

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.

## COMPETENCY CORNER

In this issue, we are focusing on Technology and Data Management: The process of collecting, storing, organizing, analyzing, and utilizing digital data using various technologies, tools, and techniques.

Awareness    Basic    Intermediate    Advanced    Expert

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

- **Awareness:** You are aware of the importance of data management and seek to learn more. You attend webinars and read resources to gain a better understanding of data management categories, best practices, and workflows.
- **Basic:** You take on basic data management tasks to stretch your capabilities. You identify areas of improvement and seek support from colleagues and mentors. You develop solutions to problems that arise and work to prevent them in the future.
- **Intermediate:** You focus on improving your data management processes to maximize efficiency and performance. You analyze data to identify areas for improvement, test new technologies, and refine your processes to ensure you're getting the most out of your data.
- **Advanced:** You develop a long-term strategy that aligns with your organizational goals, identify potential risks and challenges, and set a roadmap for future technology and data management initiatives.
- **Expert:** You experiment with cutting-edge tools and technologies and seek out new ways to use data to drive organizational value. You're constantly looking for new ways to innovate and stay ahead of the curve.

## READY TO BUILD YOUR SKILLS?

Opportunities include:

### Awareness/Basic:

- With the increasing use of technology and the vast amount of data being generated, it has become essential for individuals and organizations to have a solid understanding of technology and data management. The **Best Practices for Data Management** infographic outlines the best practices for data management. Demonstrating these practices will assist you in managing data more efficiently.

## Do You Know Where Your Data Is?



### Intermediate:

- **NEW this month:** Join us for the **Data Management Fundamentals** webinar to learn what data management is, as well as insights into data management categories, best practices, and workflows.
- **Practical application:** The **Six Tips for Effective Data Management** job aide is designed to provide practical tips for effective data management. Applying these tips will improve decision-making, increase efficiency, enhance customer experience, and drive digital transformation.
- There must be a clear strategy for what data should be used, how to use and manage that data, and the methods employed to analyze the data to support decision-making. Listen to the **Keys to Building a Data Management Strategy** podcast to learn more about how to use data effectively.
- Want to learn how to maximize your effective use of data? Watch the PowerPoint voiceover **Making Data and Data Strategies Work for You** to gain the must-have insights.

### Advanced/Expert:

- **Practical application:** To improve your understanding of technology and data management, it's important to take the initiative and seek out learning opportunities. Start by identifying areas where you feel less confident or knowledgeable and seek out resources to build your skills in those areas. For example, learn the technique of using data to get your point across as efficiently and effectively as possible by watching the recorded webinar [Data Management: The Storytelling Method](#). You can find more learning and development opportunities on the [Technology and Data Management](#) page of the Career Compass Resource Center (CCRC) and in the [Career Compass Catalog](#).
- **Practical exercise:** Let's say you work for a company and you're responsible for managing the data related to ongoing projects. However, you are not familiar with the latest project management software. Instead of hesitating, you can attend workshops or webinars about the software, read industry publications, or seek guidance from more experienced colleagues.

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,

Lately, I've been having difficulty communicating with the other members of my team. When I send an email or speak up in a meeting, I feel like I'm struggling to get people to understand what I'm trying to say. I'd love to figure out what's going wrong, but I'm worried about how I'll be perceived. Any advice?

-- A Conscientious Communicator

Dear Conscientious Communicator,

Every interaction we have in the workplace—whether speaking over the phone, exchanging emails, talking face-to-face, or giving a presentation—involves some form of communication. Even writing in for advice counts as communicating, so you've already taken a step in the right direction! Everyone communicates...but the trick is doing it effectively.

Effective communication is by far one of the most important skills you can learn, regardless of your career field. A recent [LinkedIn survey](#) reveals that Communication ranks as one of the most in-demand employee skills in 2023, and similar surveys going back almost a decade produced a similar result. When workplace communication is handled properly, morale improves, productivity increases, and challenges are more easily overcome.

So, how can you become a more effective communicator?

Well, while there's no special trick that will make you an expert overnight, communication skills can nevertheless be learned, developed, and even mastered.

