

Team Takitahi & Action Plan Guidelines 2020

Each leadership team is responsible for creating their own Takitahi and Action Plan which will then be shared with their broader team and the wider organisation. This will ensure a clear alignment of purpose and priorities at every level of the organisation.

Ideally this should be done collaboratively through team discussion. It's important to note that it may take several iterations to reflect on and finalise your Team Takitahi.

Here's what you need to do:

1. **Use the 2020 [Unitec Takitahi](#) created by the Executive Team as the starting point.** This clearly sets out Unitec's purpose and four key strategic priorities as per [Manaakitia te Rito: The Unitec Renewal Strategy 2019-2022](#)
2. **Agree your team purpose statement** by completing the sentence "*Led by Te Noho Kotahitanga we...*" with a succinct statement of team purpose, and populate the box in the centre of the [Team Takitahi template](#) with this.
3. For the four Unitec priority statements on the template, agree a **summary one-liner that clearly describes how your team contributes to each of these priorities**. These will become your four team priorities – populate the Team Takitahi template with these.
4. Using the [Action Plan template](#), populate the second column with your four team priorities, and then agree the **4-8 key actions that your team will take to achieve each of your team priorities**. Populate the third column with these actions. Note that each action should have a clear timeframe.
5. Reflect on and finalise your Team Takitahi and Action Plan through further iterations as required.
6. Once finalised, forward your Team Takitahi and Action Plan to your manager who will facilitate Executive review and approval.

Please note:

- Your team should be involved and engaged in the creation of your Team Takitahi & Action Plan, and once finalised, it should be shared with them. They will need to use this to develop next-level action plans where appropriate, and to inform the creation of individual ADEP plans.
- All Team Takitahi and Action Plans will also be made available on the Nest for the purpose of transparency and to support and enable more effective partnering.

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