

Welcome to the inaugural issue of the Total Force Development Navigator!
As a monthly newsletter, the Navigator provides useful content for you to take ownership of your learning and development, steer your NAVFAC career, and accelerate our mission.

COMPETENCY CORNER

Each issue, we'll explore a single non-technical competency. This month we discuss **Developing Others**, which involves nurturing the performance and contributions of colleagues and direct reports. Each competency has 5 proficiency levels. Review these descriptions to determine where you stand when it comes to Developing Others:

- 1. Awareness:** You establish effective, professional, and positive relationships with your team; and clarify responsibilities and expectations.
- 2. Basic:** You provide timely and constructive feedback; describe the impact of actions and check for understanding. Your guidance strengthens knowledge, skills, and abilities to improve performance.
- 3. Intermediate:** You collaborate with team members to set meaningful performance objectives; provide new assignments; and develop employee capabilities and competencies.

- 4. Advanced:** You coach and mentor others; and recognize developmental efforts and improvements. You identify opportunities for direct reports that align with their IDPs.
- 5. Expert:** You make tough decisions when necessary to ensure current and future success; foster a culture of learning; and prioritize development to support the mission.

Ready to advance your proficiency? Here are some experiential activities to pursue:

- **Awareness/Basic:** Foster an open-door policy so others can ask questions and run scenarios by you.
- **Intermediate:** Work as a back-up to other staff to acquire specialty skills.
- **Advanced/Expert:** Delegate work assignments that stretch an employee and build competencies.

Find more opportunities in the [Career Compass Catalog](#) (on the Career Compass Resource Center).

CAREER COMPASS SPOTLIGHT

Did you miss these opportunities? Catch them on replay!

Learn Tips, Tricks and Best Practices for Virtual Collaboration

Learn to improve communication and collaboration skills in a virtual environment. This course shares tips, tricks, and best practices for formal meetings, brainstorming sessions, informal gatherings, and even virtual coffee breaks, so you can learn to be more effective when engaging and collaborating online with colleagues and leaders. One session for employees; one for supervisors. On November 9th, find the replays posted on the CCRC, under the Communicating for Results competency. [Check here.](#)

The IDP – Steer Your Career

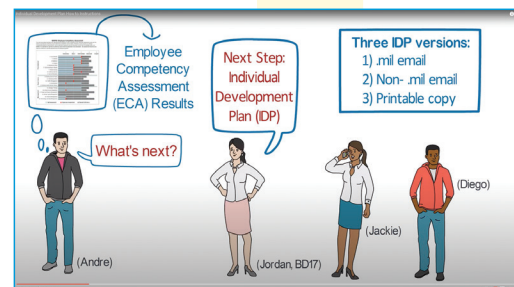
The Individual Development Plan (IDP) can help you set goals and steer your career. Learn more from the webinar posted on the [IDP page](#) of the CCRC.

Q How can I encourage my direct reports to complete their IDP?

Find advice in this [How To Guide for Supervisors](#).

VIDEO SPOTLIGHT

Ready to complete your **Individual Development Plan (IDP)**? Here's a short How To video that will help!



YouTube Link: <https://youtu.be/1FKO-sMr0LY>

WHAT THE EXPERTS SAY... The 4 Vital Keys to Developing Others

Forbes magazine reports one of the best ways to increase employee engagement and retention is to improve an individual's satisfaction with development opportunities. This article lists 4 keys to developing others based on data from more than 400,000 employees. The keys include: a leader's ability to manage performance effectively; team members' ability to be involved in decisions and assist in solving problems; recognition for hard work, initiative and effort; and how well a job fits the person. Read the [full article here](#).