Regardless of which form of communication you're engaged in, the first and most important step is to take a mindful and intentional approach. Be aware of what you're saying and doing. Take the time to consider the feelings and perspectives of your audience.

Another critical step is choosing the correct communication medium. Remember that not all forms of communication will be appropriate for all situations. In some cases, a face-to-face conversation may be more effective than a lengthy back-and-forth by email. Other times, sending an email will be better received than scheduling an in-person meeting. Part of developing your communication skills is learning to use your best judgment.

Now let's break down the four basic kinds of communication, as well as ways to improve each one.

**Verbal** (what we say to convey information): Speak clearly and confidently. Avoid filler words such as "um" or "like." If reading from a statement, practice beforehand and be familiar with your topic. Practice [intentional listening](#) instead of just preparing for what you'll say next

**Non-Verbal** (body language, gestures, and non-spoken cues): Make sure your body language aligns with the point you're

making. Don't be afraid to express what you're feeling when it's appropriate. As a speaker, learn to assess the reactions and nonverbal cues of others

**Visual** (information communicated as pictures, graphs, and charts): Make an effort to appeal to visual learners in presentations. Consider your audience when selecting visuals like photos, graphs, or charts. Always provide context for how visuals tie into the larger subject

**Written** (words that convey information without speaking): Strive for simplicity and clarity, avoid too much detail when it isn't needed. Improve writing quality by double-checking for misspellings and poor word choice. Consider having a trusted friend or colleague review it alongside you. Be mindful of how your reader will interpret what you've said without the benefit of verbal and nonverbal cues

Learning to be an effective communicator takes time and dedication, but if you keep these pointers in mind, you'll be setting yourself up for success in your career and beyond!

Now, improving your skills in this area is easier said than done. Fortunately, in addition to the advice above, the CCRC offers a variety of programs and resources to help you master the art of communicating. Check out the recorded webinar [Communicating for Results](#) to learn more about active listening and the different styles of communication. Also, it is always recommended to make sure that the message you delivered is consistent with the message received by your audience. Watch the recorded webinar [Checking for Understanding – Did the Message Get Through](#) to ensure there is no misunderstanding.

And if you're interested in a personalized approach, consider signing up for the Communications Coaching Program to get hands-on experience and feedback from an expert communication coach. "Regardless of one's role within an organization, becoming a more proficient written and oral communicator is a core skill set that belongs in everyone's professional toolbox," says Dr. Dionne Clemons, one of the coaches involved with the program. Contact your BD17 representative to find out more.

Wishing you the best of luck in your pursuit of effective communication!

-Navi

Do you have a question for Navi? Send your questions to [NAVFACHQTotalForceDevelopment@us.navy.mil](mailto: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:****Data Management Fundamentals**

In this webinar, learn what data management is, as well as insights into data management categories, best practices, and workflows.

**Two options are available:**

- **Tue, 27 June at 10:00 - 11:00 AM EST**
- **Thu, 29 June at 15:00 - 16:00 PM EST**

**Proficiency Level: Intermediate**

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

**COMING IN AUGUST: JOIN THE NEW GROUP LEARNING PROGRAM!**

In **Influencing & Negotiating Ethically and Persuasively**, an interactive six-week program, you'll examine the principles, psychology, and techniques of influencing and negotiating ethically and persuasively.

- Learn how to influence others without resorting to formal authority, overcome resistance and inertia in peers and reports, and establish credibility with superiors
- Assess the circumstances of a formal negotiation, including an evaluation of their goals and the goals of others
- Discover the importance of being honest and transparent, as well as the criticality of disclosing one's own interests and showing respect for the interests of the other party

**WHO IS IT FOR?**

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

**WHEN DOES IT START?**

- Group 1: Wed, 9 August – 20 September at 3:00 PM EST
- Group 2: Thu, 10 August – 21 September at 10:00 AM EST

**READY TO REGISTER?**

Registration details are coming soon.

