

# HQMC CIVILIAN LEADERSHIP DEVELOPMENT PROGRAM

January 2013 Quarterly Newsletter

## GRADUATES!

Academic Degree Program  
(ADP) graduates:

**Mr. Michael Duong** (ARI)  
Masters of Science in  
Information Technology  
Management

**Mrs. Laura Istvan** (HQBN  
HH) Masters of Science in  
Sport Management

**Mr. Bill Hill** (P&R)  
Bachelor of Science in  
Business Management

**Ms. Diseree Dimabuyo**  
(P&R) Masters in Business  
Administration



## A NEW YEAR A NEW START

Fiscal year 2013 has started off a little slow with the government fiscal crisis still looming; funds for HQMC Civilian Leadership Development (CLD) and Academic Degree Program (ADP) have essentially been nonexistent. However, funds should be forthcoming, and everyone will be notified when this happens for both programs. Please be prepared if and when funds arrive. Also, start thinking about training courses you would like to see sponsored by the HQMC CLD Program (CLDP) and send your input to the following email address: [SMB\\_HQMC\\_CLDP@usmc.mil](mailto:SMB_HQMC_CLDP@usmc.mil)

HQMC CLDP has welcomed over 50 new members, some new and some transfers from MCB Quantico CLDP. Let us all welcome our new members. Because our numbers of participants has increase so quickly in such a short time, it is important for you to submit your training requests as early and accurately as possible, with all supporting documents in order to process your request in a timely manner.

## What's on your Mind?

Ask Your CLD Administrator!

### **Q: How can I convince my supervisor to let me participate in training?**

A: First, remind your supervisor that CLD and ADP are volunteer programs and are open to all HQMC Civilian employees and supervisors (with a few exceptions). Secondly, it may be necessary to explain to your supervisor that the training you attend will not diminish your everyday work, but the training will provide you with the additional tools and resources that will benefit you and the organization. You can also have your supervisor call your CLD Administrator (CLDA) for additional information on how the program operates.

### **Q: Where can I find a list of upcoming training for CLD participants?**

A: An email will be sent out to CLD and ADP members only, announcing upcoming training and how to register for the training. Training courses will be given at the Pentagon and/or MCB Quantico.

Have a question? [Click here to ask the CLDA](#)



## Contact Us

**Nate Taylor**

**HQMC CLD Administrator**

701 S. Courthouse Rd., Suite 2300

Arlington, VA 22204-2464

703-604-2755

[Nathan.g.taylor2@usmc.mil](mailto:Nathan.g.taylor2@usmc.mil)

Website address:

<http://www.hqmc.marines.mil/hrom/OrgWorkforceMgmt/CivilianLeadershipDevelopmentProgram.aspx>

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*"A good objective of leadership is to help those who are doing poorly to do well and to help those who are doing well to do even better."*

*– Jim Rohn*

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## FEATURED ARTICLE

### How to Make Criticism Drive You

BY Nadia Goodman, Entrepreneur.com contributor

When Richard Branson founded Virgin Atlantic in 1984, each of his competitors said he'd surely fail. Instead of backing down, Branson found creative ways to overcome each obstacle. Today, those critics are out of business and Branson is lauded as a visionary.

Many of the world's most successful business leaders were criticized -- even laughed at -- when they first introduced their ideas. Instead of believing the naysayers, they used that criticism as motivation to succeed.

The best way to let criticism drive you is to be open to hearing it in the first place. Successful leaders know how to identify valid criticism and adapt accordingly. They use it to help them succeed.

When your ideas come under fire, here are four steps to help you and your

company benefit:

**1. Detach yourself emotionally.** When you're passionate about an idea or you have a lot at stake, criticism causes a defensive gut reaction. "It's so easy to just write it off," says Thomas Plante, a Silicon Valley psychologist and professor at Santa Clara University. "But that's not going to be productive at the end of the day."

