# DEVELOP Orientation

Module 3. Participant & Team Responsibilities

NASA EARTH ACTION

**DEVELOP is committed to providing a welcoming, respectful, friendly, inclusive, and collaborative environment for all.**

This applies to all participants, enhanced capacity building positions, National Program Office staff, science advisors, & mentors.



*We invite you to help us create a safe and positive experience for everyone!*

All interactions within the DEVELOP Program should be **professional**, regardless of platform: in-person or virtual.

It is impossible to list everything that can be done to create an inclusive and collaborative environment; however, when in doubt, we encourage you to look to these principles for guidance:

- Show respect and courtesy to others.
- Practice empathy and humility.
- Participate in an authentic and active way.
- Listen carefully and actively.
- Exercise consideration and respect in your speech and actions.
- Be respectful of different viewpoints and experiences.
- Be mindful of your surroundings and of your fellow participants.
- Always attempt collaboration before conflict.
- Gracefully accept constructive criticism.

*By The Way*

Why? DEVELOP's signature is that of professionalism and respect. We respect ourselves, our partners, and NASA. We go above and beyond. We stand out from our peers. We strive for excellence in all things we do.

## UNACCEPTABLE BEHAVIORS

- Written or verbal comments which have the effect of excluding people on the basis of membership of any specific group related, but not limited to: gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, or socioeconomic class.

- Promoting or participating in harassment, bullying, discrimination, or intimidation on-site, virtually, and/or on social media.

- Violent threats or language directed against another person.

- Attacks on ideas versus respectful, disagreeing dialogue.

- Physical, verbal, written, or other forms of abuse of any person.

- Causing someone to fear for their safety, such as through stalking, following, or intimidation.

- The display of sexual or violent images.

- Inappropriate and unwelcome sexual attention or physical contact.

- Sexist, racist, homophobic, transphobic, ableist, or otherwise exclusionary language or jokes.

- Sustained disruption or disallowing participation by others.

- Criminal offenses.

Individuals who are asked to stop any unacceptable behavior are expected to comply immediately. Individuals not meeting expected behavior may be warned or immediately sanctioned or removed from the DEVELOP Program at the discretion of their employer and the National Program Office.

## REPORTING AN INCIDENT

- If you see, overhear, or experience a violation of the expected behaviors, please contact a DEVELOP or Human Resources representative to report the incident.

- You are empowered to politely engage when you feel that you or others are disrespected. The person making someone uncomfortable may not be aware of what they are doing – politely bringing their behavior to their attention is encouraged.

- If you are uncomfortable speaking up or feel that your concerns are not being duly considered, you can contact a DEVELOP or Human Resources representative directly to resolve the issue. All concerns shared with DEVLEOP or Human Resources representatives will be kept confidential.

- DEVELOP or Human Resources representatives will review any incident to confirm the facts of the report and verify the violation.

# Dress Code

- Whether you're working from home or in-person at a node, it's important to represent the both yourself and program well!

- Pay special attention to dress when your team has in-person or video call meetings with partners, science advisors, and NPO! Make sure you are presenting yourself professionally.

## Daily Dress Code = Business Casual



## Formal Presentations = Business Professional

# Use of Government Equipment*

- U.S. Government computers are for authorized users only.

- It is NASA's policy to permit limited personal use of Government office equipment, including information technology (IT).

- The limited personal use of Government office equipment by NASA employees and contractors shall not interfere with official business, violate existing laws, and should involve only minimal additional expense to the Government.

- Unauthorized use of the computer accounts and computer resources to which you are granted access is a violation of Federal Law; constitutes theft; and is punishable by law.

- Misuse of assigned accounts and accessing others' accounts without authorization is strictly forbidden.

- Failure to abide by these provisions may constitute grounds for termination of access privileges, administrative action, as well as civil or criminal prosecution.

**\*All information for government policy and equipment is also true for AMA**
   **NASA 2540.1G & NPR 2810.1A:** http://insidenasa.nasa.gov/ocio/policy/policy_direct/index.html

# Privacy

Expect NO privacy when using a government computer, when emailing a government or contractor email address, or when using Microsoft Teams. This also applies to the AMA instance of Microsoft Teams and Office365.

Strict computer use policy in effect – **every keystroke is stored & every NASA email is public domain**.

NASA Policy:

- NASA employees and contractors do not have a right to expect privacy while using Government office equipment at any time, including accessing the internet and using email.

- The Government maintains call details and network access records to monitor telephone activity and internet access.

- The Government also employs monitoring tools to track system performance and improper usage.

- This applies to those emailing a NASA email as well.

**NASA 2540.1G & NPR 2810.1A:** http://insidenasa.nasa.gov/ocio/policy/policy_direct/index.html

# Project Team Responsibilities

- Set goals and work towards them as a team.

- Ensure that mandatory deliverables are completed, then pursue optional deliverables as time allows.

- Be organized and document all research and contacts along the way so the project and/or communication with end users may be continued after the 10 weeks.

- Take initiative! Look at what else needs to be done when you have completed your assigned tasks.

- Network with other teams. Help other teams. Get help from other teams.

- Have an open mind & learn from each other! Be nice to your fellow DEVELOPers and have fun getting to know each other and building your network!

- DEVELOP is what you make of it. Make the most out of these 10 weeks!

# Researcher Responsibilities

Researchers (all personnel involved in conceiving, designing, conducting and supervising research) have the responsibility to:

- Uphold and embody the professional standards of the research community.

- Exercise personal and professional honesty in proposing, designing, performing, and reporting research.

- Maintain mutual respect with all members of the research team and accurately represent the contributions of each member's work.

- Not allow outside influence or pressure (e.g., political consideration, ideology, financial conflicts of interest, peer pressure, or individual opinion) to affect the results of research, input to or from advisory committees, or the dissemination of research and analysis.

- Uphold all of NASA's core values of ethical conduct and integrity.

Federal definition of research misconduct:

## "fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results"

**DO NOT:**

- **Fabricate**: Making up data or results and recording or reporting them.

