

NETWORKING GUIDANCE

CMI101 Module: Multifunctional Team Support of the DCMA Mission

Overview

As a new functional specialist, you will network in different ways while participating in CMI101: through one-on-one conversations with experienced individuals, and by posting in a group discussion board/learning forum with other new functional specialists. Networking will help you become acquainted with each other, learn about the work of the DCMA multifunctional teams, and build a habit of sharing insights and questions.

This guidance includes assignments for everyone who is involved with networking: the new functional specialist; recommendations for the point of contact (POC)/experienced functional specialists or other staff who will network with individuals new to DCMA; and, responsibilities for the DAU facilitator (instructor) who will facilitate the group posts on the learning forum.

Individual Networking

The Role of the New Functional Specialist

Network with at least two people: one within your functional area and one outside of your functional area. Meet in person, on the phone, through email, or attend a professional association meeting followed by a personal discussion about the meeting. Take notes! Once you complete your networking session, you will post your lessons learned on the learning forum for other new learners to read and discuss.

Discuss one or more of the following with the POC during your one-on-one networking:

- A day in the life—three aspects of their day
- Their best day at work
- How their work supports the mission and impacts each member of the multifunctional team
- One thing they wish they would have known during the first months on the job

The Role of the Networking POC

While networking, discuss one or more of the following with each POC: following the process/policy, documenting, prioritizing, engaging and communicating with the multifunctional team, working with contractors and buying commands. Ask them to share a lesson learned or a success.

Group Networking

The Role of the Facilitator

The facilitator will mediate, moderate, remediate, and facilitate learning during the learning forum posts and be available to answer your questions. The facilitator will “observe”, track progress, conduct periodic check-ins, and initiate follow-on surveys to measure learning and performance impact.

Learning Forum Assignment for the DCMA Mission Module

How to Write Your Posts

- Respond to the question or assignment.
- Write something that was meaningful to you or you think will matter to others, such as a small insight, or something significant.
- Write in a friendly, yet professional tone using easy to understand English and complete sentences.
- Ideally, keep your posts and responses to no more than 250 words, unless you have been instructed otherwise. People appreciate a succinct, meaningful sentence with fewer words!
- When responding to a post:
 - Don't stop at the top! Read several posts to get to know others and learn from them.
 - Skim for posts that interest or challenge your assumptions.

What to Write in Your Posts

Initial Post

What insight, lesson learned, or best practice did you learn about during networking?

Sample Post:

I talked with someone in my function who has been here for two years. She wished she would have taken the initiative to meet others during her first few months to learn about their work. Instead, she focused on reading the FAR and policy which was challenging to interpret. She was embarrassed when she interpreted something incorrectly. She felt she could have learned more from others' experiences.

Response to Another Person's Initial Post

Read through posts until you find one that interests you. Consider these questions as you formulate your responses:

- In what way does the post you are commenting on relate to previous experience or what you plan to do at DCMA?
- How does this post relate to what you learned about your function or another function during your first few weeks on the job?
- How does this post link to the DCMA mission?

Sample Response:

The DCMA Mission sounds all-encompassing—eyes and ears, partners, factory floor to front line, around the world. What I understand now is we can't do this alone. I think the team culture can help us achieve our mission! I worked in a team at my previous company and we learned about others' work and relied on each other for troubleshooting.