

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

In this issue we are highlighting **Initiative**: Voluntarily taking the first steps to identify and address existing and potential obstacles, issues, and opportunities.

Review these five descriptions to determine your proficiency level in Initiative:

- **Awareness**: Volunteers to undertake activities within one's capability. Asks questions and gathers information prior to taking on new tasks. Seeks help when challenged to try something new.
- **Basic**: Volunteers to undertake tasks that stretch one's capability. Identifies who can provide support and asks for their input. Identifies problems and acts to prevent or solve them.
- **Intermediate**: Seeks out challenges that require managing risk. Determines resources, team support, and technical needs necessary for success. Keeps responding to the challenge despite obstacles and setbacks.
- **Advanced**: Anticipates future challenges and related opportunities. Plans potential responses considering resources, people, processes, and technology. Leads a timely response, seeks advice, and sustains progress through unforeseen challenges.
- **Expert**: Integrates future challenges and opportunities, planning directly for significant outcomes and contingency plans. Identifies areas of high risk. Procures organizational resources and leverages leaders, core organizational processes, and technologies.

READY TO BUILD YOUR SKILLS?

Opportunities Include. . .

Awareness/Basic:

- NEW this month:
 - › Use the infographic, [Four Ways to Take Initiative on Your Team](#), as a handy reference to help you identify ways to demonstrate initiative in your work.
 - › Learn tips to help build a team culture of initiative during the upcoming webinar, [Developing Team Initiative](#), on 14 & 16 Jun. More details are on page 3.
- Watch the on-demand webinar, [What Does Initiative Look Like?](#), to learn practical steps to demonstrate initiative, including how to assess and initiate action independently (15 min).



- Practical exercise: Discuss new ideas with your coach or mentor, such as things you'd like to see improve, problems you've observed that you think might grow larger, or opportunities for immediate or long-term improvement. Decide together which one(s) you should move forward with, if any.

Intermediate:

- NEW this month:
 - › The job aide, [Resolving Uncertainty to Lead Successful Initiatives](#), will walk you through the process of eliminating as much uncertainty as possible when leading new initiatives.
 - › In the on-demand webinar, [Leading Strategic Initiatives](#), learn how to apply six skills to lead successful strategic initiatives (20 min).
- Listen to the podcasts, [How to Be Proactive at Work](#), and [Steps for Contingency Planning](#) to build your initiative "muscle" (5 min each).
- Practical exercise: During employee performance reviews (if you are a supervisor or manager), discuss the importance of taking initiative while balancing risks.

Advanced/Expert:

- Practical exercise: Begin mentoring or coaching others in taking initiative and assessing risk.
- Practical exercise: Participate in a NAVFAC scenario planning or strategic planning exercise.

You can find more learning and development opportunities on the [Initiative competency page](#) of the Career Compass Resource Center (CCRC), and in the [Career Compass Catalog](#).

Career Compass just released a new and improved CCRC – come check it out!



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've been working here for close to 7 years. Lately, I've noticed that a lot of things are changing around me. From new technology to new processes and procedures to new ways we're being asked to interact as a team. I'm a little worried that I won't be able to adapt. How do I make sure I don't get left behind?

— Getting Up to Speed

Dear Getting Up to Speed,

You are not alone! Change is constant. If you ask some of the more tenured members of your team, I'm sure they will tell you "how it used to be done." And, I bet, they'd also tell you how much of their original job description no longer applies anymore. As a matter of fact, senior leadership recognizes that. In the last HQ Quarterly Recognition Award Ceremony, RADM Korke even said "the skills we're looking for are changing, we have to change with them." Your instincts are right on cue!

So how do you adapt with the times? There are several ways. I think the first step is to make yourself comfortable with the whole notion of change. Initially, the idea of change is daunting. You're going to have to give up some trusted behaviors and habits, and you'll be asked to do things a little differently. So, if you haven't already, take a listen to the podcast, [How to Get Out of Your Comfort Zone and Grow Professionally](#), and watch the webinar, [Taking Charge of Your Learning and Development](#). Both will

leave you with valuable skills that will help equip you to steer your career instead of letting it steer you.

So much of professional development has to do with seeing opportunities and having the self-confidence to pursue them. I suggest you also take a look at two infographics – the first is [The Goal Model of Taking Initiative](#). It identifies the four critical steps in taking initiative and gives you guidance on how you can walk through them. And second, [Continual Learning Opportunities at NAVFAC](#). What I like about this infographic is that it points out that becoming a continual learner is a multi-disciplined endeavor – meeting with your mentor, working with your supervisor on your IDP, and then being proactive and looking for new opportunities while also nurturing your skills. Together, all of these will ensure that you will be ready for whatever changes come your way.