- **Plagiarize**: The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

- **Falsify**: Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research report.

# Deliverable Deadlines to NPO

See the detailed deliverable calendar on DEVELOPedia!

## Check out DEVELOPedia's Deliverable Calendar

- Week 1 – **1/30**: Entrance Personal Growth Assessment, Personality Assessment, Media Release Form, DEVELOPedia Profile Page

- Week 2 – **2/6**: Study Area Shapefile

- Week 3 – **2/13**: Creative Communication Selection Form, Tech Paper Checkpoint #1

- Week 4 – **2/20**: Presentation Checkpoint #1

- Week 5 – **2/27**: Creative Communication Video Checkpoint #1

- Week 6 – **3/6**: Code Repository Checkpoint #1, Tutorial Checkpoint #1, Presentation Checkpoint #2

- Week 7 – **3/13**: Website Image, Tech Paper Checkpoint #2, Creative Communication RD

- Week 8 – **3/20**: Presentation FD, Poster FD

- Week 9 – **3/27**: Creative Communication FD, Project Summary FD, DEVELOPedia Project Page

- Week 10 – **4/3**: Project Feedback Form, Exit Personal Growth Assessment, Program Exit Survey; **4/4**: Tech Paper FD, Tutorial FD, Code Repository FD

# Deliverable Submission

- Deliverables are reviewed throughout the term first by the Lead at the node, then by one point of contact on the Project Coordination team, and at least once by the node's science advisor.

- Each team has a designated Project Coordination point of contact to correspond with throughout the whole term for continuity.

- Any deliverable questions can be asked using the @Project Coordination tag in Teams or reach out to your Project Coordination point of contact.

**To submit**: All deliverables will be moved into the Deliverable Submission folder in the DEVELOP Program Teams channel/sharepoint. Your PC point of contact will reach out when feedback is complete. Then, you can move your deliverable back into your team's folder to continue working.

# File Nomenclature

YearTerm_Node_Team_Deliverable_Version
**Ex. 2024Spring_ARC_SanJoaquinValleyHAQII_Poster_FD**

*Node Acronyms:*
ARC, CO, GA, GSFC, ID, JPL, LaRC, MA, MSFC, NC, PUP

*App Area Shorthand:*
Ag, Disasters, Eco, EI, HAQ, SpaceWeather, Water, WildlandFires

*Version:*
CP1, CP2, RD, FD, etc.

# Project Deliverables

You'll learn more about deliverables from the Element Fellow's **Deliverable Webinars** throughout the term, but it's never too early to start thinking about deliverables!

*Things to start thinking about now:*

**Communication Deliverable**: If your team and partners are interested in creative ways to inform the public about your project, familiarize yourself with the optional Creative Communication deliverable. You can choose between a videos, one-page flyer, trifold brochure, or social media series! Consider what fits best for your project, consult with your partners, and submit your Creative Communication selection form in week 3.

**Code Repository or Tutorial**: You will work with the Geoinformatics team if you are developing any internal code or are creating a tutorial for your partners. Note, not all projects do this!

# Required Legal Statements

ALL deliverables and products created by teams need to include this short paragraph of legal statements:

"This material is based upon work supported by NASA through contract 80LARC23FA024. Any mention of a commercial product, service, or activity in this material does not constitute NASA endorsement. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect the views of the National Aeronautics and Space Administration and partner organizations."

Reach out to the PC *before* submitting FD deliverables if you are using CSDA data in your project!

# Commercial Smallsat Data Acquisition (CSDA)

NASA's Commercial Smallsat Data Acquisition (CSDA) program was established by NASA ESD to identify, evaluate, and acquire commercial small-satellite (smallsat) data that support NASA's Earth science research and application goals. There are multiple vendors providing data, the two most commonly used by DEVELOP are:

**Planet:** optical to near-infrared data acquired by the Planet small satellite constellations: PlanetScope, RapidEye, and SkySat, with a resolution of 3 m/pixel.

NOTE: Planet data is approved for research, experiments, evaluation, and development—including basic and applied research—that may lead to journal publications, licensed user-derived data products, white papers and maps for use by the broader scientific community, or to support logistical planning of future scientific research experiments such as field campaigns. **Planet data may NOT be used operationally** for non-scientific logistical planning, response efforts outside U.S. Government agency applied science missions, management of human resources, remote monitoring (i.e., construction, facility monitoring, etc.), enforcing compliance of regulations, and law enforcement and investigations.

**Required Citations for Planet Data Use (with each image include):**

- For data products: "© Planet Labs PBC {Year}. All rights reserved."
- For derivatives: "Includes copyrighted material of Planet Labs PBC. All rights reserved."
- In acknowledgements section include, "This work utilized data made available through the NASA Commercial Smallsat Data Acquisition (CSDA) Program."

**Maxar:** data acquired by the Maxar constellation, including: WorldView-1, WorldView-2, WorldView-3, WorldView-4, GeoEye-1, QuickBird, and IKONOS, with very-high-resolution data products with resolutions as low as 31 cm per pixel, from the WorldView-3 Panchromatic band.

NOTE: Maxar data users must obtain approval for release of Maxar data to the public (publications, presentations, etc.) from the National Geospatial-Intelligence Agency (NGA). This process takes time and means you **cannot** include data products in deliverables, only derivatives.

**Required Citations for Maxar Data Use (with each image include):**

Data derivatives for Maxar imagery must contain copyright markings as specified below (YYYY is the year of the image acquisition).

- For all sensors except WorldView-4 and IKONOS: "©YYYY, Maxar, USG Plus"
- For IKONOS: "©YYYY, Maxar, NextView"
- For Worldview-4: "Includes copyrighted material of { Maxar Intelligence, Inc}. All rights reserved."
- In acknowledgements section include, "This work utilized data made available through the NASA Commercial Smallsat Data Acquisition (CSDA) Program."

