

SPECIAL ISSUE: The ECA to IDP Cycle!





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 5. Copy and paste the full links into the URL bar of a new browser window to view the content.

IT'S HERE: THE ECA TO IDP CYCLE!

What is 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. The ECA to IDP Cycle helps each of us to identify the strengths we want to grow, make a plan to build our skills, and act on that plan throughout the year. While the ECA and IDP are available year-round to help you grow your career, the inputs collected during this open period are used to inform upcoming FY23 offerings and address training needs that are identified as gaps.

There are four main steps:

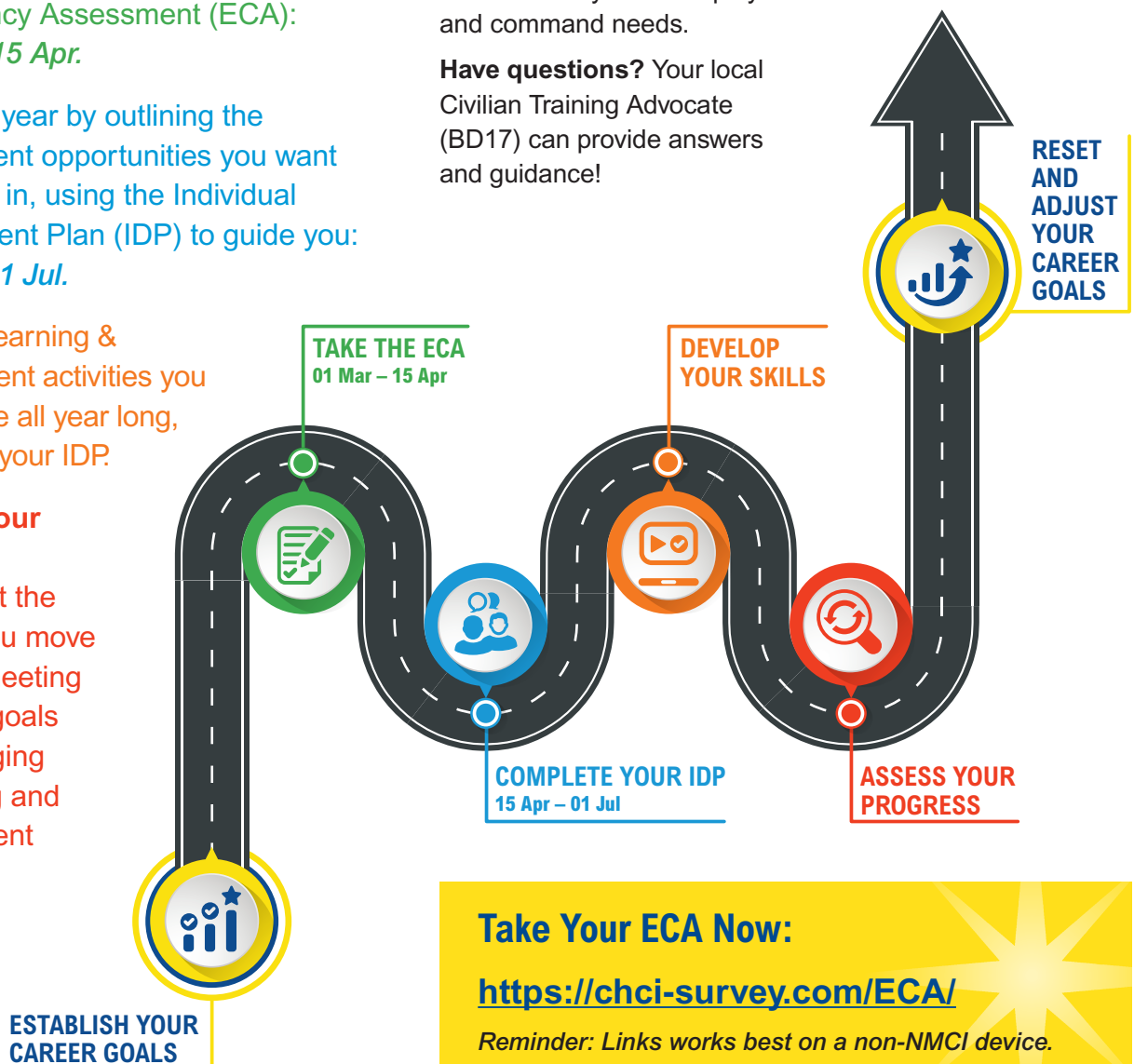
-  **1. Self-Assess** using the Employee Competency Assessment (ECA):
01 Mar – 15 Apr.
-  **2. Plan** your year by outlining the development opportunities you want to partake in, using the Individual Development Plan (IDP) to guide you:
15 Apr – 01 Jul.
-  **3. Identify** Learning & Development activities you can pursue all year long, guided by your IDP.
-  **4. Assess** your progress throughout the year as you move towards meeting your IDP goals and engaging in learning and development activities.

