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COMPETENCY CORNER

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

Awareness Basic Intermediate Advanced Expert

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

- **Awareness:** You volunteer to undertake activities within your capability. You ask questions and gather information prior to taking on new tasks. You seek help when challenged to try something new.
- **Basic:** You volunteer to undertake tasks that stretch your capability. You identify who can provide support and ask for their input. You identify problems and act to prevent or solve them.
- **Intermediate:** You seek out challenges that require managing risk. You determine resources, team support, and technical needs necessary for success. You keep responding to the challenge despite obstacles and setbacks.
- **Advanced:** You anticipate future challenges and related opportunities. You plan potential responses considering resources, people, processes, and technology. You lead a timely response, seek advice, and sustain progress through unforeseen challenges.
- **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 organizational processes, and technologies.

READY TO BUILD YOUR SKILLS?

Opportunities include:

Awareness/Basic:

- Taking initiative within your team promotes unity and cohesion. It demonstrates that you are a valuable member of the team and can be counted on to deliver quality results. The [four ways to take initiative on your team](#) infographic outlines how to Be Proactive, Share Knowledge, Do What Others Avoid, and Step Up & Step In in order to maximize your growth potential through taking initiative.
- Watch the [Developing Team Initiative](#) recorded webinar to learn about seven ways you can encourage team initiative. Also consider creating a checklist to help you track what you've completed.

Building Team Initiative at Every Level:



Intermediate:

NEW this month:

- Listen to the podcast **How to Increase Your Influence through Initiative** for advice about building connections, listening before you try to persuade, minding your body language and tone, developing expertise, leveraging mapping as a strategy, and giving people what they want.
- Watch the video **Making Initiative Contagious** to learn practical steps for spreading initiative within your team/organization.

Practical application: The [Resolving Uncertainty to Lead Successful Initiatives](#) job aide is designed to help you identify uncertainty, understand the source(s), and properly draft your initiative. Complete each section to help identify and address uncertainty to ensure a more successful initiative.

Advanced/Expert

Practical application: So, how do you stack up with regard to taking initiative? Do you prefer a play-it-safe approach, or do you favor a bolder strategy? Professionals that demonstrate an advanced or expert level in initiative aren't afraid to step up when necessary.

When an emergency happens, do you rush to help? If you get stuck, do you try to solve the problem before asking for help? If you see a problem, do you speak up and let others know? Do you have a history of taking the first step in new social relationships? Do you rarely regret missed opportunities? Do you volunteer for new duties and opportunities at work? Do you like to try new things? Are you on the lookout for opportunity? If you answered no to any of these questions, look for opportunities to take action and improve your self-starter attitude.

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](#).

Dear Navi,

Navi is your trustworthy confidant with sound advice on matters related to workforce development. As always, please consult with your local HR/LER/EEO/IG as appropriate on workplace issues.

Dear Navi,

What is the NAVFAC Career Compass IDP I have been hearing about and how do I or my employees benefit by completing this form during the annual cycle?

-- Looking Ahead

Dear Looking Ahead,

Great question! The Individual Development Plan (IDP) is an annual career planning tool designed to help NAVFAC employees define their personalized career goals and identify personal areas for growth through professional development opportunities. In other words, it is an easy way for employees to “baby step” their way to career success by increasing their knowledge, skills, and abilities in specific areas. It is also the second step in participating in Career Compass, a career development program for NAVFAC civilian employees.

To get started, go to <https://www.navfac.navy.mil/idp>:

1. Complete an Employee Competency Assessment (ECA) survey. This survey is designed to assess your proficiency across 20 non-technical NAVFAC competencies.
2. Schedule a meeting with your supervisor or mentor to discuss the results of your ECA survey. This will be a dynamic discussion between both of you and lead to additional recommendations to improve.*
3. Download a copy of the IDP form from the link above.
4. Fill out the IDP by summarizing your career goals, identifying technical and non-technical development objectives, and list the competencies identified in your ECA as areas for growth. Be sure to include specific development activities (e.g., experiential, social, or formal) that match your individual learning style and accountability planning.
5. Sign and send the IDP to your supervisor for approval. You will meet with your supervisor to review and discuss the plan.

When approved, you will receive a copy with both signatures for you to keep. Your completed IDP will serve as the map to the learning activities, resources, and training opportunities you will accomplish throughout the year through the Career Compass.

Your supervisor will forward a copy to NAVFAC Headquarters. Data from all IDP submissions will be used to create new SYSCOM-wide training initiatives and lead to new decisions for FY24, ensuring that you receive the training opportunities you need to achieve your goals.

The IDP, available through the Career Compass, is a valuable career planning tool that will help you proactively plan your career, grow your abilities, and seek out new opportunities. Best of all, it is easy to use and available to all NAVFAC civilian employees on various devices. Start yours today!

