Pātōtara

Worksheet for the Te Tōtara workforce capability framework

Haere mai | Welcome

Te Tōtara is our Aotearoa library and information sector capability framework: a list of skills, experiences and attitudes we need to be able to do our jobs well. Using Te Tōtara can help you recognise your strongest areas in your particular role, and help identify the areas that need some further growth. Remember, you don't need to be an expert in every capability identified in this framework but you can use it to see if the framework can help you reach your full potential at work.

Poipoia te kākano kia puāwai.

Nurture the seed and it will blossom.

# How to use this worksheet alongside Te Tōtara capability framework

1. Get ready	**Set aside some time where you won't get interrupted.**
2. Read and reflect	**Read and reflect on the values and capabilities in Te Tōtara.** **How do you feel you are:** • contributing to these in your role • working together with your team and manager • helping make a difference.
3. Whakaaro	**Using the questions below, self-assess your values and capabilities to indicate where you feel you are at. Think about whether you are happy at that level for your role.** • Would I like to grow my skills in this area? • What opportunities are available? • What is blocking my learning and how can I overcome this? • What strengths or wisdom could I share with my team or wider library network? **Highlight two areas that you would like to grow in, and one area that you would like to share with others**
4. Set goals and plan	**Thinking of the three areas you would like to use for further learning and development, set yourself three goals.** **Summarise your goals on the calendar and break down the steps on how to achieve your goals throughout the seasons.** **This becomes your learning and development framework for the year.**
5. Kōrero	**Kōrero with your manager or team leader about your learning and development goals. This helps you to get support for your learning journey and to keep you on track.**

Start at point 1 in Section A and reflect on the values and capabilities.

Choose the areas you'd like to focus on for now and assess your capabilities using the following key:

1 = Kōrero	**Discussion (foundational):** Through discussion I **recognise** what is important, and I **show** basic awareness and application of knowledge and skills.	**3 = Mārama**	**Understanding (confident):** I can confidently **understand** required knowledge, skills, and abilities, and can **apply** this to my work unsupervised.
2 = Mōhio	**Knowledge (comfortable):** I can comfortably **explain** required knowledge, skills and abilities, and can **participate/engage**.	**4 = Mātau**	**Wisdom (capable):** I can **demonstrate** deep knowledge and application of required skills and am capable to **lead/advise** others.
		X = N/A	Not applicable to my role.
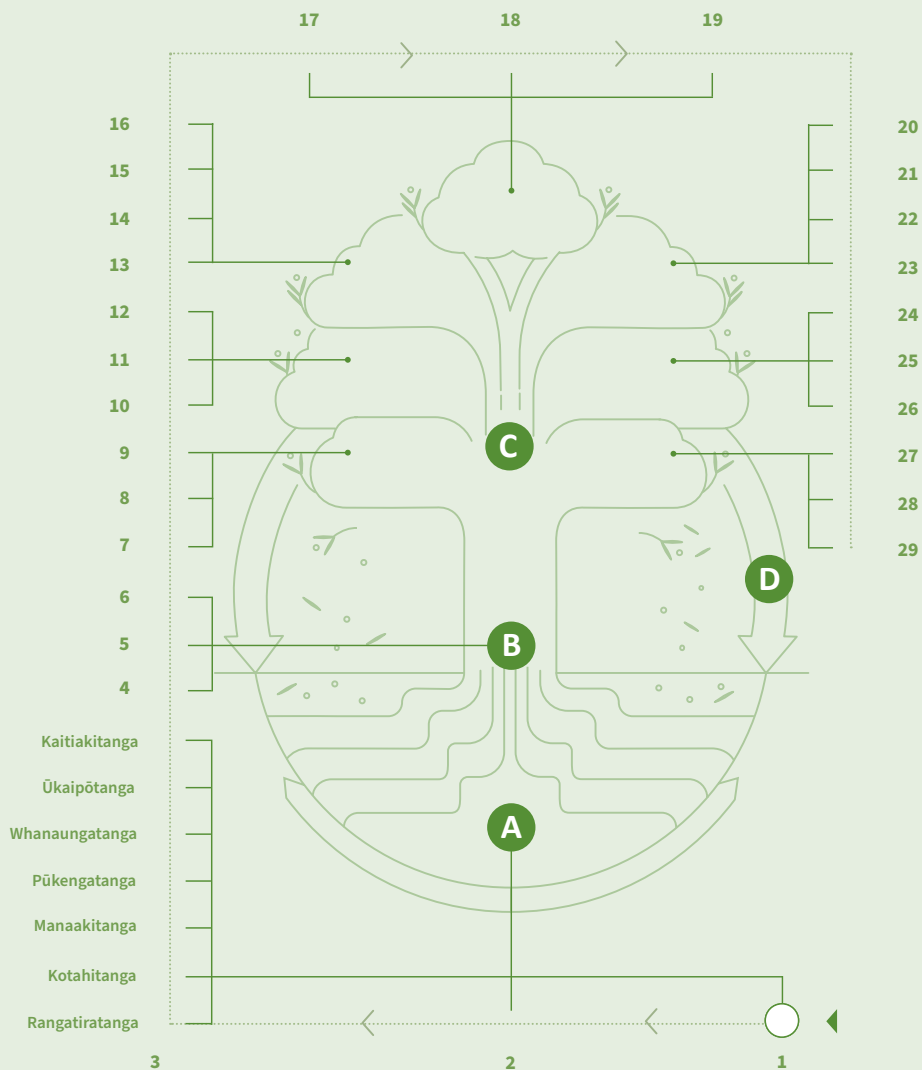
Section A. Ngā paiaka – the roots (our kaupapa)

1. **Te Tiriti o Waitangi:** Understand, respect and apply Te Tiriti o Waitangi principles and obligations in daily work practice.