To take in criticism without letting it overwhelm you, look at the feedback as an outsider would. Rather than seeing it as a personal attack, see it as a piece of information that could help you strengthen your business.

**2. Filter out unproductive feedback.** Some feedback simply isn't worth your time. Look at the critic's motivation. Are they trying to weed out competition? Are they jealous? Are they defending outdated ideas?

"We have to remind ourselves that nobody has magic answers, really," Plante says. Ultimately, you know what's best for your company. Trust your gut and stay focused on doing great work. Success is the best way to prove your critics wrong.

**3. Consult with people you trust.** For criticism that does come from a productive or genuine place (even if it seems harsh), give it some consideration. Evaluate it like any other business problem and talk it through with trusted colleagues in other companies or industries.

"Consult with people who don't always agree with you," Plante says. "You want to get advice from neutral parties." Without a personal investment in the company, they can offer diverse perspectives and help you decide how to respond.

**4. See criticism as an opportunity to improve.** If you decide the critique has merit, find creative ways to solve the problem. Use the criticism as a springboard to help you adapt and grow as a company. If you go in with an open mind,

your solution may lead to an unexpected innovation. "The most tenacious people come back with a new idea or a slightly different idea," Plante says.

The better you know yourself, the easier this will be. "If you know who you are, you're centered, so you're more likely to listen to criticism," Plante says. "You can take criticism and compliments thoughtfully, sometimes with a grain of salt."

You can find this article at: <http://www.entrepreneur.com/blog/224652>

## DID YOU KNOW?

The CLD Program seeks to improve and build on leadership competencies and skills based on the Department of Defense (DoD) Civilian Leader Framework and Continuum, below are a few examples:

**Strategic Thinking:** Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment that takes into consideration the environment, resources, capabilities, constraints, and organizational goals and values. Capitalizes on opportunities and manages risks and contingencies, recognizing the implications for the organization and stakeholders.

**Conflict Management:** Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.

**Creativity and Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting-edge programs, processes, and solutions.

You can find additional DoD leadership competencies at the following website:

[https://www.manpower.usmc.mil/portal/page/portal/M\\_RA\\_HOME/MP/MPC/d\\_CWM/Leadership/Continuum](https://www.manpower.usmc.mil/portal/page/portal/M_RA_HOME/MP/MPC/d_CWM/Leadership/Continuum)

## DEVELOPMENTAL RESOURCES AND TOOLS

In the fiscal environment we are working in, you should know where to turn for free or low cost learning and development activities. Below are just a few examples to get you thinking about which options may work for you. Also, traditional (and often costly) classroom training isn't always the only or most effective way to achieve your individual development goals and objectives. Consult with your mentor, supervisor, and/or CLD Administrator to get ideas for strengthening your selected competencies.

**Self-Paced Training** - On-line training, correspondence course, or other distance learning in which the individual proceeds at their own pace (sometimes within a specified time period). Normally less cost than classroom training but may not be appropriate for all situations. Individual must be able to manage time to complete the training on schedule while meeting all job requirements. This training, unless approved by Supervisor, should be done during non-work hours.

### Free Self-Paced Training Sources

MarineNet: <https://www.marinenet.usmc.mil/marinenet/> (Checkout the Project Management Professional Study Course!)

HR University: <http://www.hru.gov/> (Hint: Filter courses targeted for leaders and that are free)

Navy Knowledge Online: <https://www.nko.navy.mil/>

Defense Acquisition University: <http://www.dau.mil/>

Joint Knowledge Online: <http://jko.jten.mil/>

**Special Project or Collateral Duties** - A special project is a temporary additional assignment of short duration, such as to lead or participate on an ad-hoc cross-functional team, conduct research and prepare a report, or learn a topic and then present it to others. Project can be tailored not only to meet the individual's development needs, but also to share

what is learned with others in the work unit. Collateral duties are a more permanent assignment of duties outside an individual's normal range of responsibilities that provide a broadening experience. For example, a person may be assigned space planning responsibilities in order to enhance analytical and reporting skills. Unlike job rotation, an individual with special projects or collateral duties can continue to perform regular duties.