# Generative AI Guidance

## NASA's Use of Generative Artificial Intelligence (AI) Technologies and Large Language Models such as OpenAI, ChatGPT, Google Bard, Facebook Llama, or Similar

NASA's Office of the Chief Information Officer (OCIO) recognizes NASA has a creative, curious, and scientific workforce and many are interested in popular AI technologies. OCIO has conducted an initial level of due diligence through collaboration within NASA and external organizations to identify the maturity of and risks associated with these evolving tools. In view of the potential benefits and risks associated with Generative AI, can/should NASA employees use these technologies today? **Further guidance will be forthcoming, presently we may <u>NOT</u> use GenAI outputs in fall projects.**

- Currently, NASA has **not authorized** the operation of generative AI technologies (e.g., OpenAI, ChatGPT, Google Bard, Facebook Llama, or similar) for widespread use on sensitive NASA data. NASA follows existing federal requirements and processes to ensure NASA data is appropriately protected. At this time, these evaluations have not been conducted at NASA and/or across the federal government for Generative AI systems.

- This means that today, individuals at NASA are **not authorized** to share, upload, or otherwise expose sensitive Agency data to ChatGPT or any other generative AI capability. Until the Agency formally approves their use, individuals at NASA are not authorized to use them in any way that may implicate NASA data, devices, and/or networks.

- You **may not** use NASA emails to register for personal GenAI access.

- You **may not** download any client-based Generative AI tools, until those tools are authorized.

# External Communications

- A single DEVELOPer per team (usually the Project Lead) typically serves as the main point of contact to NPO, science advisors, and partners through email communication, leading project-related telecons, and coordination of team meetings.

- Emails relating to your DEVELOP projects and being sent to international recipients should be reviewed by your Lead & NPO, if necessary, before they are sent outside of DEVELOP.

- CC the Lead at your node when sending ALL project-related emails – this ensures continuity of communication and knowledge after the project ends.

- All participants should check their AMA email each workday.
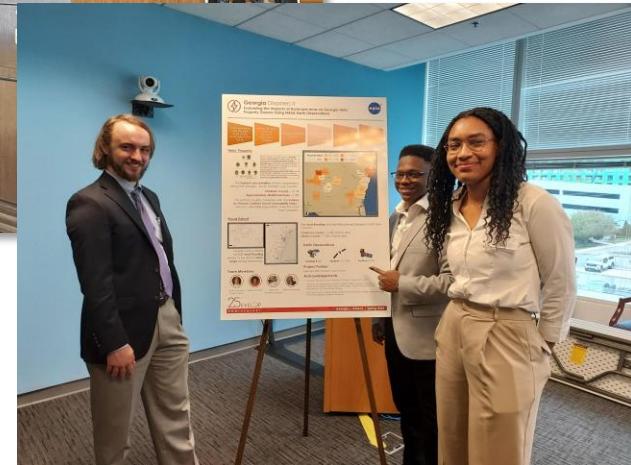
# Participant Reporting

- **Personal Growth Assessments**: Two online assessments that collect information relating to participant skill levels and expectations, provide valuable feedback to nodes and the program.
    - Entrance Assessment – week 1
    - Exit Assessment – week 10

- **Program Feedback**: An online survey which serves as DEVELOP's performance review and allows for a national perspective on the program, leadership, and advisors. It helps DEVELOP evolve and improve, and we value your input greatly!
    - Link emailed – week 10

- **Mid-term Check-ins**: DEVELOP's main objective is to assist participants in developing both professionally and personally. Part of this process is giving feedback in performance reviews at the middle and end of the term. Please consider this process constructive and take any feedback as goals for improvement.
    - Midterm Review – typically week 5 or 6
    - End of Term Review – typically week 9 or 10

- **Alumni Survey**: Periodically, DEVELOP reaches out to alumni to see where they are working and assess the impact DEVELOP had on their career and career fields that participants progress into. We look forward to surveying you in the near future! Before you leave this term, please make sure that DEVELOP has the best email address to reach you.

- **Time Sheets:** You **must** complete your time sheet everyday – **this is a contract requirement!** At the end of each week, you will sign your timesheet electronically.

# Pay & Taxes

## Pay Scales

- All participants are part-time, temporary employees of Analytical Mechanics Associates.
- Participants are paid on a step scale based on applicant classification and education level.
- Your classification and education level was self-identified in your application to the program.
    - Classification = student, recent graduate, early/transitioning career professional
    - Education level = degree held for non-students or current grade level for students
- Some remote work locations have locality adjustments – these are set by the federal government based on cost of living in specific geographic areas.
- To qualify for the next step pay rate, the participant must be currently taking classes or graduated at that grade level. Ex. a participant who finishes their sophomore year in May is only eligible to move to the next pay step in the fall once they begin taking junior level classes.

## Taxes & Insurance

- All necessary taxes will be withheld from your paycheck based on your tax enrollment forms.
- Foreign nationals who are from countries that do not have a tax treaty with the United States will see an automatic 30% of their payment withheld by their funding organization and sent to the IRS. To see which countries have tax treaties with the IRS website.
- It is your responsibility to have the appropriate health and medical coverage. Analytical Mechanics Associates does not provide insurance coverage for temporary employees during the 10-week term.

# As a DEVELOPer, you are a leader!



- All DEVELOPers help lead the program to success by taking on leadership of specific tasks and serving in different leadership roles as needed

- Lead with a style that fits you, fits the situation, and fits the group

- Consider what leadership role you will fill in each situation:

- There are 4 leadership **roles**:
  1. Designated Leadership
  2. Self Leadership
  3. Active Followership
  4. Peer Leadership

At any time in DEVELOP, you can be a leader, but only sometimes will you be a "**designated leader**."
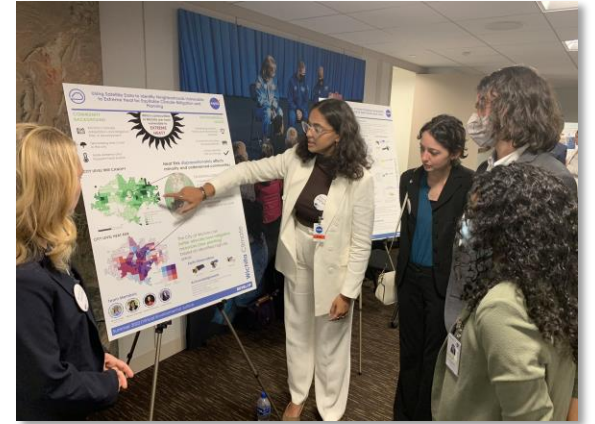
# Project Leads: Common Misconceptions

Project Leads *do not...*

- **Do more work** or work more hours than other team member
  - Project Leads are also participants and have the same participant role, just different tasks within the role.

