

## ADEP Plan Guidelines

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.

All resources mentioned below can be found on the [Performance Partnering](#) page on Te Aka.

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

- The **Unitec Takitahi and Action Plan** for the year ahead, your Team Takitahi and any associated Team Action Plans. Note that your manager should have made your Team Takitahi and Action Plan available to you – if not, please ask them.
- The **ADEP Plan template** for the year ahead. Note that a new template is issued each year, so please ensure you have the most current.
- access to [Te Aka \(Unitec Intranet\)](#) if you wish 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 ADEP Plan template and **delete** any that are **not applicable to your role**. Keep those that do apply.
- b) You should also have 4-5 individual goals that align to your Team Takitahi/Action Plan, and that specify the mahi you will do to contribute to achievement of your team goals.  
Keep these succinct and make them **SMARTA** goals:

# Performance Partnering

## Specific

Clearly describe what you want to achieve.

**Consider:** What will the goal accomplish? How and why will it be accomplished?

**Tip:** State exactly what you want to accomplish (who, what, where, why). Avoid generalities and use verbs to start the sentence.

## Measurable

Define measures so that you will know when you have achieved your goal.

**Consider:** How are you going to track progress or measure success? How many? How much? Quality? Quantity? Timeliness? Cost? (where relevant)

## Achievable

A goal that stretches you, while still being achievable.

**Consider:** Is it attainable? Will you be able to achieve your goal through stretching your skills? How will you attain the necessary knowledge, skills, abilities and resources to accomplish the goal?

**Tip:** Goals should stretch you slightly so you feel challenged, but be defined well enough so that you can achieve them. Remember – challenging goals are motivating. Impossible goals are not!

## Relevant

In-synch with other goals and big picture priorities.

**Consider:** What is the benefit of accomplishing the goal? How does the goal tie into your key responsibilities? How is it aligned to higher level team/Unitec performance targets and team priorities?

## Timed

Clear timeframes to guide your goal to successful and timely completion.

**Consider:** Milestones? Deadlines? Dates? Frequency? (as relevant)

In-synch with other goals and big picture priorities.

## Agreed

Ensure you have buy-in from key stakeholders.

**Consider:** Who do you need to partner with to make sure this goal can be achieved?

## 2. Complete the DEVELOP Section

We are currently focusing our Unitec-wide professional development requirements to support the achievement of parity for our Māori, Pacific and Under 25 learners.

- a) The section on **Unitec-Wide Professional Development Requirements** outlines the requirements set for the year, depending on your role. Delete those that don't apply. Note that you may be required to complete one or more "badges" or micro-credentials.
- You can [select from a range of badges](#) available depending on your role and you should specify in this section which badge/s you are going to undertake and by when.
  - If you're one of our teaching staff, you can also select from the range of Teacher Capability Development badges available – you can [select from a list of these via Moodle](#).

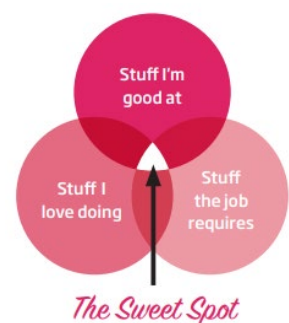
# Performance Partnering

- 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 [suggestions for 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 really useful inputs 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 really useful inputs to the development conversation with your manager; they also help to build our individual and collective capability in self-evaluation.
  - 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 plan to do to 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.
- 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.



# Performance Partnering

- 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 [Wellness Programme page](#) on the Nest.

## 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 for the current year. See [here](#) for instructions.

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