Planning Guide for Leaders

The purpose of this guide is to provide support and guidance to help you plan **hui ā-tīma** | team hui and development opportunities to strengthen team connection and **kotahitanga** | interconnectedness.

Why are hui important for my team?

Hui ā-tīma | team hui foster unity, **kotahitanga** | interconnectedness, a sense of community and a feeling of belonging that will help you and your team continue to thrive in our changing environment. Connecting regularly in an intentional and planned way will help create the conditions for a positive, productive and engaged team.

How do I get started?

We suggest you review the pre-hui questions (Section A) as important preparation before your hui and note your actions/decisions in the column alongside. Use Section B and C as valuable reflection during and after the hui.

Who can help me?

The Organisational Development & Equity team (ODE) are part of the Kāhui Tangata | People, Culture and Wellbeing team (PCW) and are available to provide the following:

- Support to design/re-design team hui experiences in consultation with you to meet your team's requirements
- **Hui ā-tīma** | team hui online facilitation support. Note: face-to-face support is dependent on the availability and location of the ODE team
- Individual coaching
- Design and facilitation of bespoke team development.

Contact us organisationaldevelopment@tepukenga.ac.nz for an initial conversation. In addition to the ODE team, local PCW colleagues and/or Business Partners can also provide support, advice and guidance.

Additional Resources

Go to our kaimahi learning page for additional resources and curated self-serve learning opportunities. More material will be added over time, so we recommend you revisit this page often.

Section A: Pre-Hui Reflection	Response/Decision

The team, priority kaimahi and the current context
 	
• Given the current context, what is the purpose of the hui and what will your team achieve from connecting as a group?
• What does your team, particularly priority kaimahi, need right now? How do you know?
• What have you done before to foster equity and inclusion within your team? What was the impact of this and how do you know?
• Through your team hui, how can you foster the following for your priority kaimahi and team members:
    o Belonging
    o Strengths and skills
    o Prior knowledge and experience
    o Cultural identity
    o Removal of barriers.	

Time available and method of delivery • How much time do you have available for the hui? Note: the time you have available will determine the sorts of activities you include and how long you spend on each one. • How will the hui be delivered? Depending on where your kaimahi are located, consider a combination of approaches, some online and some face to face. • For face-to-face hui, what venue will you use?	
Key content and activities • Review the team hui menu and identify the activities you'd like to include. Depending on the available time, you may decide to use some of the activities for future hui. *Note: PowerPoint slides and guidance for how to facilitate each activity is provided for leaders and facilitators in a slide deck and facilitator guide.* • Additional professional development opportunities are available; contact the ODE team for support.	
Facilitation • Who will facilitate/lead the hui? *Note: external facilitation support from the ODE team or Business Partners can be a useful way for you to fully participate in the activities without taking a lead role. Alternatively, engaging willing kaimahi and/or ODE to co-facilitate can support others in your team to build their leadership capability.* • If you would like support to facilitate a hui with your team, contact the ODE team. • To develop your own facilitation skills, check out this course on LinkedIn learning Facilitation Skills for Managers and Leaders (linkedin.com) (43 minutes).	

• For tips on facilitating virtual meetings, watch this YouTube clip [Tips for Successful Virtual Facilitation](#) (6 mins).	
Environment • How will you create the conditions for a positive, equitable, welcoming and inclusive experience? For example, using local tikanga. • Who will welcome kaimahi and lead a karakia and/or mihi? Will this be you as Leader, a member of your team or someone else? • What other stakeholders for example, kaumatua may need to be involved? • Who will provide kai for breaks? Do you have a budget for this, or will you encourage the team to bring a plate for shared kai? Make sure you prepare for this.	

Section B: During the Hui Reflection	Response/Decision
• What are you noticing? How is this landing for your priority kaimahi? How do you know? • How are your team feeling about the hui and or activities? • Do you need to pivot or make changes to best meet the needs of your priority kaimahi and team members? • Is there anything you overlooked that can be addressed right now?	

Section C: Post-Hui Reflection	Response/Decision

• How did your hui/activities respond to the needs of your priority kaimahi and team members?
• Through your team hui how **did** you foster the following for your priority kaimahi and team members:
    o Belonging
    o Strengths and skills
    o Prior knowledge and experience
    o Cultural identity
    o Removal of barriers.
• How do you know? What is your evidence of this?
• What did you learn from this? What would you keep doing, or do differently for next time?	