

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.

## SO YOU'VE COMPLETED YOUR IDP... NOW WHAT?

Let the development begin! As you may know, the Career Compass program is a four step process, designed to help you, as a NAVFAC employee, to grow and develop your skills for the betterment of yourself, NAVFAC, and the Navy.

### THE FOUR STEPS ARE:

- 1 **SELF-ASSESS** using the Employee Competency Assessment (ECA). If you haven't done this, it's not too late to get started! Begin your career journey by taking the ECA [here](#).
- 2 **PLAN** your year by outlining the development opportunities you want to partake in, using the Individual Development Plan (IDP) to guide you. Again, it's not too late. Find more details and complete it [here](#).
- 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 engage in learning and development activities.

- ▶ Set a monthly check-in with your supervisor to discuss your progress against your IDP, and upcoming learning opportunities.
- ▶ If you are a supervisor, regularly encourage your team to continue working toward their IDP goals.
- ▶ Set a reminder to update your IDP quarterly to show the progress you've made, and begin charting your course for the next year.
- ▶ Don't forget to celebrate your wins! Take a step back and appreciate how far you've come.

So, what's next after you've completed your IDP? Here is where the fun begins! When you completed your IDP, you identified opportunities to help you build your skills. Now it's time to take action. Use your IDP to guide your efforts and pursue your goals through the year. Take advantage of the learning and development opportunities available through Career Compass and check your progress regularly against your IDP to make sure you are on track. Here are a few tips to help keep you accountable:

- ▶ Put a reminder on your calendar once a month to look for courses or opportunities that will help you reach your goals.



### CAREER COMPASS SPOTLIGHT

#### Independent Study: Developing a Strategic Vision

If you weren't able to join the spring Group Learning Program, we're excited to announce that the Independent Study of Developing a Strategic Vision is now available! With this program, you'll 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. Register today using this [link](#).



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 work on submarines and manage a team of welders. We're a small team. We are super busy, the pace is fast, and we have a high workload. Knowing how important our work is, we want to make sure we do everything perfectly. I think we've got the technical side pretty nailed down, but it seems like some of our soft skills are missing. Do you have any suggestions on what we can do to help build these skills?*

— Always Moving Forward

Dear Always Moving Forward,

You are not alone! Many of us are trying to do more, quicker, and without sacrificing quality. The good news is that there is a way to meet the demands, remain productive, and deliver a quality product. You said you didn't think it was your team's technical skills, but your soft skills that need help. I'm glad to hear that because there are some who minimize the value of soft skills, when in fact, soft skills are those core skills that are applicable to all professions. Building your soft skills is one of the best ways to increase workflow efficiency, improve output effectiveness, and boost team motivation. You've heard the expression "run like a well-oiled machine"? Well, the "oil" in the metaphor is those core soft skills. Stronger core skills translate to less friction and slippage between the moving parts, resulting in optimal output.

NAVFAC has identified 20 non-technical competencies that EVERY civilian employee should have to be successful, whether you pave sidewalks or process paperwork. I know 20 can seem overwhelming; don't worry, you don't need to become experts in all those overnight! I would start with *Communicating for Results*, follow with *Problem Solving* and, if you have time, learn a little more about *Initiative*. These are Foundational competencies. We all engage in these competencies one way or another every day, regardless of occupation and rank.

*Communicating for Results* is simply about clearly and effectively transmitting information, whether it's ideas, technical concepts, feelings, opinions, or conclusions, orally or in writing to get your message across. There are four main benefits to clear communications: 1) you avoid confusion, 2) you provide your team and colleagues with a purpose, 3) you create accountability, and 4) you build a positive

team culture. The webinar, *Checking for Understanding – Did the Message Get Through?*, is a great place to start. It will walk you through effective communication techniques and ways to confirm you were understood. You can find the on-demand recording and corresponding workbook under the "Webinars" section [here](#).

*Problem Solving* is a skill we all need. As a welder, you solve problems every single day, and the ability to think critically and triage issues in real time is essential. If you have the time, I recommend taking part in the Independent Study, [Solving Tomorrow's Problem's Today](#). It's an excellent resource that walks you through the problem-solving process to tackle even the most difficult of problems. However, if you're looking for a quick reference tool, the [Four I's of Creative Problem Solving](#) infographic is a great option. You can even print this out and bring it with you on the job if you'd like!

As for the last suggestion, *Initiative*, I recommend checking out the recorded version of last month's live webinar, [Developing Team Initiative](#). This will walk you through how to encourage initiative on your team, which is a valuable skill to have as a leader, as well as for those who aren't in leadership roles.

In the end, the small investment that you and your team make in soft skill development will yield dramatically large returns in productivity. It's clear that you're committed to accelerating the NAVFAC mission and building your non-technical skills will help you and your team do just that!

-Navi

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



## NOW PRESENTING: THE NEW CCRC!

The Career Compass Resource Center (CCRC) has gotten a new look! The CCRC is an online source of information that provides NAVFAC employees – at all levels – access to personal and professional growth and development opportunities.

If you've been to the site lately, you may have noticed a few changes. The new and improved CCRC has been redesigned to help you find what you need quicker and easier, with a little more style along the way. The links and navigation menus have changed, but the content you know and love is still there. Here are a few tips to help you get the most out of the new site:

- ▶ Bookmark [this website](#) on your browser for easy access to the CCRC
  - Feel free to bookmark sub-pages that you use often (or would like to start using often) so they're always at your fingertips!
- ▶ Navigate using the dropdown menus at the top of the page, OR by expanding the sidebar menus!

