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## COMPETENCY CORNER

This month, we discuss **Accountability**, which involves taking responsibility and ownership for your decisions, actions, and results; and for how and what is accomplished.

Review these descriptions to determine your proficiency level:

- 1. Awareness:** You are aware of all work-related policies and procedures.
- 2. Basic:** You demonstrate an understanding of the link between your own job responsibilities and team goals and needs. You adhere to policies and procedures.
- 3. Intermediate:** You look beyond the requirements of your own job to offer contributions to overall organizational operations.
- 4. Advanced:** You focus and guide others in achieving organizational results. You hold team members accountable for work standards and expectations by taking action when standards are not met.
- 5. Expert:** You provide oversight of complex procedures, including delegating responsibilities and checking in to see that standards are met.



## READY TO ADVANCE YOUR PROFICIENCY?

Formal and experiential opportunities include:

### Awareness/Basic:

- Look for short online courses on holding yourself accountable and avoiding procrastination.
- Maintain a checklist of NAVFAC policies and procedures relevant to your most common work.

### Intermediate:

- Participate on a working team for the development of new policies or procedures.
- Start a Community of Practice (COP) around managerial coaching for accountability in which supervisors and managers meet monthly to discuss common performance issues, and to share best practices in holding tough, candid but constructive conversations with employees about their performance and goal achievement.

### Advanced/Expert:

- In your monthly meetings with each team member, talk about their workload, pressures and stress, and what you can do to alleviate it so that they stay on track with goals and commitments. In these meetings, remain optimistic but persistent. Document key decisions and resolutions in these meetings and revisit them in subsequent meetings.
- Coach junior supervisors and managers in dealing with underperformers, holding candid conversations and remaining vigilant around accountability day after day.

## CAREER COMPASS SPOTLIGHT

### Learn How to Stress Less This Holiday Season

One important way to become more accountable to yourself, is to take ownership of your stress management. This is especially true during the holiday season. While this Career Compass podcast aligns formally with the Conflict Management competency, it offers tips for decreasing stress and improving your health and well-being. Give yourself the gift of listening today!

[Stress and Well-Being](#)



## WHAT THE EXPERTS SAY...

## 6 Ways to Hold Yourself Accountable and Crush Your Goals This Year

The end of the year is often a time to reflect. We may not want to spend too much time looking back on 2020, but there are lots of reasons to look ahead and be hopeful. As you consider your resolutions for the new year, don't overlook a key component to success: the issue of personal accountability. Holding yourself accountable means taking responsibility for your actions and for becoming the kind of person you want to be. Recently, *Entrepreneur Magazine* outlined 6 ways you can hold yourself accountable and crush your goals for 2021.

Here is an edited version of their tips:

- 1. Write everything down** – Create short and long-term goals, with a plan for how you'll reach each one on the list. Then put it in a place you can see it easily.
- 2. Identify your personal mission statement** – Define who you are as a person and what you're working towards on a daily basis.
- 3. Reward your accomplishments and milestones** – Step away occasionally to regroup and relax, so you can unplug and recharge.
- 4. Create micro-goals** – Identify smaller goals for structure and ongoing success.
- 5. Review your performance** – Be brutally honest with yourself and keep yourself in check (avoid blaming others for failure).
- 6. Seek feedback from your team** – Be open to hearing unbiased feedback from others.

Read the [full article](#).



## VIDEO SPOTLIGHT

## Use the IDP to Steer Your NAVFAC Career

## Learn How in this Webinar Replay

The Individual Development Plan (IDP) helps you set goals and steer your NAVFAC career. Completing your IDP is a crucial step in your professional development at NAVFAC. IDPs can be challenging, but the time and energy put into them can be well worth it!

## Need help?

For tips, guidance and practice exercises to complete yours, check out this webinar replay:

<https://www.navfac.navy.mil/idp>

## DID YOU KNOW?

## NEW 6-week independent self-study course: Developing Others to Lead a Strong Tomorrow.

During this self-paced course, you will work through three modules: Building Teams for Tomorrow, Delegation, and Setting Expectations. Learn how to delegate, set clear objectives, and create a culture of accountability – all in your own time and at your convenience. This opportunity is ideal for journey-level employees.

Submit your registration request or learn more at: [https://totalforcetraining.navfac.navy.mil/course\\_detail.asp?course=1764&type=tft\\_course](https://totalforcetraining.navfac.navy.mil/course_detail.asp?course=1764&type=tft_course)

