



# Your whakaaro

Tell us your whakaaro (thoughts & feedback)  
to shape a better workplace for all

## Your Whakaaro Suggested Actions

### WELLBEING

- Gratitude and compassion - start hui with a quick round of what's going well
- Have a post-it of the 'good stuff' from your week on the desk that is visible to you and encourage your team to do the same
- Encourage hui outdoors in the sunshine
- Encourage walking hui so kaimahi have space to stretch their legs and be away from their seat
- Create small opportunities within the week for your team to connect with each other, especially when working from home
- Model self-compassion. Thinking and acting kindly towards ourselves, especially when we fail or are finding things difficult - show your own vulnerability
- Encourage team to look at Taumauri activities. Perhaps there is a challenge (or 2) on there you could all do together

### WORKLOAD

- Ensure your team is taking sufficient leave and breaks
- Discuss workload in employee one to ones and support them to identify key challenges and address opportunities to re-prioritise work
- Help kaimahi avoid competing priorities. Set clear examples and provide specific information on the importance and urgency of tasks
- Encourage focussed mahi environments wherever possible and help kaimahi to identify their most productive periods
- Find ways to eliminate distractions
- Help kaimahi to explore time and stress management tools to help manage and track tasks (check out LinkedIn Learning)
- Share your own learnings on managing stress to help kaimahi to identify tools that may work for them

### COMMUNICATION

- Ensure your people feel included in the process of driving change by setting actions from this survey together
- Hold space in regular team hui to review Ngā Taipitopito together as well as local comms and updates from leaders.
- Give your team opportunities to continue sharing their thoughts and concerns
- Provide a safe space for your team to feel comfortable to speak up with ideas, questions, concerns or mistakes
- Provide honest and transparent communication to your team wherever possible
- Be fully present when listening or having one on one's with your team. Put your phone and emails aside. Don't interrupt or change the topic too quickly
- Be a positive energiser! Help others to feel motivated and inspired

### CULTURE OF APPRECIATION

- Have a set of team behaviours (or company values) everyone in the team has fed into and ensure you model these behaviours
- Celebrate effort and intention, not just outcomes
- Listen and take action
- Dedicate time in hui to focus on opportunities, possibilities, solutions, improvements and potential. This may lead to new and unexpected responses and ideas
- Practice patience, forgiveness and kindness
- Catch people doing stuff right and comment on it - say thank you!
- Show you are aware of people's different circumstances and that you appreciate the efforts they are making
- Express gratitude not only for the mahi people are doing but also who they are
- At the end of the week, share the highlights of the week as a team
- Create a culture of peer-to-peer recognition