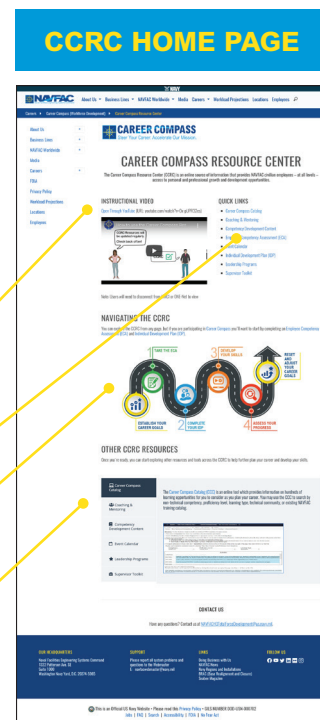
- ▶ The best way to see the improvements is to check it out yourself! Take five minutes today to click around and see what you find.
- ▶ If you have any questions, or encounter any problems with the new site, reach out to [NAVFACHQTotalForceDevelopment@us.navy.mil](mailto:NAVFACHQTotalForceDevelopment@us.navy.mil).

Watch a video explaining how to use the CCRC.

Quick links to popular CCRC programs and resources.

Quickly navigate to the ECA and IDP

Find links to other CCRC resources here.



## BACK BY POPULAR DEMAND Additional Offerings Now Available: Current Supervisor Trainings

You asked, we answered! The Supervisor Academy's Current Supervisor Trainings have been in high demand, with requests for additional trainings as well as a follow-on course. Starting this month, we will have two more offerings of the Current Supervisor Training I, followed by a NEW follow-on course, Current Supervisor Training II. In this new course, you'll continue to build your critical thinking skills, learn tools and strategies for crisis management, and get tips to identify and mitigate unconscious bias while you align diversity, inclusion, and organizational values within your team. You can find more details on both courses here: [Current Supervisor Training I](#) & [Current Supervisor Training II](#).

## SYSCOM TRAINING SUMMARY

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



### JULY TRAININGS

START DATE	EVENT
Mon, 11 Jul	Supervisor Academy: Current Supervisor Training I (West)
Mon, 18 Jul	Supervisor Academy: Current Supervisor Training II (West)
Mon, 25 Jul	Supervisor Academy: Current Supervisor Training I (East)
Thu, 28 Jul	Intern Forum #4: Communicating for Results
TBD July	Virtual Financial Management Training (East/West)

*Stay tuned for details on additional SYSCOM offerings.*

### AUGUST TRAININGS OPEN FOR REGISTRATION

START DATE	EVENT
Mon, 08 Aug	Supervisor Academy: Current Supervisor Training II (East)

*Stay tuned for details on additional SYSCOM offerings.*

## IN CASE YOU MISSED IT...

The webinar, Making People Decisions, is now available on the CCRC! As a manager, you're responsible for building the right team for your projects through selecting, developing, and promoting. Join this webinar to unlock your potential as a manager, and set you and your team up for success! You can find it [here](#).



*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.*

## So You've Completed Your IDP... Now What?

Begin your career journey by taking the ECA – <https://chci-survey.com/ECA/>

Find more details and complete your IDP – <https://navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Individual-Development-Plan/>

## Career Compass Spotlight

Independent Study: Developing a Strategic Vision – <https://www.navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Competency-Development-Content/Strategic-Thinking/Develop-Your-Strategic-Vision/>

## Dear Navi

Checking for Understanding – Did the Message Get Through? (Webinar) – <https://www.navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Competency-Development-Content/Communicating-for-Results/>

Solving Tomorrow's Problem's Today – <https://www.navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Competency-Development-Content/Problem-Solving/Problem-Solving-ISP/>

Four I's of Creative Problem Solving (Infographic) – [https://www.navfac.navy.mil/Portals/68/NAVFAC Learning Content/Four-I-Creative-Problem-Solving-Infographic.pdf?ver=gPLBI4B2JAcn3zt3Ck70Yw%3d%3d](https://www.navfac.navy.mil/Portals/68/NAVFAC%20Learning%20Content/Four-I-Creative-Problem-Solving-Infographic.pdf?ver=gPLBI4B2JAcn3zt3Ck70Yw%3d%3d)

Developing Team Initiative (Webinar) – <https://www.navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Competency-Development-Content/Initiative/>

## Now Presenting: The New CCRC!

The new CCRC homepage – <https://navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center>

## Back By Popular Demand: Current Supervisor Trainings

Current Supervisor Training I – [https://totalforcetraining.navfac.navy.mil/course\\_registration\\_listing.asp?course=1768&type=tft\\_course](https://totalforcetraining.navfac.navy.mil/course_registration_listing.asp?course=1768&type=tft_course)

Current Supervisor Training II – [https://totalforcetraining.navfac.navy.mil/course\\_registration\\_listing.asp?course=2843&type=tft\\_course](https://totalforcetraining.navfac.navy.mil/course_registration_listing.asp?course=2843&type=tft_course)

## SYSCOM Training Summary

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

## In Case You Missed It...

On-Demand Webinar: Making People Decisions – <https://www.navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Competency-Development-Content/Developing-Others/>

## Find us on...

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