-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.

IN CASE YOU MISSED IT...

The webinar, *7 Ways to Build Your Influence*, is now available on the CCRC! 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. You can find it [here](#).

WHAT THE EXPERTS SAY...**9 Ways to Take Initiative at Work**

Initiative can take many forms, and there are plenty of opportunities throughout your work day where you can demonstrate initiative and grow your skills. In this article, the Indeed Editorial Team lays out nine ways in which you can show initiative at work and demonstrate your full potential. Read it [here](#).



HAVE YOU COMPLETED YOUR IDP?

Complete your IDP by 01 July!

The NAVFAC Career Compass IDP is the SYSCOM's tool for IDP completion. Completing your IDP will help you define your career goals and identify your best development opportunities. Here's how to get started:

▶ **Start your IDP**

- ▶ Use your ECA Report, the requirements outlined in your respective Community Management Plan (CMP), and supervisor feedback to help you identify skills gaps and set goals
- ▶ Check out activities in the CCRC and Career Compass Catalog
- ▶ Meet with your Supervisor to discuss your development plan
- ▶ Finalize your IDP with your Supervisor's signature
- ▶ Check your progress regularly against your IDP to make sure you are on track, and update your IDP throughout the year



QUESTIONS? You can find more resources to help you complete your IDP, including an instructional video, checklist, and how-to guides, [here](#). Your local Civilian Training Advocate (BD17) can also provide answers and guidance.

(And if you haven't taken your ECA, it's not too late! Find it [here](#).)

CAREER COMPASS SPOTLIGHT

Live Webinar Coming This Month: Developing Team Initiative

A culture of initiative can be intentionally cultivated, with wide-reaching effects on your team and your projects. In this webinar, learn seven practical ways in which you can build and nurture a culture of initiative and help your team to achieve and exceed goals.

Two options are available:

- ▶ Tue, 14 Jun: 1000-1100 EST
- ▶ Thu, 16 Jun: 1500-1600 EST

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.

SYSCOM TRAINING SUMMARY

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



JUNE TRAININGS

START DATE	EVENT
Wed, 01 Jun	Communicating for Results (East Coast)
Thu, 02 Jun	Intern Forum #2: Accountability
Mon, 06 Jun	Supervisor Academy: New Supervisor Workshop, Cadre 4
Wed, 08 Jun	Developing Others – Facilitated Development (West Coast)
Tue, 14 Jun	Live Webinar: Developing Team Initiative
Thu, 16 Jun	Live Webinar: Developing Team Initiative
Thu, 30 Jun	Intern Forum #3: Problem Solving

JULY TRAININGS OPEN FOR REGISTRATION

START DATE	EVENT
TBD Jul	Virtual Financial Management Training (East/West)
Thu, 28 Jul	Intern Forum #4: Communicating for Results



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 Initiative Resources below – <https://navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Competency-Development-Content/Initiative/>

- Four Ways to Take Initiative on Your Team (Infographic)
- What Does Initiative Look Like? (On-Demand Webinar)
- Resolving Uncertainty to Lead Successful Initiatives (Job Aide)
- Leading Strategic Initiatives (On-Demand Webinar)
- How to Be Proactive at Work (Podcast)
- Steps for Contingency Planning (Podcast)

Initiative Competency Page – <https://navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Competency-Development-Content/Initiative/>

Career Compass Catalog – <https://navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Career-Compass-Catalog/>

New and Improved CCRC – <https://navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center>

Dear Navi

How to Get Out of Your Comfort Zone and Grow Professionally (Podcast) – <https://navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Competency-Development-Content/Continual-Learning/>

Taking Charge of Your Learning and Development (On-Demand Webinar) – <https://navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Competency-Development-Content/Continual-Learning/>

The Goal Model of Taking Initiative (Infographic) – <https://navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Competency-Development-Content/Initiative/>

Continual Learning Opportunities at NAVFAC (Infographic) – <https://navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Competency-Development-Content/Continual-Learning/>

In Case You Missed It

7 Ways to Build Your Influence (On-Demand Webinar) – <https://navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Competency-Development-Content/Influencing-and-Negotiating/>

What the Experts Say: 9 Ways to Take Initiative at Work

Read the full article – <https://www.indeed.com/career-advice/career-development/ways-to-take-initiative-at-work>

Have You Completed Your IDP?

Start your IDP – <https://navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Individual-Development-Plan/>

If you haven't taken your ECA, it's not too late – <https://chci-survey.com/ECA/>

SYSCOM Training Summary

CCRC Event Calendar – <https://navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Event-Calendar/>

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

