

Team Takitahi & Action Plan Guidelines

Each leadership team is responsible for creating their own Team Takitahi and Action Plan, informed by the Unitec 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.

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

Here's what you need to do:

1. **The Unitec Takitahi is the starting point.** This clearly sets out Unitec's purpose and four key strategic priorities.
2. Revisit your Team Takitahi & Action Plan from the previous year, and review/update your actions and timing as needed to ensure alignment with the Unitec Takitahi. Often this may be tweaks rather than a rewrite – and remember you may need to adjust some targets/timing to reflect progress.
3. Your Team Takitahi & Action Plan should be signed off by your Head of School or Director.
4. Once finalised, the next step is to communicate and socialise your Team Takitahi and Action Plan with your team – as they will need to use these to update next-level action plans where appropriate, and to inform the creation of individual ADEP Plans.

Please note:

- 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](#).