- **Tell team members** what to do each day
  - Project Leads are in charge of project organization. This means occasional delegation, but it does not mean daily oversight. If they need to delegate, they should check in with the team about who wants to do what, then helping keep the team accountable as they work.

- **Pick up slack** if other team members are struggling
  - DEVELOP isn't always easy! Your team should be communicating together about workloads and supporting each other when things get stressful.

> **By the way:**
> Project Leads are not the "designated" leader.

# The Responsibilities of a Project Lead

Project Leads *do*…

- Serve as the **primary point of contact**, team liaison
- Write and send **emails** on behalf of their team (varies by node)
- Provide project/team **updates** to Fellows
- Ensure the team **completes and submits** all deliverables on time
- **Foster** a productive team dynamic and work environment
- **Empower** and **support** team members

*Important!*

Project Lead responsibilities can vary by node. Check with your node's Lead to make sure everyone is on the same page.

# Virtual Teams

- Make sure to keep communication lines open during work hours and be responsive to virtual communications: Teams, email, texts, etc.

- Ensure that all virtual interactions are positive, thoughtful, and respectful

- Use your camera during video calls to help with non-verbal communication

- Technical difficulties will happen! Just troubleshoot as best you can

- Remember you are representing NASA, CBP, DEVELOP, your team, and yourself in all interactions

- In addition to scheduled partner calls, advising calls and node calls, how do you want to work together as a team?
  - Does our team want to stay on a call all day?
  - Do we meet up throughout the day as need arises?
  - Or do we meet only during scheduled times?





**Camera best practices**
position your camera at/around eye level, minimize background distractions, make sure what's behind you is professional (not unmade beds or dirty laundry piles), assess lighting – being front-lit is best

# Getting to Know Y'all

## Personality Assessments & Miscellanea

DEVELOP teams must form – storm – norm – perform in only 10 weeks! Part of working together is understanding each other and ourselves.

Personality assessments provides an opportunity for:

- **Introspection**: to understand your tendencies and motivations, strengths and weaknesses, and innate preferences

- **Interpersonal skill development**: recognize these traits in others

- **Common language**: provides terminology for identifying inherent nature

- **Freedom**: identifies inherent needs, and helps alleviate pressure, all so you can be accepted for just being you

*What's your Hogwarts House?*



**Gryffindor**

"DO WHAT IS RIGHT."

COURAGEOUS, BRAVE, ADVENTUROUS, DARING, LOYAL, AND CHIVALROUS

**Slytherin**

"DO WHAT IS NECESSARY."

AMBITIOUS, CUNNING, INCLINED TOWARD LEADERSHIP, PROUD, DETERMINED, AND RESOURCEFUL

**Hufflepuff**

"DO WHAT IS KIND."

HARD-WORKING, DEDICATED, PATIENT, FAIR, KIND, AND LOYAL

**Ravenclaw**

"DO WHAT IS WISE."

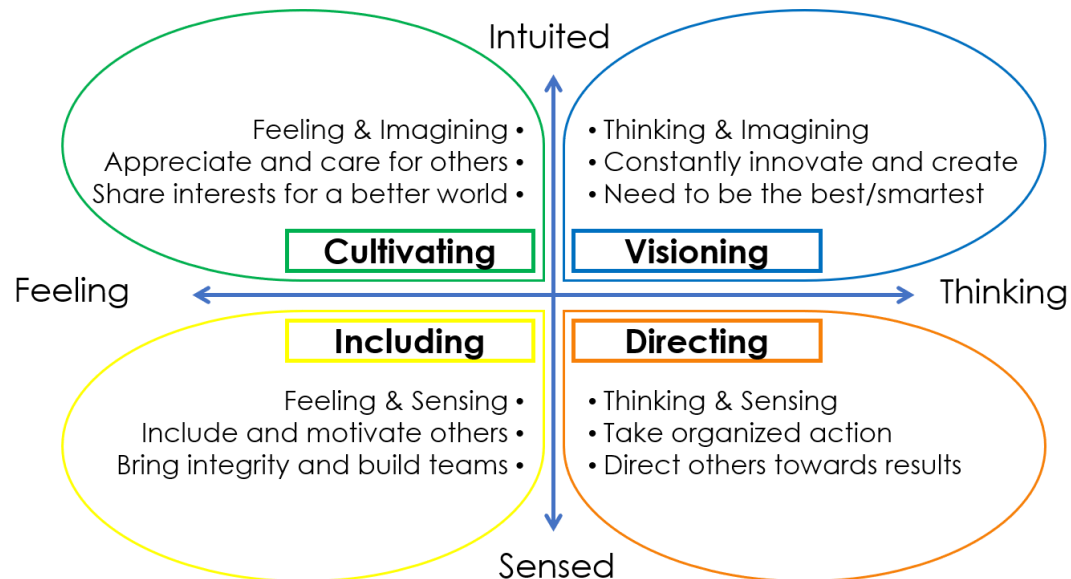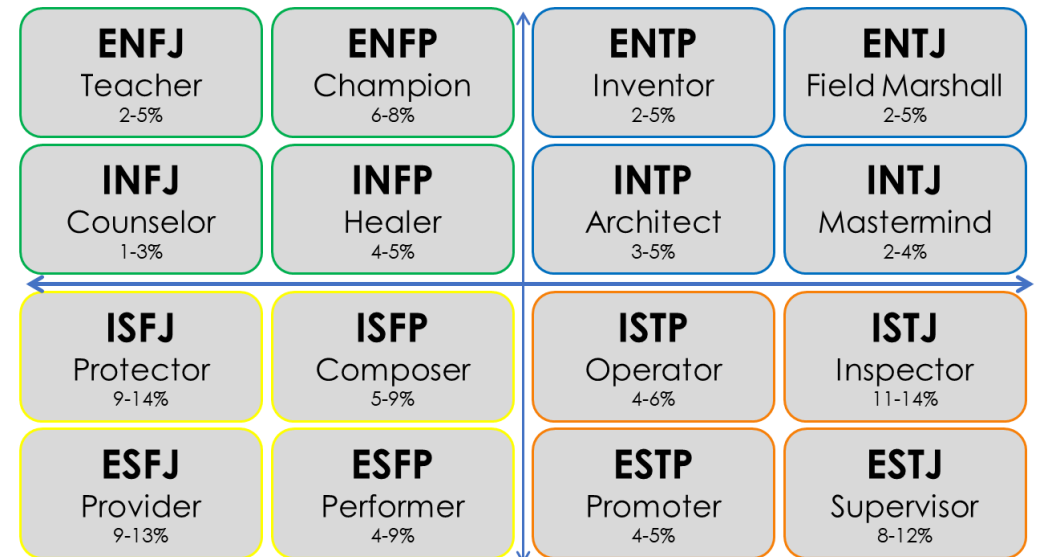INTELLIGENT, CREATIVE, CLEVER, WITTY, AND KNOWLEDGEABLE

