



TIPS FOR GUIDING YOUR EMPLOYEES ALONG THE PATH TO A SUCCESSFUL EMPLOYEE COMPETENCY ASSESSMENT (ECA) AND INDIVIDUAL DEVELOPMENT PLAN (IDP)

The ECA to IDP Cycle

The ECA and IDP work in tandem to enable each of us to identify and grow the skills we need to fully support our jobs, our teams, and the NAVFAC mission. There are three main steps to participating in the ECA to IDP Cycle:

- 1. Self-Assessment using the Employee Competency Assessment (ECA).** The ECA is a brief 15-20 minute online survey for employees to assess their proficiency on non-technical competencies, and guide their IDP efforts and future learning.
 - All employees can take the ECA in [Waypoints](#) under the “Inbox and Tasks” box.
- 2. Planning to support an Individual Development Plan (IDP).** The NAVFAC IDP is a tool to help employees define career goals and identify development opportunities as a part of their career planning. They will use their ECA Report and Community Management Plan, as well as your feedback when they complete their IDP. With *Waypoints*, employees can automatically populate their IDP with identified growth areas from the ECA.
 - **IDPs should be completed between 18 March – 05 July.** All employees can create their IDP in *Waypoints* directly from their ECA results page.
- 3. Learning and development activities to pursue all year long,** guided by an IDP.

You Have an Important Role!

As a Supervisor, you have an important role in the ECA to IDP Cycle because you have the most direct and frequent interaction with employees. When you offer input on how employees can develop their skills, you connect their growth to your larger team’s needs and its ability to advance the NAVFAC mission. Here’s a summary of your key actions during the ECA to IDP Cycle:

- Use the WFD Continuum and resources available on *Waypoints* to identify the competencies and capabilities you need for your team to successfully support the mission.
- Encourage your employees to take their ECA.
- Meet with each team member one-on-one after they complete their ECA and IDP to discuss their results.
- Work with your employees to 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.
- Implement a strategy for regularly monitoring performance and progress.
- Rely on tools like the ECA and IDP to facilitate ongoing career conversations with your team members.

Share These Resources!

As you support your employees through the ECA to IDP Cycle, let them know about these useful materials, all of which are available on the [Waypoints Knowledge Hub](#):

- The [ECA and IDP Checklist](#) provides a quick and easy list of the primary actions for the ECA and IDP.
- Searching the [Career Compass Catalog](#) on *Waypoints* offers competency-related learning and activities.
- Your [local Command BD17](#) (your Civilian Training Advocate) can provide more guidance and answers.

TIPS FOR GUIDING YOUR EMPLOYEES (continued)

What is the purpose of the IDP?

An IDP is intended to guide an employee's learning and development throughout the year but is not a performance evaluation tool. It involves preparation and feedback and supports a collaborative partnership between you and your employee. The IDP should be completed annually and reviewed semi-annually; it requires the employee's formal approval and signature.

What should I put on my IDP?

In addition to selecting from the recommended classes your ECA results provide for the IDP, you should add your short- and long-term SMART goals using the description box.

To add objectives that support your goals, click "Add Objective," select the type of objective, and add trainings and activities using the following:

- Use "**Search for Learning**" to add anything from the Waypoints catalog such as LinkedIn Learning content or NAVFAC elective content.
- Use "**Browse Recommended**" to add training currently in progress and/or external training requests. Note: SF-182 requests must be fully filled out and submitted prior to adding the external training object that was added to your transcript to your IDP.
- Use "**Add Development Action**" to add any learning activity that is not in the catalog and/or not in your transcript. This includes rotations, job shadows, etc.

What's the difference between technical vs. non-technical development?

- Technical Development addresses the competencies, experience, training, and certifications required for specific jobs or NAVFAC communities. Select requirements across communities are outlined in [Section III of the Community Management Framework \(CMF\)](#). Communities outline requirements in their Community Management Plans ([CMF Section IV](#)).
- Non-Technical Development refers to the formal and informal learning opportunities which align to the 25 non-technical competencies. ([CMF Section II](#).)
- Skills-Based Training covers the software-based skills needed to perform a specific job (i.e., training for statistical software or proficiency in MS Office).

Have more questions? Use these resources for more information on ECAs and IDPs

- The **ECA and IDP Checklist** provides a quick and easy list of the primary actions for the ECA and IDP.
- Searching the **Career Compass Catalog** on Waypoints offers competency-related learning and activities.
- Your **local Command BD17 (your Civilian Training Advocate)** can provide more guidance and answers.

What are competencies and how do they relate to the IDP?

Competencies are the knowledge, skills, abilities, and personal characteristics that employees possess. Across all NAVFAC career segments and roles, there are 25 non-technical competencies that employees apply on-the-job.

At any given moment, depending upon their position and grade level, employees demonstrate a certain mastery of each competency. As they develop their proficiency, they progress from having a basic awareness of a competency to serving as an expert.

The ECA assesses the employee's proficiency in the competencies. The annual IDP draws from the ECA results and outlines the employee's specific plans for learning and growth in the coming year.

Lead Self

- > Agility
- > Ethical behavior
- > Resilience
- > Lifelong Learning
- > Interpersonal Skills
- > Service Motivated
- > Problem Solving
- > Digital Fluency
- > Communication

Lead Teams/Projects

- > Team Building
- > Accountability
- > Decisiveness
- > Influencing

Lead People

- > Human Capital Management
- > Diversity, Equity, Inclusion & Accessibility
- > Managing Conflict
- > Developing Others

Lead Organizations/Programs

- > Financial Management
- > Innovation
- > Partnering

Lead the Institution

- > Vision
- > External Awareness
- > Strategic Thinking
- > Political Savvy
- > Systems Thinking

