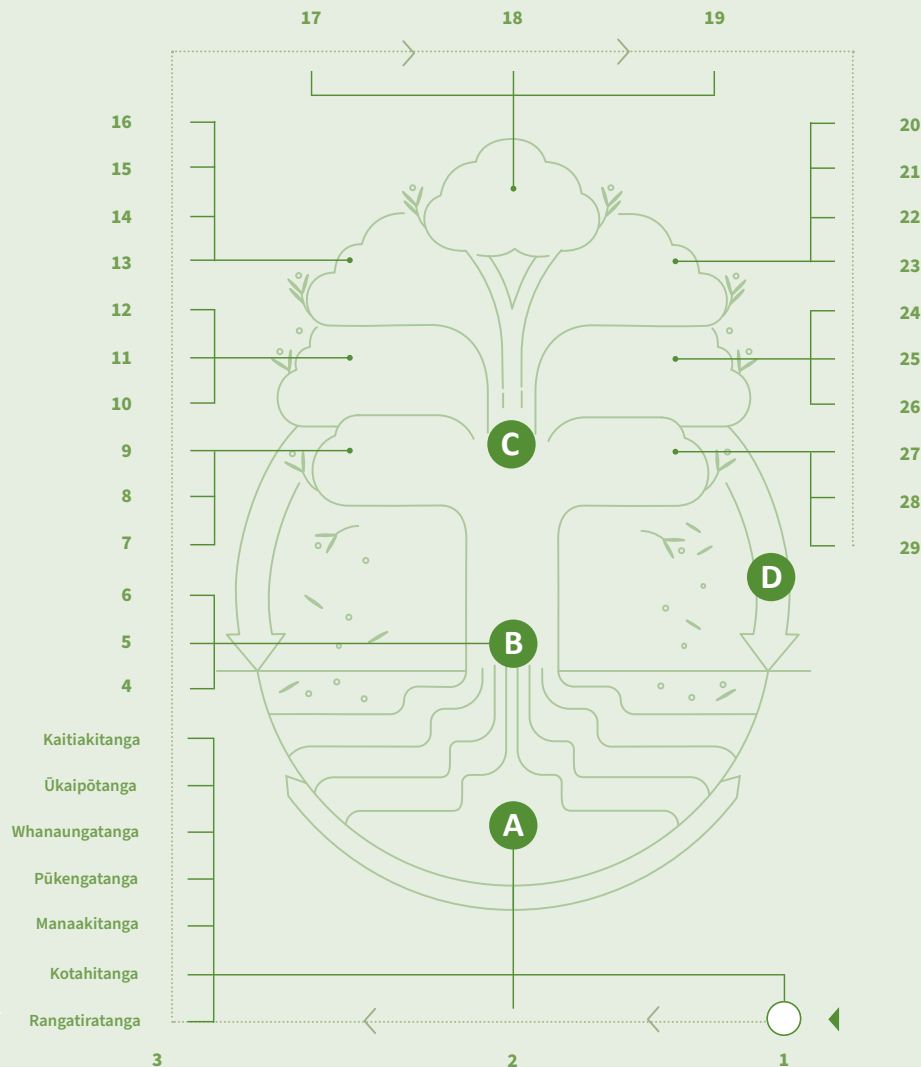


Te Tōtara Team Map

Reflect on your team's current capabilities and explore areas for development.
This is an interactive tool to help you rate areas of strength and quickly see gaps.
Put X where the capability doesn't relate to your team's functions.

1 = Kōrero	Discussion (foundational): We do not yet have capability in this area.	3 = Mārama	Understanding (confident): We have sufficient capability in this area.
2 = Mōhio	Knowledge (comfortable): We could build more capability in this area.	4 = Mātau	Wisdom (capable): We have people with deep knowledge in this area.
		X = N/A	Not applicable.



Explore Te Tōtara values and capabilities as a team.

Section A. Ngā paiake – the roots (our kaupapa)

- Te Tiriti o Waitangi:** Understand, respect and apply Te Tiriti o Waitangi principles and obligations in daily work practice.
- Te Ao Māori:** Understand and respect the Māori worldview and apply and respect te reo, tikanga, kawa and mātauranga Māori in daily work practice.
- 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 tiwai – the trunk (ethics and context)

- Librarianship and information sector values and ethics:** Understand, respect and apply librarianship and information sector values and ethics.
- Wider library, data, information and knowledge sector context:** Understand and apply the wider library, data, information and knowledge sector context.
- Local history, government and organisational context:** Ability to understand local council and community context.

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

Personal attributes

- Self-management and reflection:** Effectively manage own time, focus and effort, and reflect on ways to improve.
- Resilience and flexibility:** Accept and commit to change, recover and grow resilience from setbacks and adverse events.
- Life-long learning:** Maintain a positive mindset, apply critical thinking, update skills, try new things and support learning.

Teamwork and collaboration

- Hauora:** Sustain own well-being and support a working environment for physical, mental, social and spiritual health.
- Communication:** Engage successfully with a wide range of people and convey key ideas clearly using various methods.
- Cooperation and information sharing:** Collaborate effectively with team members, partners and networks using various tools and technologies.

Community care and services

- Diversity, inclusion and equity:** Show inclusive behaviour and respect for diversity in people and understand equity and bias.
- Accessibility:** Provide equality and equity of access to physical and digital library spaces/programmes.

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

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

Planning, management and leadership

- Leadership and management:** Create and share a vision, motivate and empower others to act, prioritise and delegate effectively, inspire trust and respect.
- Evaluation and planning:** Evaluate to inform future planning of own work, learning, projects and programmes, within organisational, financial and legal constraints.
- Advocacy:** Acknowledge and share newly acquired skills to improve visibility of the library.

Literacies, references and research services

- Digital literacy and dexterity:** Understand and use various technologies to find, evaluate, create and communicate information to help others thrive in a digital society.
- Literacies and learning:** Understand the skills, attitudes and methods needed to become literate in a variety of subjects.
- Information and reference services:** Combine information skills, content and knowledge to meet user needs.
- 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

- Information management:** Adhere to policies, and legislation when creating, sharing and using information.
- Knowledge management:** Collect, create, store, share and preserve knowledge assets to benefit others.
- Data collection, analysis and management:** Organise and handle data to deliver quality, efficient and ethical services.

Collection, records and archives management

- Collection management:** Plan, develop and preserve a coherent/reliable collection relevant for its community.
- Records and archive management:** Record, organise, preserve, store and evaluate information records.
- Digital content creation and curation:** Develop and curate trusted digital repositories for data that can improve processes or be used by others ethically.

How to use this Team Map

- Reflect and map capabilities as a team or small group exercise.
- Identify capability areas for development or succession planning.
- Create a Team Action plan on the next page.

Team:

Date:

Team Action plan: Our learning and development calendar

Use the calendar below to set training and development goals and plan the steps the team will 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: <div></div> Desired outcome of this goal: <div></div>				
Goal 2 name/title: <div></div> Desired outcome of this goal: <div></div>				
Goal 3 name/title: <div></div> Desired outcome of this goal: <div></div>				

Whaowhia te kete mātauranga | Fill the basket of knowledge