**SYSCOM TRAINING SUMMARY**

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

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

**JUNE TRAININGS**

START DATE	EVENT
Mon, 05 Jun	Project and Program Management (West Coast)
Mon, 12 Jun	Financial Management (East Coast)
Tue, 20 Jun	Financial Management (West Coast)
Tue, 27 Jun	Live Webinar: Data Management Fundamentals
Thu, 29 Jun	Live Webinar: Data Management Fundamentals
Tue, 27 Jun	Supervisor Forum #1 (West Coast)
Thu, 29 Jun	Supervisor Forum #1 (East Coast)

**JULY TRAININGS OPEN FOR REGISTRATION**

START DATE	EVENT
Mon, 10 Jun	Current Supervisor Training I (West Coast)
Wed, 12 Jul	Communicating for Results – Presentation Skills (East Coast)
Mon, 17 Jul	Current Supervisor Training II (West Coast)
Mon, 24 Jul	New Supervisor Workshop (West Coast)
Tue, 25 Jul	Communicating for Results – Presentation Skills (West Coast)
Mon, 31 Jul	Current Supervisor Training II (East Coast)

**WHAT THE EXPERTS SAY...**

Experts suggest that many organizations focus their data efforts solely on a team of data scientists and on areas where there is a lot of data, but a more effective approach is to use data more strategically and broadly across the entire organization.

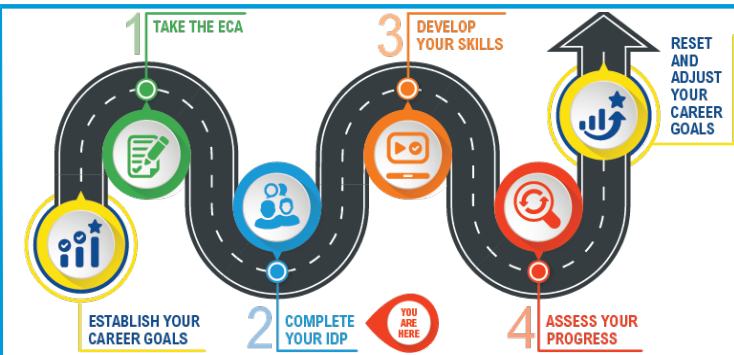
This can be achieved by focusing on problems or opportunities with the highest strategic benefit, developing "citizen data scientists" throughout the organization, reprioritizing data science efforts and reassigning data scientists, and communicating a broad vision of data science.

By doing so, organizations can increase the likelihood of a successful data science transformation and ensure that everyone is involved in using data to inform big decisions. Click here to learn [more](#).



## COMPLETE YOUR IDP BY 01 JULY!

The individual development plan (IDP) is a tool for NAVFAC employees to identify learning and development opportunities to support their career planning. Within the Career Compass IDP, employees summarize career goals, identify technical and non-technical development objectives, and specify development activities that will help them achieve their goals and meet job requirements. The current IDP open period continues until 01 Jul. More details are available at <https://www.navfac.navy.mil/idp/>.



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

Recorded Webinar – Data Management: The Storytelling Method – <https://www.youtube.com/watch?v=yhjMjMeqmbY>

Technology and Data Management Competency Page – <https://www.navfac.navy.mil/Careers/Career-Compass-Workforce-Development/Career-Compass-Resource-Center/Competency-Development-Content/Technology-and-Data-Management/>

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

Recorded Webinar – Checking for Understanding - Did the Message Get Through? – <https://www.youtube.com/watch?v=klI2iIHP0ik>

### Dear Navi

LinkedIn Survey – <https://www.linkedin.com/business/talent/blog/talent-strategy/linkedin-most-in-demand-hard-and-soft-skills>

Indeed Article – <https://www.indeed.com/career-advice/career-development/active-listening-skills>

### What the Experts Say

Read the full article – <https://hbr.org/2021/03/4-ways-to-democratize-data-science-in-your-organization>

### SYSCOM Training Summary

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

### IDP OPEN PERIOD

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

### Find us on...

Facebook – <https://www.facebook.com/navfac/>

Twitter – <https://twitter.com/NAVFAC>

Instagram – <https://www.instagram.com/navfacworldwide/>

LinkedIn – <https://www.linkedin.com/company/navfac/>