-Navi

**The skills encompassed by the 20 non-technical NAVFAC competencies have a proven impact on career success. Gaining proficiency in these skills will improve your job performance and help open up opportunities to advance in your career.*

Even the most technically demanding jobs require proficiency in non-technical skills, such as problem solving, accountability, and decision making (among other non-technical NAVFAC skills of focus). To advance to leadership positions even in highly technical jobs, learning how to effectively manage people and projects is a priority.

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



CAREER COMPASS SPOTLIGHT**Live Webinar Coming This Month:****Take the Lead Through Initiative**

In this webinar, learn the traits of a proactive team member, why taking initiative is critical to success, and ways to take the lead through initiative.

Two options are available:

- **Tue, 23 May: 1000-1100 ET**
- **Thu, 25 May: 1500-1600 ET**

Proficiency Level: Awareness/Basic & Intermediate

No need to register – mark your calendar and look for the emails from your local Civilian Training Advocate (BD17) for more details.

JOIN THE NEW GROUP LEARNING PROGRAM!

In **Creating a Legacy of Accountability**, an interactive six-week program, you'll explore individual accountability, team and group accountability, and accountability as a leader.

- Help create a worker-centric culture that offers greater flexibility and autonomy.
- Support each team member in using their talents and strengths to uphold the integrity of the team.
- Familiarize yourself with the role of a responsible leader/manager in encouraging and enforcing accountability among team members.

WHO IS IT FOR?

This program is designed for upper Intermediate and Advanced/Expert proficiency levels in Accountability. Two groups are available with only 25 participants per group.

WHEN DOES IT START?

Group 1 begins 2 May; Group 2 begins 3 May.

READY TO REGISTER?

Registration is open from now through 25 Apr.

[Register here.](#)

SYSCOM TRAINING SUMMARY

Below is a list of all SYSCOM training opportunities being held in May and June that are now open for registration.



Find more details and registration links on the [CCRC Event Calendar](#).

MAY TRAININGS

START DATE	EVENT
Tue, 02 May	Group Learning Program: Creating a Legacy of Accountability (Group 1)
Wed, 03 May	Group Learning Program: Creating a Legacy of Accountability (Group 2)
Tue, 23 May	Live Webinar: Take the Lead Through Initiative
Thu, 25 May	Live Webinar: Take the Lead Through Initiative

JUNE TRAININGS OPEN FOR REGISTRATION

START DATE	EVENT
Mon, 5 Jun	New Supervisor Workshop (West Coast)
Tue, 6 Jun	NFI 201: Team Supervisors and Emerging Leaders (West Coast)
Tue, 6 Jun	NFI 301: Leadership in Today's Navy (East Coast)
Mon, 12 Jun	NFI 101: Fundamentals to Leadership (East Coast)
Mon, 12 Jun	NFI 201: Team Supervisors and Emerging Leaders (East Coast)
Mon, 19 Jun	NFI 101: Fundamentals to Leadership (East Coast)
Mon, 19 Jun	NFI 201: Team Supervisors and Emerging Leaders (East Coast)
Tue, 20 Jun	NFI 301: Leadership in Today's Navy (West Coast)
Mon, 26 Jun	Current Supervisor Training I (East Coast)
Mon, 26 Jun	NFI 201: Team Supervisors and Emerging Leaders (West Coast)

There are Bulk Procurement class dates that may be added before the end of the month.

LEADERSHIP PROGRAMS: FY24 CALL FOR NOMINATIONS

NAVFAC's annual Leadership Programs application period is now open! Complete application packages are due to your Command's BD17 by COB 26 May.

More information on the specific leadership programs and the application instructions are available [here](#).

WHAT THE EXPERTS SAY...

Researchers analyzed 95 studies investigating when employee proactivity leads to positive or negative outcomes. Through their analysis, they identified three determining factors that strongly align with psychologist Robert Sternberg's balance theory of wisdom. Read it [here](#).



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.

Competency Corner

Infographic – Initiative – https://www.navfac.navy.mil/Portals/68/Four_Ways_Take_Initiative_Infographic.pdf

On-Demand Webinar – Developing Team Initiative – <https://www.navfac.navy.mil/Portals/68/NAVFAC%20Learning%20Content/Competency%20Development%20Content/Initiative/Webinars/Developing%20Team%20Initiative/Developing-Team-Initiative-Webinar.mp4?ver=MljOTLT7H2ZHUggLjoWJZg%3d%3d>

Job Aide – Initiative - https://www.navfac.navy.mil/Portals/68/Resolving_Uncertainty_Lead_Successful_Initiatives_Job_Aide.pdf

New This Month – Initiative competency page – <https://www.navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Competency-Development-Content/Initiative/>

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

What the Experts Say

Read the full article – <https://hbr.org/2019/08/when-to-take-initiative-at-work-and-when-not-to>

Dear Navi

IDP Link – <https://www.navfac.navy.mil/idp>

Leadership Programs FY24

Registration – <https://www.navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Leadership-Programs/>

SYSCOM Training Summary

CCRC Event Calendar – <https://www.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>