2. **Te Ao Māori:** Understand and respect the Māori worldview and apply and respect te reo, tikanga, kawa and mātauranga Māori in daily work practice.

3. **Kaupapa - our values and guiding principles:**
   » Rangatiratanga (leading self and others)
   » Kotahitanga (strength in unity, teamwork)
   » Manaakitanga (kindness, respect and hospitality)
   » Pūkengatanga (continuous development)
   » Whanaungatanga (kinship and relationships)
   » Ūkaipōtanga (nourishing a place of belonging)
   » Kaitiakitanga (guardianship and protection)

Section B. Te tīwai – the trunk (ethics and context)

4. **Librarianship and information sector values and ethics:** Understand, respect and apply librarianship and information sector values and ethics.

5. **Wider library, data, information and knowledge sector context:** Understand and apply the wider library, data, information and knowledge sector context.

6. **Local history, government and organisational context:** Ability to understand local council and community context.

Section C. Ngā rūhā – the branches (capability groups)

Personal attributes

7. **Self-management and reflection:** Effectively manage own time, focus and effort, and reflect on ways to improve.

8. **Resilience and flexibility:** Accept and commit to change, recover and grow resilience from setbacks and adverse events.

9. **Life-long learning:** Maintain a positive mindset, apply critical thinking, update skills, try new things and support learning.

Teamwork and collaboration

10. **Hauora:** Sustain own well-being and support a working environment for physical, mental, social and spiritual health.

11. **Communication:** Engage successfully with a wide range of people and convey key ideas clearly using various methods.

12. **Cooperation and information sharing:** Collaborate effectively with team members, partners and networks using various tools and technologies.

Community care and services

13. **Diversity, inclusion and equity:** Show inclusive behaviour and respect for diversity in people and understand equity and bias.

14. **Accessibility:** Provide equality and equity of access to physical and digital library spaces/programmes.

15. **Hospitality, service and relationships:** Be responsive to community needs and requests, communicate kindly and build wider community relationships.

16. **Sustainability:** Understand, protect and improve environmental, economic and social sustainability.

Planning, management and leadership

17. **Leadership and management:** Create and share a vision, motivate and empower others to act, prioritise and delegate effectively, inspire trust and respect.

18. **Evaluation and planning:** Evaluate to inform future planning of own work, learning, projects and programmes, within organisational, financial and legal constraints.

19. **Advocacy:** Acknowledge and share newly acquired skills to improve visibility of the library.

Literacies, references and research services

20. **Digital literacy and dexterity:** Understand and use various technologies to find, evaluate, create and communicate information to help others thrive in a digital society.

21. **Literacies and learning:** Understand the skills, attitudes and methods needed to become literate in a variety of subjects.

22. **Information and reference services:** Combine information skills, content and knowledge to meet user needs.

23. **Research and evidence:** Find evidence using research processes, techniques and knowledge of information resources to conduct and support research projects.

Information, knowledge and data management

24. **Information management:** Adhere to policies, and legislation when creating, sharing and using information.

25. **Knowledge management:** Collect, create, store, share and preserve knowledge assets to benefit others.

26. **Data collection, analysis and management:** Organise and handle data to deliver quality, efficient and ethical services.

Collection, records and archives management

27. **Collection management:** Plan, develop and preserve a coherent/reliable collection relevant for its community.

28. **Records and archive management:** Record, organise, preserve, store and evaluate information records.

29. **Digital content creation and curation:** Develop and curate trusted digital repositories for data that can improve processes or be used by others ethically.

Section D. Te rau hinga – the fallen leaves (reflection and evaluation)

- Identify one highly skilled area (mārama or mātau levels) that you could share with the team in some way

- Highlight two areas that you would like to further develop (kōrero or mōhio levels)

Action plan: Your learning and development calendar

Use the calendar below to set your development goals and plan the steps you'll take throughout the seasons towards achieving these goals.

Development goal	Takurua/Winter Stocktake and plan ahead *(Matariki)*	Koanga/Spring Nurture seeds and environment	Raumati/Summer Help knowledge grow	Ngahuru/Autumn Harvest and evaluate
Goal 1 name/title: My desired outcome of this goal:				
Goal 2 name/title: My desired outcome of this goal:				
Goal 3 name/title: My desired outcome of this goal:				

Kōrero with your manager and colleagues about your learning and development.
Whaowhia te kete mātauranga | Fill the basket of knowledge