# Two Assessments

## NASA 4D

Created to help science/engineering teams (like those at NASA) boost performance and avoid mistakes



Intuited

Cultivating
- Feeling & Imagining •
- Appreciate and care for others •
- Share interests for a better world •

Visioning
- Thinking & Imagining
- Constantly innovate and create
- Need to be the best/smartest

Feeling ←→ Thinking

Including
- Feeling & Sensing •
- Include and motivate others •
- Bring integrity and build teams •

Directing
- Thinking & Sensing
- Take organized action
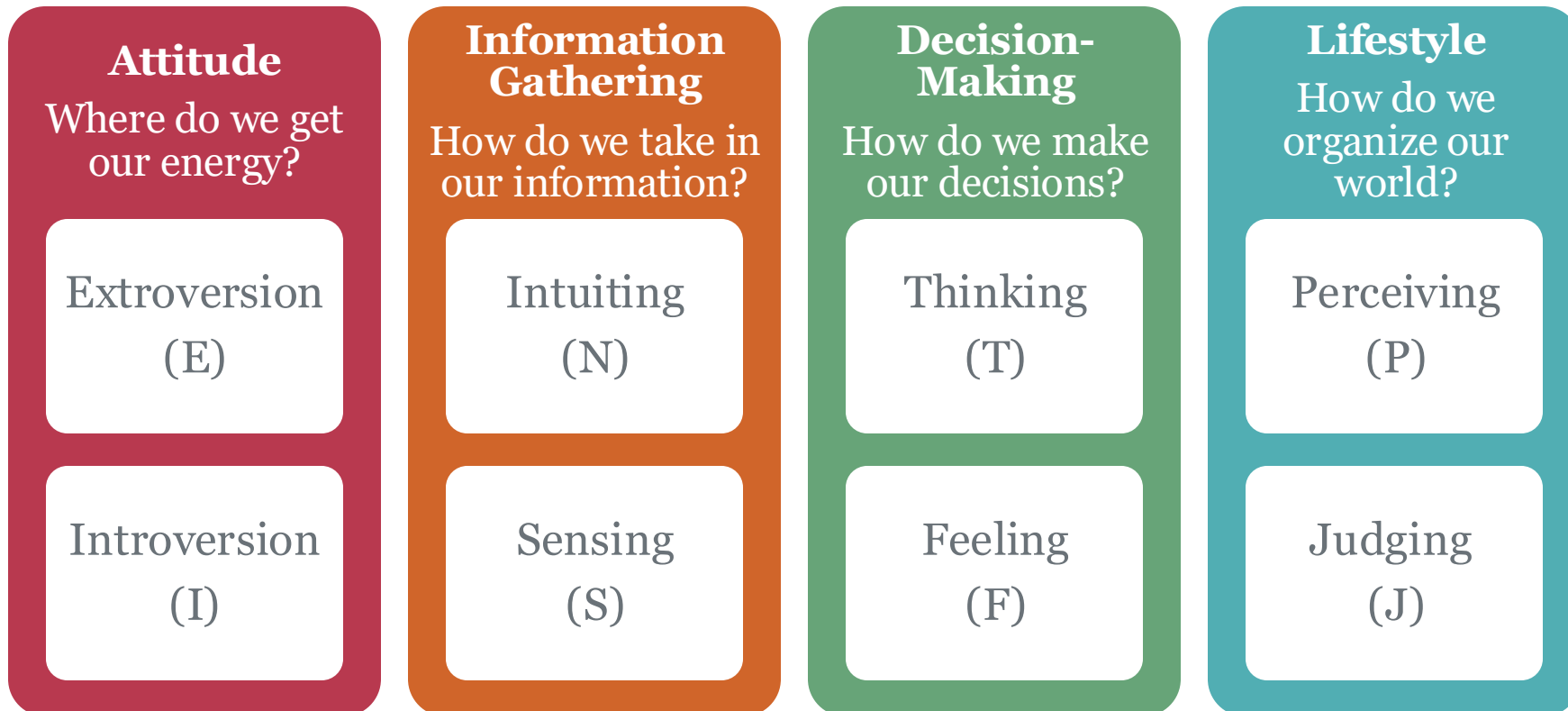- Direct others towards results