NOW OPEN! Take Your ECA by 15 Apr!

- ▶ **Taking your ECA** is a critical first step on your career path!
- ▶ Through this brief 10-15 minute online survey you'll assess your proficiency (from Awareness to Expert) on 20 non-technical competencies.
- ▶ Your ECA Report will show you areas of strength and opportunities for potential growth, and provide information you can use to complete your IDP.

The ECA is the ideal way for you to take ownership of your career. It also provides SYSCOM-wide data to shape decisions on future workforce development offerings, to ensure they meet employee and command needs.

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



Take Your ECA Now:

<https://chci-survey.com/ECA/>

Reminder: Links works best on a non-NMCI device.



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 like my job, but sometimes I wonder if I am on the road to career growth or stuck in the parking lot. Sometimes I think I'd like to move to the next level in my career, but I can't see what the next step is to get there. I feel like I need input to help me figure out where I am going and how I will get there. Do you have any ideas for how I can plan my route, and make my work more meaningful along the way by building my skills and confidence?

Signed,
Wondering What to Do Next

Dear Wondering,

We all have times when we feel unsure of the way forward. Sometimes it's difficult to know where to start, and we feel stuck. But that doesn't mean you have to stay there. This is actually the perfect time to begin planning your career journey, as NAVFAC is beginning its annual "ECA to IDP Cycle" this month!

There's more information on the ECA to IDP Cycle earlier in this newsletter, so let me give you the basics: the first step on your career journey is to take your ECA! Don't worry, it's not a test and there are no wrong answers. The 10-15 minutes you'll spend on a computer or smartphone will help you take an honest look at your non-technical skills, and this "look in the mirror" will help you understand where you need to grow and develop. With this understanding, you can start to build a clear plan for reaching your goals.

After you take your ECA, talk with your supervisor about your results. This conversation will help you to identify where you want to go and how to get there. It's not a performance review, but rather, a guide to your continued career growth. Your supervisor likely was once where you are and may have worked through some of the same challenges. Using your ECA and input from your supervisor, you'll create your IDP as a guide to help you build your skills throughout the rest of the year. By pursuing learning and development opportunities on the CCRC and Career Compass Catalog aligned with your IDP, you'll be on a clear path to career

growth. If you compare where you are at the end of year to where you started, you may be surprised and pleased, and feel more purposeful and confident in your work. So go ahead, take that first step! You can find more information on the ECA [here](#).

The hardest part of the journey is getting started. But, we're here to help you all along the way! If you're having a hard time finding motivation, check out the podcast [How to Get Out of Your Comfort Zone and Grow Professionally](#) for a refresher on facing your fears, and tips to help you put this in action at NAVFAC.

If taking action is the issue, the podcast [How Taking Initiative Can Change Your Career](#) can serve as a reminder on the importance of initiative, and will provide tips to help you identify and act on opportunities to take the initiative in the course of your work. And lastly, if you just need a daily reminder to follow through on your goals, print out the handy infographic [Continual Learning Opportunities at NAVFAC](#) for an easy visual reminder for the ways you can push yourself to grow.

The fact that you're thinking about your career growth makes me confident that you'll find success, and I hope you send in another letter a year from now to give us all an update on the progress you've made. Good luck!

