team!

As you pursue your own development opportunities, be sure to share your experiences and the resources that you find helpful. For example, check out the new podcast, [Discover Your Strengths and Grow Your Career](#), and job aide, [Identify and Maximize Your Strengths!](#) This 6-minute podcast and job aide will fit into any gaps in your day (especially if you print the job aide and have it readily accessible when free time arises) and will help you to identify your career strengths and maximize them for success. If you find them helpful, send them to your team and encourage them to share out their own strengths and how they would like to leverage them in their work. Making this a regular part of

your conversations can provide motivation for your team and will demonstrate your commitment to their growth so they feel empowered to pursue their own learning opportunities.

Because you're committed to developing your team, I also recommend the independent study program, [Developing Others for a Strong Tomorrow](#). This is a self-paced program – you can work through it on your own time – but it will help you to build your skills in delegating, building teams, and setting expectations, all of which will enable you to better strengthen and develop your team.

And I may be a little biased, but I would also encourage your team to read the Navigator newsletter each month. It provides a great overview of the opportunities available to help them grow. And who knows? Perhaps a future "Dear Navi" will answer some of their own questions about their professional development.

Kudos to you for wanting the best for your team. Investing time and effort into their development is the mark of a true leader, and they're fortunate to have you. Good luck!

-Navi

P.S. Next month, NAVFAC will be kicking off the "ECA to IDP Cycle" for this year, and you have an important role as a supervisor/manager to encourage your team to participate and engage in ongoing career conversations. More details will be shared in next month's Navigator, so stay tuned!

Do you have a question for Navi? Send your questions to NAVFACHQDearNavi@us.navy.mil, and you may be featured in an upcoming column of *Dear Navi*. All questions will remain anonymous.

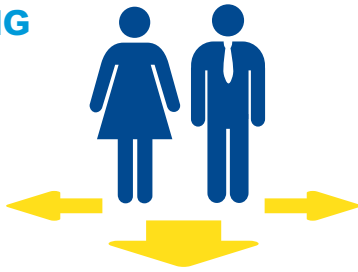


EXECUTIVE COACHING SEATS AVAILABLE

Are you interested in your professional development? If so, join NAVFAC's Executive Coaching program!

Executive Coaching is an inquiry-based approach to personal and professional development; it aims to build awareness, generate action, and facilitate learning and growth through challenges and experience. It focuses on improving performance by helping you to develop and sustain new perspectives, attitudes, skills, and behaviors. Check out the video [here](#) to learn more about this program directly from Steven J. Talley, Deputy CMO for Total Force at NAVFAC HQ.

Some of the Navy's most senior leaders leverage coaches. It's a great opportunity to grow, and limited seats are available! This program is targeted for GS-14/15, and applications are due 11 Feb. Watch for the announcement with details on how to apply, or contact your local Civilian Training Advocate (BD17).



JOIN THE NEXT GROUP LEARNING PROGRAM!

In the upcoming 6-week Group Learning Program, **Developing a Strategic Vision**, you'll join an interactive small group to master practical frameworks for strategic planning, enhance your skills, and learn how to develop, deliver, and apply a strong strategic vision to your current work.

- ▶ **WHO IS IT FOR?** This program is designed for *upper Intermediate* and *Advanced/Expert* proficiency levels in Strategic Thinking. Two groups are available with only 25 participants per group.
- ▶ **WHEN DOES IT START?** Group 1 begins 20 Apr; Group 2 begins 21 Apr.
- ▶ **READY TO REGISTER?** Registration will be open from 18 Feb through 25 Mar! Be on the lookout for more details and registration information in mid-February.

What your peers are saying about the previous Group Learning Program:

"One of the best trainings I've ever had!"

"A lot of issues I see at my command are shared across NAVFAC entities, so the group perspective is very helpful."

WHAT THE EXPERTS SAY... Learning is a Learned Behavior

You read that right... we can all learn to be better learners! In an article for the *Harvard Business Review*, Ulrich Boser describes three practical ways in which we can all improve our learning skills:



1

ORGANIZE YOUR GOALS

Approach learning as you would a project.



2

THINK ABOUT THINKING

Ask yourself questions such as "could I explain this to a friend?"



3

REFLECT ON YOUR LEARNING

Step away from what you're learning and reflect in a moment of calm.

You can read the full article [here](#).

FEBRUARY TRAINING SUMMARY

Below is a list of all SYSCOM trainings being held in February, and trainings in March that are now open for registration. Find more details and registration links on the [CCRC Event Calendar](#).



FEBRUARY TRAININGS

START DATE	EVENT
Mon, 14 Feb	Supervisor Academy: Current Supervisor Training, Cadre 2
Tue, 15 Feb	Live Webinar: Taking Charge of Your Learning and Development
Thu, 17 Feb	Live Webinar: Taking Charge of Your Learning and Development
Mon, 28 Feb	Supervisor Academy: New Supervisor Workshop, Cadre 2

Additional trainings may be added. Please see the CCRC Event Calendar for the latest offerings.

MARCH TRAININGS OPEN FOR REGISTRATION

START DATE	EVENT
<i>Additional trainings may be added. Please see the CCRC Event Calendar for the latest offerings.</i>	



If you are unable to access the links in the previous pages, copy and paste the full links below into the URL bar of a new browser window to view the content.

Competency Corner

All Continual Learning Resources below – https://www.navfac.navy.mil/jobs/workforce-development/ccrc/emp_resources/comp_dev_content/continual-learning.html

- Discover Your Strengths and Grow Your Career (Podcast)
- Identify and Maximize Your Strengths (Job Aide)
- How to Get Out of Your Comfort Zone and Grow Professionally (Podcast)

Career Compass Catalog – https://www.navfac.navy.mil/jobs/workforce-development/ccrc/emp_resources/ccc.html

Dear Navi

Time Management Strategies (Podcast) – https://www.navfac.navy.mil/content/dam/navfac/career-compass-resource-center/employee_resources/competency-development-content/accountability/podcasts/Time Management Strategies.mp3

Discover Your Strengths and Grow Your Career (Podcast) – https://www.navfac.navy.mil/jobs/workforce-development/ccrc/emp_resources/comp_dev_content/continual-learning.html

Identify and Maximize Your Strengths (Job Aide) – https://www.navfac.navy.mil/jobs/workforce-development/ccrc/emp_resources/comp_dev_content/continual-learning.html

Developing Others for a Strong Tomorrow (Independent Study Program) – https://www.navfac.navy.mil/jobs/workforce-development/ccrc/emp_resources/comp_dev_content/developing_others/dev_others_lead_strong_tmrw.html

Executive Coaching Seats Available

Coaching Video – <https://www.youtube.com/watch?v=-c4f4i9fxHo>

What the Experts Say: Learning is a Learned Behavior

Read the full article – <https://hbr.org/2018/05/learning-is-a-learned-behavior-heres-how-to-get-better-at-it>

SYSCOM Training Summary

CCRC Event Calendar – <https://www.navfac.navy.mil/jobs/workforce-development/ccrc/event-calendar.html>

Find us on...

Facebook — <https://www.facebook.com/navfac/>

Twitter — <https://twitter.com/NAVFAC>

Instagram — <https://www.instagram.com/navfacworldwide/>

LinkedIn — <https://www.linkedin.com/company/navfac/>

<https://www.navfac.navy.mil/jobs/workforce-development/ccrc.html>