Sensed

## MYERS – BRIGGS TYPE INDICATOR

Created to put psychological theory to practical use – assisting women entering the WWII workforce with job selection

| ENFJ Teacher 2-5% | ENFP Champion 6-8% | ENTP Inventor 2-5% | ENTJ Field Marshall 2-5% |
|---|---|---|---|
| INFJ Counselor 1-3% | INFP Healer 4-5% | INTP Architect 3-5% | INTJ Mastermind 2-4% |
| ISFJ Protector 9-14% | ISFP Composer 5-9% | ISTP Operator 4-6% | ISTJ Inspector 11-14% |
| ESFJ Provider 9-13% | ESFP Performer 4-9% | ESTP Promoter 4-5% | ESTJ Supervisor 8-12% |

# Myers-Briggs Type Indicator (MBTI)

- 16 personalities based on four dimensions of personality

- Four dichotomies

| **Attitude**<br>Where do we get our energy? | **Information Gathering**<br>How do we take in our information? | **Decision-Making**<br>How do we make our decisions? | **Lifestyle**<br>How do we organize our world? |
|:---:|:---:|:---:|:---:|
| Extroversion<br>(E) | Intuiting<br>(N) | Thinking<br>(T) | Perceiving<br>(P) |
| Introversion<br>(I) | Sensing<br>(S) | Feeling<br>(F) | Judging<br>(J) |

# Extroversion (E) & Introversion (I)

- Where do you get your energy?

- Extroverts recharge and get energy from spending time with people

- Introverts recharge and get energy from time spent alone

- Ambiverts- in the middle

# Sensing (S) & Intuition (N)

How do you take in information?

- Sensing trusts information that is concrete, tangible, present (info collected by your senses)
    - Experiences
    - Details and facts

- Intuition trusts information that is abstract and theoretical
    - Concepts
    - Future possibilities & big picture

# Thinking (T) & Feeling (F)

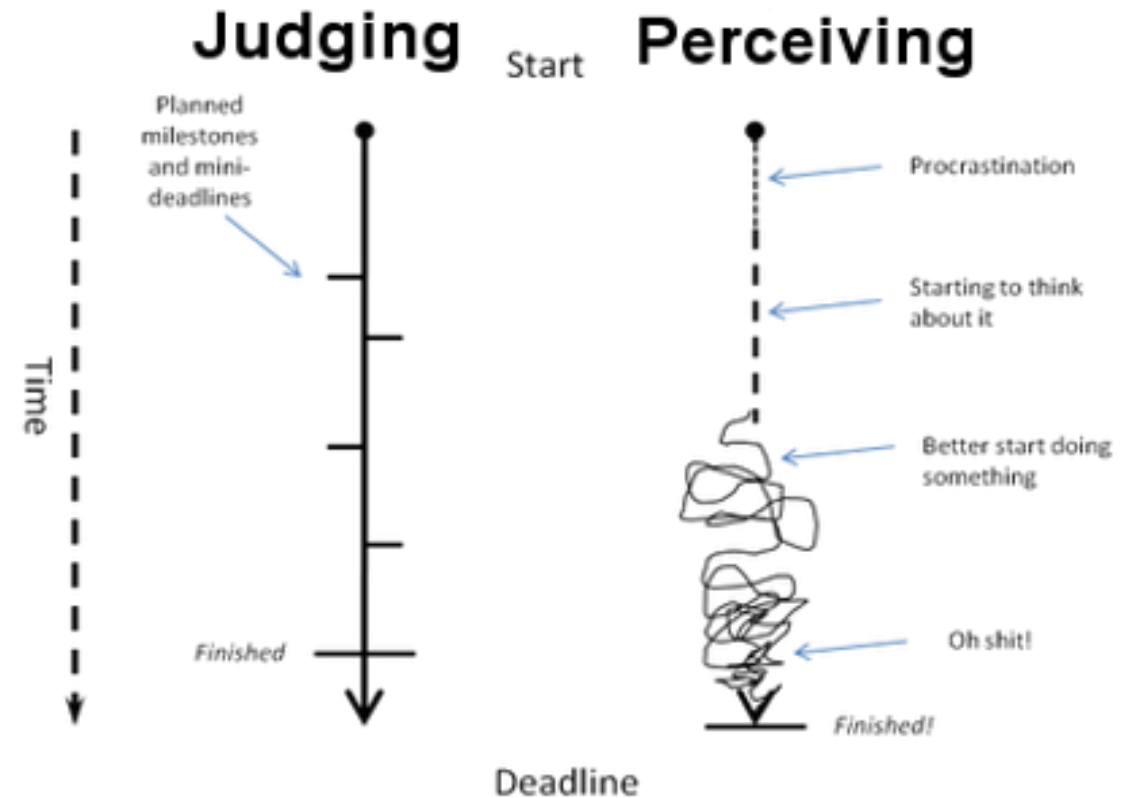How do you make your decisions?

- Thinking people make their decisions more objectively, measuring what is reasonable, logical, and matching a given set of rules
  - Value truth, fairness and honesty
  - Motivated by achievement

- Feeling people make their decisions more based on measuring from the inside and associating or empathizing
  - Value harmony, peace, and compassion
  - Motivated by appreciation
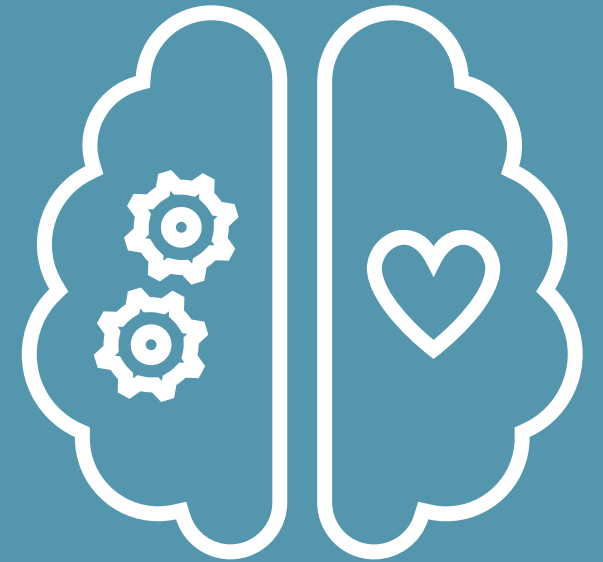
# Perceiving (P) & Judging (J)

