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## COMPETENCY CORNER

This month, we discuss **Initiative**, which involves voluntarily taking the first steps to identify and address existing and potential obstacles, issues, and opportunities. Review these descriptions to determine your proficiency level:

- 1. Awareness:** You ask questions and gather information prior to taking on new tasks. You seek help when challenged to try something new.
- 2. Basic:** You volunteer for tasks that stretch your capabilities. You identify who can provide support and ask for their input. You identify problems and strive to prevent or solve them.
- 3. Intermediate:** You seek out challenges that require managing risk. You determine resources and technical needs for success. You respond to challenges despite obstacles and setbacks.
- 4. Advanced:** You anticipate future challenges and related opportunities. You plan potential responses by considering resources, people, processes, and technology.

You lead a timely response, seek advice, and sustain progress through unforeseen challenges.

- 5. Expert:** You integrate future challenges and opportunities, planning directly for significant outcomes and contingency plans. You identify areas of high risk. You procure organizational resources and leverage leaders, core processes, and technologies.

When you show **initiative**, you act without being told; you get the information and answers you need; you persist when challenges occur; and you take advantage of opportunities that others pass by. Most of us recognize initiative in action. It is hard to imagine anyone in a leadership position, be it a team lead, a project manager, or a commander, as someone who must be told what to do. Demonstrating initiative can be done at every level and in every role.

There's actually no better time than now to show some initiative. You can take ownership of your career by **participating in this year's ECA to IDP Cycle!**

This issue of the Navigator presents all the information you need to get started.

## COMPLETE YOUR NAVFAC CAREER COMPASS IDP BEFORE 2 JULY!

Your NAVFAC Career Compass Individual Development Plan (IDP) will guide your learning and development activities in the coming year. As you complete your Career Compass IDP, you'll summarize your career goals, identify your technical and non-technical development requirements, and specify which activities you'd like to pursue to meet those goals and requirements.

### Take your next steps in the ECA to IDP Cycle:

- ✓ Review your Employee Competency Assessment (ECA) Report and set goals.
- ✓ Download, complete and sign your Career Compass IDP form.
- ✓ Meet with your Supervisor to discuss your plans.
- ✓ Finalize your Career Compass IDP with your Supervisor's signature.
- ✓ Check out learning and development opportunities happening throughout the year from the [CCRC Event Calendar](#) or the [Career Compass Catalog](#).

**Have questions?** Your local Command BD17 (your Civilian Training Advocate) can provide answers and guidance!

## WHERE ARE YOU IN THE ECA TO IDP CYCLE?



## HAVE YOU TAKEN YOUR ECA?

If you haven't yet taken your ECA, it's not too late! The ECA is a brief 10-15 minute online survey to assess your proficiency on 20 non-technical competencies, and guide your IDP efforts and future learning opportunities. [Take it now!](#) <https://chci-survey.com/ECA/>

**New Supervisor Toolkit Coming Soon to the CCRC! Look for an announcement in a future issue of the Navigator.**



## Q&amp;A

**Which IDP should I use?**

IDPs are a common tool. Some commands have their own versions, while others rely on the IDP available through the Navy's Total Workforce Management Services (TWMS) system.

NAVFAC's Total Force Development (TFD) team has built the ECA to IDP Cycle as part of the Career Compass program, to support our ability to make data-driven decisions and provide opportunities to meet the needs of employees and the NAVFAC mission. For example, the NAVFAC Career Compass IDP:

- Aligns with our Community Management Framework and the competencies outlined in the Workforce Development Continuum.
- Addresses technical and non-technical competency needs.
- Reinforces the 70/20/10 learning model that promotes a mix of experiential, social and formal learning activities.
- Integrates with the ECA as a seamless annual process.

We encourage all commands and employees to use the NAVFAC Career Compass IDP form that can be downloaded from the [IDP page](#) of Career Compass Resource Center (CCRC).

## ARE YOU A SUPERVISOR? If so, you have a unique role in the ECA to IDP Cycle!

You have an important role because you have the most direct and frequent interaction with employees. So, let your team members know that the ECA to IDP Cycle is now open! Encourage them to take their ECA, if they haven't done so. Then, work with each team member as they complete their IDP; help align their career aspirations with your team's needs and the NAVFAC mission; and remind them to take advantage of all resources available to them.



## FY22 LEADERSHIP PROGRAMS Call for Nominations

Complete application packages are due to your local Command BD17 by COB 25 MAY 2021.

Find application, information video, and program information on the [CCRC](#).

## CAREER COMPASS SPOTLIGHT

Check out these useful Career Compass resources designed to support individual steps within the ECA to IDP Cycle. Here are some IDP-specific resources:



- [Career Compass IDP Checklist](#) (PDF) provides all the steps you need to complete your NAVFAC Career Compass IDP.
- Career Compass IDP How To Guide (one for [Employees](#), one for [Supervisors](#)) summarizes the ECA to IDP Cycle; the purpose of an IDP; technical vs. non-technical competencies and their relationship to the Career Compass IDP.
- The [IDP Instructional Video](#) gives you a navigational tour of the Career Compass IDP form and prepares you for the process of completing yours.

Find these and other materials on the [IDP page](#) of the CCRC.

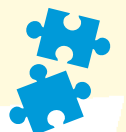
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## WHAT THE EXPERTS SAY...

**5 Ways to Take More Initiative at Work**

"Initiative and creativity move the world. They foster the realization of innovative ideas," Anush Kostanyan writes in FastCompany magazine, along with offering nine tips for taking more initiative at work<sup>1</sup>. Here we present an edited version of what we consider his top five tips:

1. **Do more than what is required of you** – Try to do something extra all the time.
2. **Speak up and share your ideas** – There is always a need for fresh, powerful concepts. Do you have a brilliant idea? Then share it.
3. **Consider every opportunity** – Opportunities are hidden everywhere. Ask yourself: "What opportunities for growth can I carve out of this situation?"
4. **Challenge yourself** – You learn and grow by challenging yourself. This will give you the knowledge and confidence to show more initiative in current or upcoming projects.
5. **Ask questions** – Try to observe everything around you. Be curious and ask questions. This will give birth to new ideas and ways to contribute.



Read the [full article](#) here.

<sup>1</sup> <https://www.fastcompany.com/3037092/9-ways-to-take-more-initiative-at-work>