-Navi

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.



COMPETENCY
CORNER

This month we're focusing on **Influencing & Negotiating**: Using persuasion to gain support and cooperation; and exploring positions and alternatives to reach outcomes that gain acceptance of all parties.

Influencing and negotiating skills are vital to success in the workplace. They help us boost productivity, reduce workplace conflicts, and achieve long-term career success, so it's worth it to take the time to improve your skills!

Review these descriptions to determine your proficiency level:

- **Awareness:** Checks one's own understanding of others' communication (e.g. paraphrases, asks questions). Listens to differing points of view to promote mutual understanding.
- **Basic:** Persuades others by using concrete examples to make a point. Recalls others' main points and takes them into account in one's own communication. Identifies main negotiating points of a given issue and engages in negotiation.
- **Intermediate:** Uses compelling arguments to convey conclusions and ideas. Understands others' underlying needs, motivations, or concerns and adjusts communication effectively. Demonstrates empathy with other's positions. Negotiates based on first-hand observations and information collected from both sides and avoids using hearsay or personal opinions.
- **Advanced:** Communicates complex issues clearly and credibly with widely varied audiences. Uses situations to create a desired impact and to maximize the chances of a favorable outcome. Prepares and effectively negotiates to achieve a specific objective. Makes realistic compromises and focuses on achieving value-added results.
- **Expert:** Handles strategic communication issues in high-visibility situations. Handles difficult on-the-spot questions and uses experts or other third parties to influence. Demonstrates more than one negotiating style and adapts as required. Demonstrates an ability to step back when necessary from the negotiation process while staying focused on the objective. Takes well thought-out and impactful actions to win a point or reach an agreement.

READY TO BUILD YOUR SKILLS?
Opportunities Include. . .

Awareness/Basic:

- NEW this month:
 - › Listen to the new podcast to learn [Six Steps for Preparing to Negotiate](#) (5 min).
 - › Get a quick look at behaviors that build or damage your influence with the infographic: [Three Dos and Don'ts to Build your Influence](#).



- **Practical exercise:** Practice remembering people's names, faces and details about them. There are few things more important in becoming influential than remembering people and using their names.

Intermediate:

- NEW this month:
 - › Use the job aide, [Five Ways to Influence More Effectively](#), as a quick tool to help you remember the five elements of influential proposals.
 - › **Practical exercise:** Ask your coach or mentor to simulate an upcoming negotiation with you (or make up a scenario if necessary). After the simulation, ask your coach or mentor for feedback.



Advanced/Expert:

- NEW this month:
 - › Use the job aide, [Preparing Your Negotiation Strategy](#), to help you plan for and have confidence in your ability to navigate negotiations of all types.
 - › Learn about different types of negotiations and tips to ensure your success in the on-demand webinar, [Improve Your Negotiation Skills](#) (25 min).
 - **Practical exercise:** Read about the power of framing your arguments in *The Power of Framing: Creating the Language of Leadership* by Gail T. Fairhurst.



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

IN CASE YOU MISSED IT...

If you couldn't attend the live webinars, the on-demand recordings of **Addressing Team Conflict in a Virtual Environment** and **Challenging Conversations** are now available on the CCRC! Learn how to manage conflict so that it only makes your team stronger and build your skills and confidence to achieve a positive outcome in the face of difficult situations. You can find both webinars on the [Conflict Management](#) competency page of the CCRC.



CAREER COMPASS SPOTLIGHT

Live Webinar Coming This Month: 7 Ways to Build Your Influence at Work!

Influence doesn't come overnight, but when you are intentional about building a positive reputation, it can make a huge difference in the success of your team or project. In this webinar, you'll learn how to develop key behaviors to help you build your influence in the workplace.

Two options are available:

- ▶ 15 Mar: 1000-1100 ET
- ▶ 17 Mar: 1500-1600 ET

Proficiency Level:
Awareness/Basic



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

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 the framework for strategic planning, enhance your skills in strategic thinking, 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-level 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 through 25 Mar! [Click here](#) to learn more and register today!

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... Getting to Yes!