- Judging people like to have things settled, pay close attention to time, and find comfort in schedules and organization
  - Work in a task-oriented, steady pace
  - Typically plan work to avoid rushing before a deadline

- Perceiving people tend to be more spontaneous, less aware of time, and find comfortability in flexibility and freedom

- Work in bursts of energy

- Motivated by approaching deadlines

# NASA 4D Personality Types

- Developed by Charles Pellerin

- Uses a foundation of MBTI but refines personalities into four types

- Applicable to individuals and organizations

- Created to help science/engineering teams at NASA boost performance and avoid mistakes
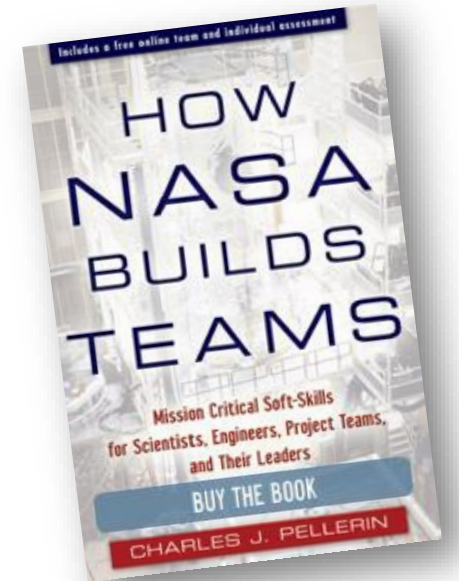
| Green | Yellow | Orange | Blue |
|---|---|---|---|
| "Cultivating" People Builders | "Including" Team Builders | "Directing" System Builders | "Visioning" Idea Builders |

# NASA 4D

- Created to help scientific teams to collaborate and work together more effectively

- Four quadrants / types named by color



Intuited

Feeling & Imagining •
Appreciate and care for others •
Share interests for a better world •

• Thinking & Imagining
• Constantly innovate and create
• Need to be the best/smartest

**Cultivating**          **Visioning**

Feeling ⟵————————⟶ Thinking

**Including**          **Directing**

Feeling & Sensing •
Include and motivate others •
Bring integrity and build teams •

• Thinking & Sensing
• Take organized action
• Direct others towards results

Sensed

# NASA 4D & Myers-Briggs



| | | | |
|---|---|---|---|
| **ENFJ** Teacher 2-5% | **ENFP** Champion 6-8% | **ENTP** Inventor 2-5% | **ENTJ** Field Marshall 2-5% |
| **INFJ** Counselor 1-3% | **INFP** Healer 4-5% | **INTP** Architect 3-5% | **INTJ** Mastermind 2-4% |
| **ISFJ** Protector 9-14% | **ISFP** Composer 5-9% | **ISTP** Operator 4-6% | **ISTJ** Inspector 11-14% |
| **ESFJ** Provider 9-13% | **ESFP** Performer 4-9% | **ESTP** Promoter 4-5% | **ESTJ** Supervisor 8-12% |

# Astrology

Are you an Earth, Water, Fire, or Air sign?

| | |
|---|---|
| **Aries** | March 21 - April 20 |
| **Taurus** | April 21 - May 21 |
| **Gemini** | May 22 - June 21 |
| **Cancer** | June 22 - July 22 |
| **Leo** | July 23 -August 23 |
| **Virgo** | August 22 - September 22 |
| **Libra** | September 24 - October 23 |
| **Scorpio** | October 24 - November 22 |
| **Sagittarius** | November 23 - December 21 |
| **Capricorn** | December 22 - January 20 |
| **Aquarius** | January 21 - February 19 |
| **Pisces** | February 20- March 20 |