Volunteer and search for good opportunities.

Throughout your career, you may be assigned many special projects, collateral duties and odd jobs. Don't wait for your supervisor to bring these opportunities to you! Be proactive and volunteer for collateral assignments where you can excel or from which you will grow and learn. Let your supervisors know that you are interested in special projects that will help you grow.

**Coaching** - Learning technique that involves observing an individual at work and providing feedback to enhance performance or correct deficiencies. Can be used to develop needed skills and abilities in either the person assigned as coach or the individual being coached, or both.

Businessballs.com has a great article on Coaching: <http://www.businessballs.com/lifecoaching.htm>



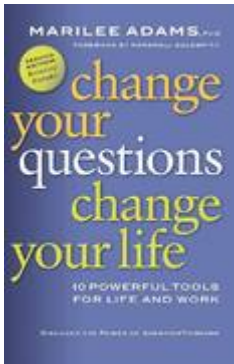
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*"The educated differ from the uneducated as much as the living differ from the dead."*

— Aristotle

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## SUGGESTED READING

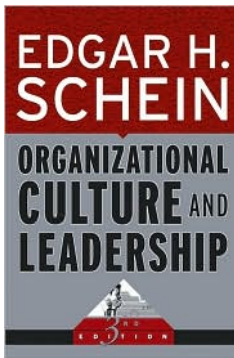


### ***Change Your Questions, Change your Life***

By Marilee Adams

#### **Overview**

Questions are at the core of how we listen, behave, think, and relate—as individuals and organizations. Virtually everything we think and do is generated by questions. Questions push us into new territories. The future begins with our thinking, represented by the questions we ask ourselves. "Change Your Questions, Change Your Life" shows readers how to consistently choose the questions that can lead them to success, both personally and professionally. - Berrett-Koehler Publishers, Jun 1, 2009

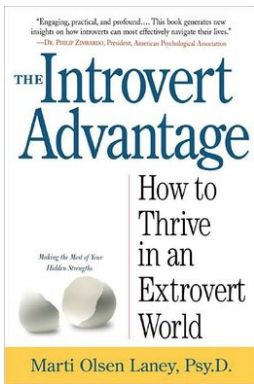


### ***Organizational Culture and Leadership***

By Edgar Schein

#### **Overview**

Regarded as one of the most influential management books of all time, this fourth edition of Leadership and Organizational Culture transforms the abstract concept of culture into a tool that can be used to better shape the dynamics of organization and change. This updated edition focuses on today's business realities. Edgar Schein draws on a wide range of contemporary research to redefine culture and demonstrate the crucial role leaders play in successfully applying the principles of culture to achieve their organizational goals. - John Wiley & Sons, Jul 16, 2010



## ***The Introvert Advantage: How to Thrive in an Extrovert World***

By Marti Olsen Laney, Psy.D.

### **Overview**

At least one out of four people prefers to avoid the limelight, tends to listen more than they speak, feels alone in large groups, and requires lots of private time to restore their energy. They're introverts, and here is the book to help them boost their confidence while learning strategies for successfully living in an extrovert world. - Workman Publishing, Feb 1, 2002

## **MENTORING**

HQMC Civilian Leadership Development Program is always looking for **mentors** in all types of career fields and at all career levels. If you know someone that may be interested in becoming a **mentor**, please send them our way so we can grow and diversify our database. If you think you have what it takes to become a **mentor** and make a positive impact on someone's career please contact the **HQMC Civilian Leadership Development Administrator** at 703-604-2755.

## **HAVE MORE TO SAY?**

Sure, this is a newsletter, not a novel—and we want to keep it short and sweet to keep your attention. If you have ideas, comments or things you think would be revelant to our CLD and ADP community, please send us an email with your recommendations at [SMB\\_HQMC\\_CLDP@usmc.mil](mailto:SMB_HQMC_CLDP@usmc.mil)

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