Robert Fisher and William Ury published this influential book in 1981 about principled negotiations. *Getting to Yes!* has been a must read for generations of managers. Fisher and Ury try to find acceptable solutions in a negotiation by determining which needs are firm and fixed and which ones are flexible for negotiations. The primary strategy behind principled negotiation is to decide issues on their merits rather than through a haggling process. The method is based on four principles:

- ▶ Separate the people from the problem
- ▶ Focus on interests, not positions
- ▶ Invent options for mutual gain
- ▶ Insist on using objective criteria

You can find a great summary of the main points in this [video](#).

SYSCOM TRAINING SUMMARY

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



MARCH TRAININGS

START DATE	EVENT
Mon, 14 Mar	NFI 201: Team Supervisors & Emerging Leaders (East Coast)
Tue, 15 Mar	Live Webinar: Seven Ways to Build Your Influence
Wed, 16 Mar	Communicating for Results (East Coast)
Thu, 17 Mar	Live Webinar: Seven Ways to Build Your Influence
Mon, 21 Mar	NFI 101: Fundamentals to Leadership (East Coast)
Wed, 23 Mar	Communicating for Results (West Coast)
Mon, 28 Mar	NFI 101: Fundamentals to Leadership (West Coast)

APRIL TRAININGS OPEN FOR REGISTRATION

START DATE	EVENT
Mon, 04 Apr	Supervisor Academy: Current Supervisor Training, Cadre 3
Tue, 05 Apr	NFI 301: Leadership in Today's Navy (East Coast)
Tue, 12 Apr	Project & Program Management (West Coast)
Thu, 14 Apr	Project & Program Management (East Coast)
Mon, 18 Apr	NFI 201: Team Supervisors & Emerging Leaders (West Coast)
Wed, 20 Apr	Group Learning Program: Developing a Strategic Vision (Group 1)
Thu, 21 Apr	Group Learning Program: Developing a Strategic Vision (Group 2)
Tue, 26 Apr	NFI 301: Leadership in Today's Navy (West Coast)



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Dear Navi

ECA information – https://www.navfac.navy.mil/jobs/workforce-development/ccrc/emp_resources/eca.html

How to Get Out of Your Comfort Zone and Grow Professionally (Podcast) – https://www.navfac.navy.mil/content/dam/navfac/career-compass-resource-center/employee_resources/competency-development-content/continual-learning/podcasts/Comfort-Zone-Podcast_20200601_v1.0.mp3

How Taking Initiative Can Change Your Career (Podcast) – https://www.navfac.navy.mil/content/dam/navfac/career-compass-resource-center/employee_resources/competency-development-content/initiative/podcasts/How-Taking-Initiative-Can-Charge-Your-Career_20210428_v1.0.mp3

Continual Learning Opportunities at NAVFAC (Infographic) – https://www.navfac.navy.mil/content/dam/navfac/career-compass-resource-center/employee_resources/competency-development-content/continual-learning/infographics/Continual-Learning-Opportunities-Infographic_v1.0.pdf

Competency Corner

All Influencing & Negotiating Resources below – https://www.navfac.navy.mil/jobs/workforce-development/ccrc/emp_resources/comp_dev_content/influencing-negotiating.html

- Six Steps for Preparing to Negotiate (Podcast)
- Three Dos and Don'ts to Build your Influence (Infographic)
- Five Ways to Influence More Effectively (Job Aide)
- Preparing Your Negotiation Strategy (Job Aide)
- Improve Your Negotiation Skills (On-demand Webinar)

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

Join the Next Group Learning Program

To register or for more details – https://totalforcetraining.navfac.navy.mil/course_detail.asp?course=2562&type=tft_course

In Case You Missed It...

Addressing Team Conflict in a Virtual Environment and Challenging Conversations on-demand webinars – https://www.navfac.navy.mil/jobs/workforce-development/ccrc/emp_resources/comp_dev_content/conflict_mgmt.html

What the Experts Say: Getting to Yes!

See the video – <https://youtu.be/VCXsiCpfXqg>

SYSCOM Training Summary

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

Find us on...

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