*What's your sign?*



**The Zodiac Signs Elements**

**EARTH**
Detail-oriented
Down-to-earth
Cultivated
Grounded
Practical

**WATER**
Imaginative
Empathetic
Emotional
Nurturing
Intuitive

**FIRE**
Brave
Artistic
Confident
Passionate
Independent

**AIR**
Witty
Social
Spacey
Intellectual
Good listeners

TAURUS · VIRGO · CAPRICORN
PISCES · SCORPIO · CANCER
SAGITTARIUS · LEO · ARIES
LIBRA · AQUARIUS · GEMINI
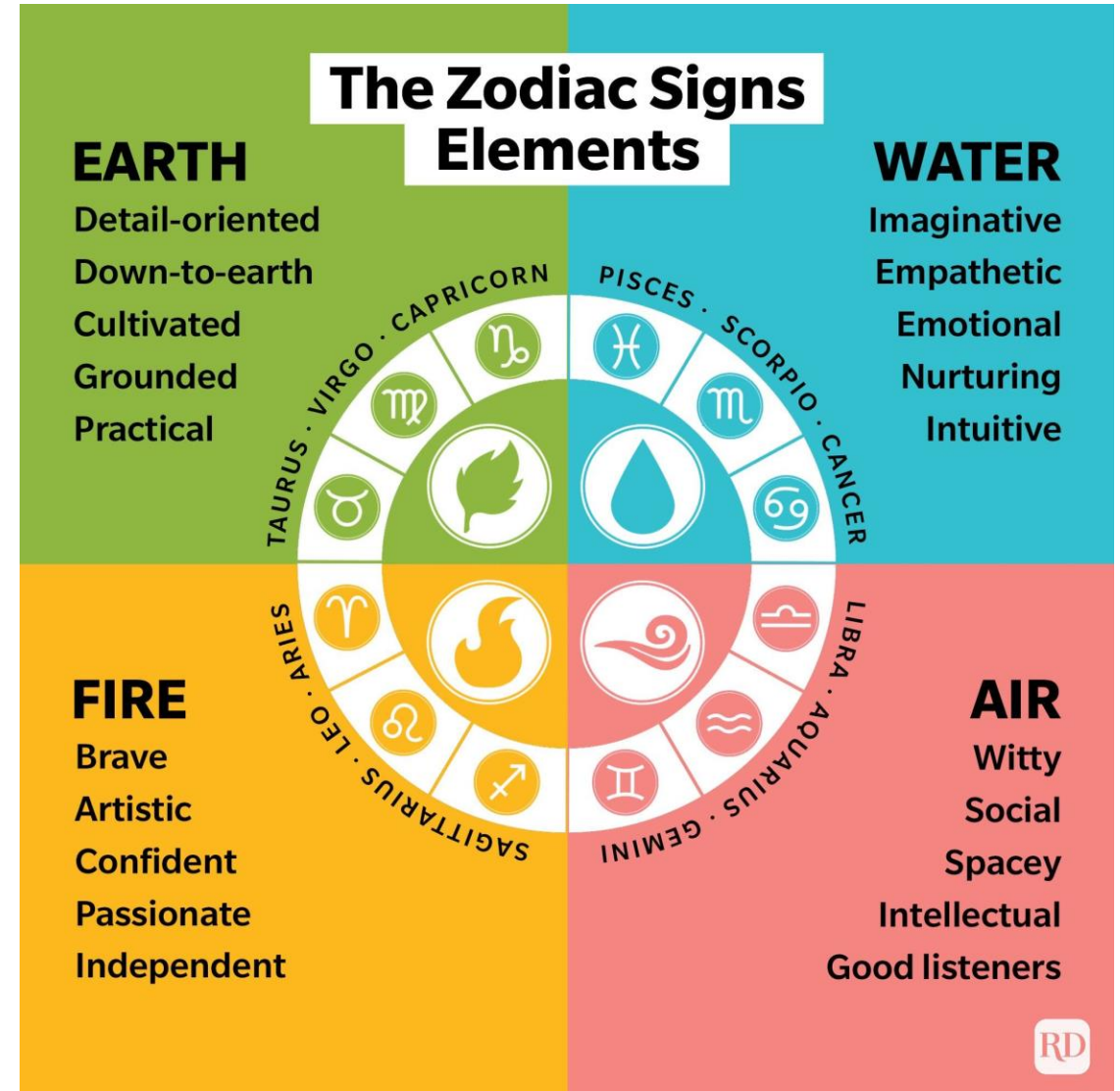
# Practical Applications of Getting to Know Each Other

- **Compassion** – Perspectives and work styles naturally differ, there is no "correct" type for a DEVELOP participant

- **Flexibility** – These assessments are guides that help facilitate discussion. Many people do not identify with their given "types" and that is ok

If you notice your teammates...

- Don't ask questions verbally on calls

- Ask all the questions and lead the conversation

- Ask for constant updates on progress

- Don't share progress until a task is done

...consider approaching this from a compassionate and flexible perspective.

**What else could be true?**

# Things Happen! Issues Will Arise!

- Make all efforts to maintain a positive work environment.

- Be kind to each other and have empathy!

- Participants can feel comfortable coming to their Lead or reaching out to Stephanie Burke or AMA HR.

- If you would like counseling for how to respond to a specific situation, reach out to Stephanie.

- #1 – Do not send emails about the situation – remember that NASA/AMA emails are NOT private. Should a personnel issue arise, immediately and verbally communicate the situation up the chain.

- Microsoft Teams chats are also NOT private (even if it's only your team on it).
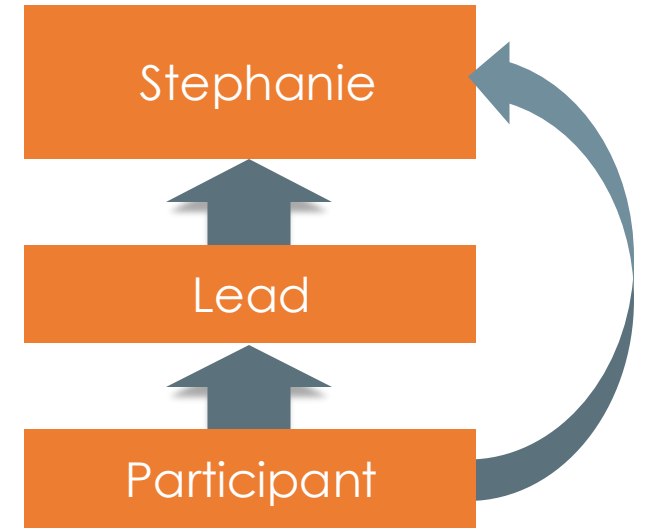
# Keep in Mind

- Our personalities and life experiences influence our approach to work and how we work with others

- It's important to identify our personality styles and recognize potential personality trait conflicts and find balance

- Remember, your team members are your coworkers, and are your future network, treat them as such!

# Tips for Success

### Professional Development

- Build your résumé
- Teamwork is key
- Keep track of deadlines
- Explore opportunities
- Be flexible and on time
- Follow the rules
- Stay organized
- Demonstrate integrity
- Network! Network! Network!

### Technical Development

- Have an open mind
- Be innovative
- File management is key
- Nomenclature matters
- Never plagiarize or use AI
- Be ready to present any moment
- Accept that things change
- Expect the unexpected

### Personal Development

- Learn from those around you
- Maintain a positive attitude
- Promote harmony
- Try new things
- Go above and beyond
- Help and encourage others
- Be mindful and respectful
- Have fun

# Quiz Time

- Is it ok to use your teammate's account log-in when you can't get access?

- How often should you complete your time sheet?

- What should DEVELOPers wear if giving a formal presentation?

- Can you expect privacy when using a government computer OR when emailing a government email address?

- What are the 4D types?

# Thank You.

Teamwork is dream work!

"Be excellent to each other!"

--- William Preston & Theodore Logan ---

NASA EARTH ACTION