

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 3.
Copy and paste the full links into the URL bar of a new browser window to view the content.

CAREER COMPASS SPOTLIGHT

Assessing Your Progress

As we approach the end of the calendar year, it's a great time to focus on step 4 in the [Career Compass Roadmap](#) – Assess Your Progress.

We encourage you to block off a few hours to review and reflect on the development you completed during 2022. Measure your progress against the goals in your Individual Development Plan (IDP), and assess your Career Compass journey using the following questions to guide your reflection:

- Did you accomplish your original goals this year? Why or why not?
- What development opportunities did you take advantage of? Were they beneficial for you? Why or why not?
- What kind of growth or development have you seen in yourself this year? What new skills or abilities have you gained proficiency in that benefit your work at NAVFAC?
- Were there opportunities you hoped to participate in, but were not able to? If so, what stopped you? What can you do to ensure you are able to participate in the future?
- Have your goals changed over the course of the year? If so, what can you do to set yourself up for success in 2023?

Once you have a better idea of your 2022 progress, update your IDP to reflect your accomplishments and document your journey. Then, take time to celebrate yourself! Development is an ongoing process, but taking a moment to recognize milestones helps to keep momentum going. On behalf of your NAVFAC Workforce Development team, we thank you for pushing yourself to be the best that you can be over the last year. Your efforts make you, your team, and the NAVFAC organization stronger. Bravo Zulu!



JOIN THE NEW GROUP LEARNING PROGRAM!

In this interactive 6-week program, **Navigating Conflict Management**, you'll explore the concepts of individual and group conflict management, and learn tools and practices of effective leaders in managing workplace conflict and leading difficult conversations.

WHO IS IT FOR? This program is designed for upper Intermediate and Advanced/Expert proficiency levels in Conflict Management. Two groups are available with only 25 participants per group.

WHEN DOES IT START? Group 1 begins 8 Feb; Group 2 begins 9 Feb.

READY TO REGISTER? Registration is open from now through 18 Jan. [Register here](#).

What your peers are saying about the previous group learning program:

*"A memorable learning experience that will bring **lasting value** to my career development."*

"Interactive teaching at its best."

*"The most important insight I've gained from this course is that **leadership can be learned**, and that tools exist to make that possible."*



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 have completed a lot of training over the past year. I'd like to be able to keep track of it all in one place, without having to jump through a lot of administrative hoops. Is that possible?
— Staying on Track*

Dear Staying on Track,

That is a great question! Yes, through a website called MyBiz, you can self-certify completion of various trainings. MyBiz is a web-based, self-service capability where employees can enter their completed trainings and see the updated information in their personnel records instantly.

Streamlining these updates through MyBiz will save you valuable time by eliminating the need to fax, e-mail or deliver completed certificates and licenses to your Civilian Training Advocate. The completed trainings are kept in a single repository where you can view everything you've accomplished throughout the year in one place. Additionally, it's easy to access the MyBiz system using your CAC.

The process is simple. To add education, training, or a certificate or license to your record, follow the steps in the diagram below.

Here are some tips to follow as you're making your way through the MyBiz interface:

- Make sure you read the guidance on each screen as you move through the process outlined below.

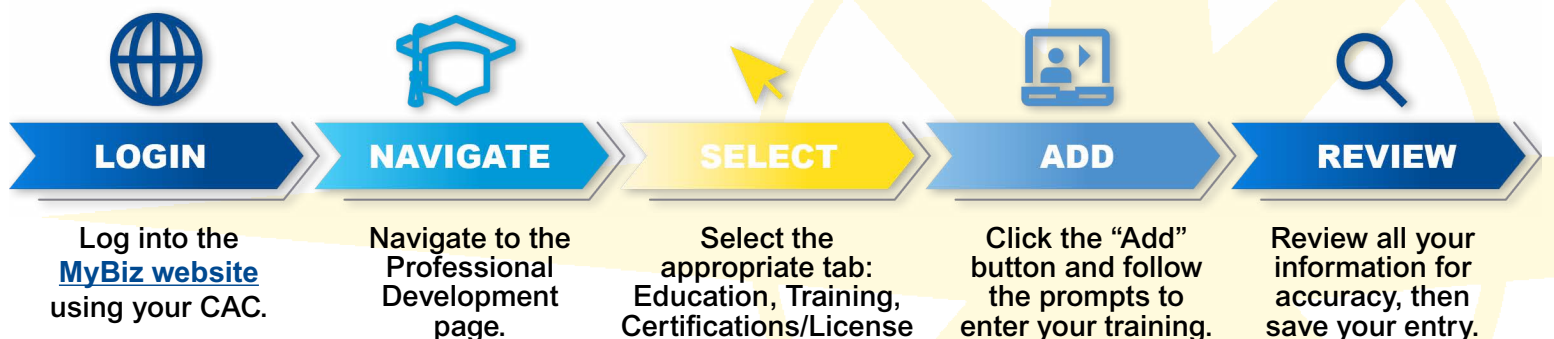
- Keep in mind the Professional Development view on the home page displays your most recent Education, Training, and Certification/Licenses entries. To see everything you've accomplished, you'll have to click through each of those tabs to see older entries.

- Also, remember that you are self-certifying any information that you enter. Human Resources may request additional documentation from you for verification purposes.

Congratulations on completing all of that training this year! Don't forget to take time to celebrate all that you've accomplished. It sounds like you've put in a lot of hard work, and you deserve to reward yourself. Rest up, enjoy the holidays, and get ready to tackle the new year with the same energy and motivation you've dedicated to 2022!

-Navi

HOW TO ADD TRAINING TO MYBIZ



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, Making Strategic Thinking Part of Your Daily Routine, will soon be available on the CCRC!

In this webinar, you will learn:

- What strategic thinking is
- Practical ways to improve your strategic thinking
- How to make strategic thinking part of your daily life

Look for the on-demand webinar in mid-December. You can find it in the webinar section of the [Strategic Thinking competency page](#) in the CCRC.

SYSCOM TRAINING SUMMARY

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

**DECEMBER TRAININGS**

START DATE	EVENT
Mon, 05 Dec	Current Supervisor Training I (West)
Tue, 06 Dec	Pre-Retirement Training (East)

JANUARY TRAININGS OPEN FOR REGISTRATION

START DATE	EVENT
Mon, 09 Jan	New Supervisor Workshop (East)
Tue, 17 Jan	Basic HR for Supervisors (East)
Mon, 23 Jan	Current Supervisor Training II (East)
Mon, 23 Jan	Basic HR for Supervisors (East)
Mon, 30 Jan	Basic HR for Supervisors (West)

Stay tuned for details on additional SYSCOM offerings.

If you are unable to access the links on pages 1–3, copy and paste the full links below into the URL bar of a new browser window to view the content.

Career Compass Spotlight

Career Compass Roadmap – <https://www.navfac.navy.mil/Careers/Career-Compass-Workforce-Development/>

Group Learning Program

Navigating Conflict Management Registration – https://totalforcetraining.navfac.navy.mil/course_detail.asp?course=3084&type=tft_course

SYSCOM Training Summary

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

Dear Navi

MyBiz Website – <https://compo.dcpds.cpms.osd.mil>

In Case You Missed It

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

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

