

## ADEP Plan Guidelines 2020

The ADEP planning process is a balance between meeting the needs of the individual, the team and the organisation as a whole. This balance should be discussed and agreed with your manager in your Align Conversation – but you can prepare for this by working through the template and drafting the plan ready for your conversation.

Also note that the goals and development activities agreed in your plan will need to be revisited and may be refined throughout the year as priorities shift. This will occur as part of the normal cycle of check-in conversations.

### Here's what you will need to draft your ADEP Plan:

- The [Unitec Takitahi](#), your Team Takitahi and any associated Team Action Plans
  - Your manager should have made these available to you – if not, please ask them.
- the updated [ADEP Plan Template](#) for 2020 - you can find this on the [Performance Partnering Portal](#)
- access to the [Nest](#) (Unitec Intranet) to complete competency self-evaluations
- to know your **PD leave entitlement** so you can plan how you intend to use it – if you're not sure what this is, you can check it through [Staff Self Service](#).

### Here's what you need to do:

#### 1. Complete the **ACHIEVE** Section

- a) Review the standard (or common goals) in the template and **delete** any that are **not** applicable to your role. Keep those that do apply. **At a minimum, all staff should retain the following goals:**

##### **For all staff**

- Timely completion of Performance Partnering requirements: at a minimum, an ADEP Plan and a Review of Achievements for the year
- Complete an [annual review](#) of your knowledge and understanding of the Education (Pastoral Care of International Students) Code of Practice

- b) As with previous years, you will also have 4-5 individual goals that align to your Team Takitahi/Action Plan. Keep these succinct and make them [SMARTA goals](#).

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## 2. Complete the DEVELOP Section

This year we are refocusing our Unitec-wide development priorities to reflect a strong emphasis on supporting the achievement of parity for our Māori and Pacific learners, as per Strategic Priority 1 of [Manaakitia te Rito: the Unitec Renewal Strategy 2019-2022](#).

- a) The section on [Unitec-Wide Development Priorities for 2020](#) outlines the requirements depending on your role. Delete those that don't apply – and complete the relevant section as follows:

### If you're one of our teaching staff:

- You are required to complete at least 2 badges in 2020, and at least one of these must be selected from the list of parity badges for teaching staff.

- First check out the list of [parity badges](#), decide which of these you are going to focus on, and then enter the name of the badge in the following section:

#### For all teaching staff

- What:** PD relating to supporting achievement of parity for Māori & Pacific students
- How:** *[Select one or more of the [parity badges](#) available for teaching staff]*

- Then have a look at the teaching competencies, decide which of these you are going to focus on in 2020 and which related badge you will complete as your second required badge, and then enter these in the following section:

- What:** *[Insert other [teaching competency/s](#) you will focus on – this should be informed by a recent [self-evaluation](#)]*
- How:** *[Insert other [badge/s](#) you will undertake to develop this competency]*

- Ideally, your choice of badges from the teaching competency suite should be informed by a recent [teaching competencies self-evaluation](#) – if you haven't done one of these for a while, we strongly encourage you to complete one and use this to inform your development choices. It takes only 10 minutes.

Note that the requirement for completion of at least 2 badges applies to full-time staff. The requirement is pro-rated for staff who work part-time in their teaching role - talk to your manager if you're not sure.

### If you're one of our non-teaching staff:

- You are required to complete the *Te Noho Kotahitanga* badge in 2020, and this has already been populated in the template. You should simply retain this goal in your ADEP, unless you have

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already completed this badge – in which case check out the other badges available for non-teaching staff on [this page](#).

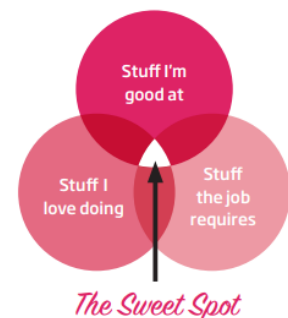
If you are intending to complete more than one of the parity badges, then simply add another line to your ADEP and indicate which additional badges you will complete.

- b) Review the section on **Other professional development as relevant to role**. This is where you can enter any professional development that you may wish to undertake relating to our [leadership competencies](#), our [research competencies](#), or more generally, to industry, discipline or professional currency/best practice.
- Our leadership competencies are supported by a [leadership competencies self-evaluation](#) tool and [development offerings](#) to help you decide where you might want to focus your efforts. If there's an area you want to focus on for your development, but you're not sure what to do, these are good tools to check out and a really useful input to the development conversation with your manager
  - Our research competencies are also supported by a [research competencies self-evaluation](#) tool and some research-specific [development offerings](#).
  - You are strongly encouraged to complete the self-evaluations that apply to your role as these will be a really useful input to the development conversation with your manager; they are also key to building our individual and collective capability in self-evaluation which is critical to EER success.
  - Remember the [70/20/10 principle](#) when identifying your development activities – important to have an appropriate balance of on-the-job learning (70%) , learning from others (20%) and more formal learning such as workshops, conferences, courses (10%).
- c) Finally, you need to note down your available PD leave entitlement and a brief description of how you intend to use this. Remember to allow some time in your PD leave allocation for completion of required badges.

### 3. Complete the ENJOY Section

As with previous years, you will need to populate this section with a description of the key things you are going to do to ensure you build enjoyment into your work. This is an important aspect of sustainable performance. Consider the following:

- What are the things you really love doing in your work or the things you really love about the environment that you work in? What is it that makes you excited and energized? What's your "sweet spot"?
- Also consider what sustains your performance when times get tough – what keeps you happy, healthy and connected to others?
- Then think about why you love those things and why it's important to have them in your work.



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- Once you're clear on what and why you ENJOY – what are some ways you can align your work more closely to this? How can you organise your work to build more of what you enjoy into your day to day working practice? Document these things in the ENJOY section of your ADEP.
- Just a reminder too that Unitec provides many engaging opportunities to build connections and help you make the most of your time here at Unitec – check out the [Health and Wellbeing](#) page on the Nest and [Staff Benefits](#) related to wellbeing.

## 4. Complete the PARTNER Section

This section should not simply be a list of individuals/groups that you interact with – rather, you should think a bit more deeply about who you need to partner with and how you will demonstrate living Te Noho Kotahitanga in the way that you partner, and document this. Consider the following:

- Who do you need to partner with to ACHIEVE your goals? To DEVELOP? To ENJOY? Focus on the key partnerships – these are likely to be both individuals and groups, and may be external as well as internal.
- Once you've identified your key partnerships, think about what you can do to build, maintain or enhance those relationships in line with the values of Te Noho Kotahitanga. This will depend partly on where you are at in the development of those partnerships – if it's a new relationship, what can you do to build a strong foundation for partnership? If it's an established partnership, how can you continue to strengthen and enhance it? Talk to your manager – they may have some ideas and advice.
- Document those things in the PARTNER section of your ADEP.

## What's next...?

- You're now ready for your Align conversation with your manager. It's a good idea to draft up your ADEP and send the draft through to your manager ahead of time so they can review it and come prepared. It's likely to require some discussion to refine and agree your ADEP plan so be prepared for further iterations as required before you agree and sign it off.
- Once signed off, your ADEP Plan should be uploaded to PeopleSoft through Staff Self Service using the drop-down option '2020 ADEP Plan'. See [here](#) for instructions.

If you have any questions, please contact your [Human Resources Business Partner](#).