



Message from the CO

COs, XO's, Dept Heads, Leaders at all levels,

As we plow through the first month of a new year, many people take a moment to review their accomplishments and set goals for the coming months. These goals should include personal and professional development for ourselves as well as for our Sailors. This Encompass focuses on information to help you achieve these development goals. For example, CPPD's [2013 Naval Leader Planning Guide](#) is available on Navy Knowledge Online. We're about to launch revised courses such as First Term Success Workshop and [Chief's Mess Training](#) to provide the best possible learning experience. And our [voluntary education](#) professionals stand ready to help Sailors reach their education goals. In this digital world in which information travels at the speed of a button push, [CPPD](#) is here to help you focus on what's important – Sailors who are capable and mission ready both on and off duty.

– CAPT J.P. Newcomer

CMC Corner

Among a deckplate leader's many responsibilities is to keep Sailors informed with what they need to know to succeed. I remember when all my important information was in a little green "wheel book." Now I use my smartphone to keep track of information such as contacts, to-do lists and personal appointments. Over the years, I have also found the [Naval Leader Planning Guide](#) (NLPG) to be extremely useful. It's a great organizational tool to assist you with your everyday tasks. Not only does the NLPG provide a single reference for lots of information, you can also download and import it into your Microsoft Outlook personal calendar to help you keep up with important dates and tasks. We all have competing priorities vying for our time. This planning guide offers a valuable resource to aid leaders in tracking priorities and meeting mission.

– CMDCM Ken Schmidt

Quick Hits

- [New Chief's Mess Training Pilot Course Underway](#)
- [CPPD Releases 2013 Naval Leader Planning Guide and Weekly Planner](#)
- [Officer Leadership Continuum key to growing Navy Leaders](#)

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- [Navy Knowledge Online](#)
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Personal Development

Strong leaders take time to develop Sailors and themselves. Career Development Boards (CDBs) are one of the few opportunities in a hectic schedule to turn our focus from the mission to those who complete it, with the goal of aligning a Sailor's needs with command expectations and resources. [CPPD](#) products such as the [Command Career Counselor \(CCC\) Course](#) (A-501-0011) and the Career Development Board (CDB) training video (N0443-09-0009) train CCCs and [Career Development](#) Teams (CDT) on Navy requirements and effective CDB methods. In March, CPPD is scheduled to release a revised First Term Success Workshop (CPPD-FTSW-1.0) course to locally train young Sailors on how to get the most out of CDBs as well as their initial enlistment. These and other tools provide leaders with resources to help meet mission and develop their Sailors.

Professional Development

[Chief's Mess Training](#) (CMT) provides the framework for development of personal and professional leadership capabilities of Chief Petty Officers (CPOs) and better prepares them to assume and execute ever-increasing levels of responsibility while providing a foundation of continuity across the Navy. CMT currently consists of 10 one-hour modules that were designed to be conducted on a monthly basis starting in October and ending in July each year. This spring, CPPD is scheduled to release a revision to CMT consisting of 19 modules that will provide additional leadership training for the Chiefs' mess. The new CMT should be considered a rolling library of topics driven by engaging scenarios. Per [OPNAVINST 5351.2A](#) the modules should be completed during the annual training cycle as directed by respective commands, with completions documented in FLTMPS.

Voluntary Education

[Navy College Offices](#) counsel Sailors to assist them in reaching their educational goals. Without this counseling, Sailors could end up at the mercy of a marketing scheme and possibly signing contracts with academic institutions that are binding and expensive. Education counseling helps ensure Sailors are signing up for viable, cost-effective programs that meet their needs and desires. In addition to NCO education professionals, the Navy has the added advantage of counseling services offered by the [Virtual Education Center](#) (VEC), which can assist Sailors who don't have an NCO close by. The VEC serves as an information hub for "one-stop shopping" on the [Navy College Program](#) and other voluntary education opportunities. The more information Sailors have, the better equipped they are to make the best decisions on reaching their education goals.

Key Messages/BLUF

- ◆ CPPD courses are continually updated to provide Sailors with the best, most relevant training to help our force develop personally and professionally to achieve fleet readiness.
- ◆ Voluntary education professionals assist Sailors through counseling to help them find viable, cost-effective education programs that meet their individual needs and desires.
- ◆ Sailors armed with critical thinking skills and the latest information are better equipped to make the best possible choices for their personal and professional lives.