

Encompass

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Center for
Personal and
Professional
Development

Leading the Way in Sailor Development

January 2010

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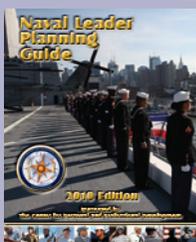
Message from the CO



Happy New Year! Like many of you, CPPD is starting 2010 with several resolutions for the New Year, and one of our resolutions is to continue to be "Brilliant on the Basics." This ongoing initiative, which was first unveiled in [NAVADMIN 043/08](#), identifies six key areas a command should focus on to improve Sailor retention: Command Sponsorship, Command Indoctrination, Career Development Boards, Mentorship, OMBUDSMAN programs, and recognition programs. Each of these programs is critically important to your command in order for you to execute your mission, and therefore, this edition of Encompass will focus on information pertaining to "Brilliant on the Basics." I hope this newsletter assists you in making your existing programs even better in 2010.

CAPT Jonathan Picker

Personal Development



Have You and Your Mentor Developed Your Individual Development Plan?

The 2010 version of the [Naval Leader Planning Guide](#) and Naval Leader Weekly Planner are now available online. Each year, CPPD includes the "Introduction to Personal Planning" and "Mentoring Compass" pages, both of which provide strategies and tips for fulfilling the mutual goals of Sailors and their commands. Located in the back portion of the NLPG and NLWP, these sections provide some of the basic steps needed to set goals, develop an IDP, and provide sample worksheets for creating and setting these goals in a manner that are meaningful and measureable. If you are trying to "kick-start" your Mentoring program, or just looking to add a new twist to your program, I encourage you to download this year's calendar and use the pages for your subordinates.

Professional Development



Being Brilliant on the Basics means ensuring your Navy Career Counselors have the most up-to-date training and education available, especially when that training, ultimately, helps develop your Sailors. CPPD recently revised the computer-based Command Career Counselor (CPD-CCC-020) training located on Navy e-Learning [via NKO](#). The 2009 revision contains updated career development information, and is more user-friendly than its predecessor. The course was designed primarily to prepare future students for the instructor-led Command Career Counselor Course (CIN A-501-0011), but can also be used by anyone to bolster baseline knowledge of career-related topics. The course contains seven topics, including [CCC resources](#), Education and Commissioning Programs, the Enlisted Advancement System, and several others. Fleet feedback has been overwhelmingly positive for the new course since its release, and anyone in a leadership position should consider completing this course to access the wealth of information it provides.

Off-Duty Education



Do You Know which Brilliant on the Basics Programs are Supported by Off-Duty Education?

There are two: Indoctrination and Career Development Boards. By developing an effective indoctrination program, you will send a strong, positive signal that your command values the talents and skills of your Sailors. It also shows your Sailors that you have a plan to integrate them into your team. Additionally, an indoctrination program quickly sets the tone for what is expected of each Sailor. This will help Sailors understand what the command requirements are prior to their use of any off-duty education programs. Leadership involvement, primarily by the CMC, the Chief's mess, and the [Command Career Counselor](#), is critical to the success of every Sailor. CDBs are required within 30 days of a Sailor reporting aboard, and again at six and 12 months. During a CDB, it is important to identify if a Sailor needs Academic Skills, which; is vital for early success on Perform-to-Serve (PTS) applications. Keep in mind; an understanding of the services and programs offered by off-duty education supports the command's Brilliant on the Basics program. Visit the [Navy College Program](#) website for more information.

CMC Corner

MCPON Rick West recently attended one of CPPD's Career Counselor Course graduations in Norfolk, Va. where he provided emphasis on "Brilliant on the Basics" to our newest full-time and collateral duty Navy Counselors. Each of them will now return to their units equipped and motivated to support our Sailors with that emphasis in mind. It's up to the CPO Mess, along with Chief Petty Officers around the fleet, to understand how critical this is to maximizing the effectiveness and talents of all Sailors. It is easy to neglect Sailors who simply do their jobs, and who have no expectations in return. We owe it to our people to make "Brilliant on the Basics" a foundational concept up and down the chain of command. You will find that it is a huge step towards, not only achieving mission accomplishment, but doing so with excellence. Bottom line, it is imperative that senior enlisted leadership make "Brilliant on the Basics" second nature in the ways we continue to take care of Sailors. I have found that if you are "Brilliant on the Basics," the rest will usually take care of itself. Until next month, train hard.

CMDCM Steve Fontenot

"Living a life is like constructing a building: if you start wrong, you'll end wrong." ~ Maya Angelou

Quick Hits

- [Naval Leader Planning Guide](#)
- [NETC Learning Center](#)

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Around the Corner

Does Your Command Attend a Training Support Center (TSC)/Training Support Detachment (TSD) Quarterly Training Officer Seminar or Conference?

Do you know when and where the next one is in your region? Each TSC/TSD holds a quarterly conference for Training Officers to discuss updates on new requirements and prerequisites. These conferences also give you the opportunity to work one-on-one with Combined Quota Control staff to outline your 12 month training plans. If you weren't aware of these TSC/TSD opportunities, or haven't been to one in a while, I'd like to encourage you to attend. Your presence will help ensure your needs are being addressed. If you have trouble identifying a POC, or need additional conference information, you can find a complete listing of all TSCs/TSDs on the [NETC Learning Center](#) Web site.

To learn more about CPPD click here.