

Workforce Development Plan: _____.

Manager: _____.

Date: ____ / ____ / ____.

- ❑ Self-assess against the gambling public health competencies to help identify current strengths and any areas that you identify to require more development.
- ❑ Define the **goals** that you would like your organisation to help you achieve - taking into account your interests, current role, potential gaps in knowledge and future ambitions
- ❑ Align your goals to the **competency areas** (if applicable) or define the skill you would like to develop in relation to each goal
- ❑ Using the below timeline as a guide, map out the steps or **actions** to achieve your WFD goals



- ❑ Develop the **success criteria** for each action - what difference will this action make?
- ❑ Identify the **resources** needed for each action and discuss with your manager which resources the organisation will contribute and any that you may need to be responsible for
- ❑ Keep track of your achievements via the Te Kākano section of the minimising gambling harm workforce hub: www.hetaumata.co.nz/tekakano
- ❑ You can add your goals online as you develop this plan, or send your completed plan to Te Kākano: stephanie.erick@hapai.co.nz

Tips for developing an awesome WFD plan:

- ✓ When developing your goals, seek input from the influential people in your life: whānau, partners, managers, mentors, etc
- ✓ It is preferred to set long-term goals, think about where you want to be in 1 year, 3 years, 5 years and how you plan to get there
- ✓ Keep your actions simple and achievable
- ✓ You control the pace of this plan, so you can aim to do as many or as little action in a time period as you want
- ✓ Regularly review your plan with your manager - some actions can be included under the workforce development spec in your report

Goals should be **SMART**: **S**pecific **M**easurable **A**ttainable **R**elevant & **T**ime-bound

Goal	Competency/skill	Current competency rating	Actions	Timeframe	Success Criteria	Resources required
Complete a university degree	Build high-level academic knowledge	☐ Developing competency ☐ Consolidating competency ☐ Highly Effective Competency ☒ N/A	Research and choose appropriate foundation course	☒ 3-6 months ☐ 6-12 months ☐ Beyond 1 year	foundation course meets university entrance requirements and is relevant to my career and interests	Time
			Complete foundation course, achieve university entrance	☐ 3-6 months ☒ 6-12 months ☐ Beyond 1 year	pass course with required grade average to enrol in degree	Time Transport
			Complete first semester of bachelor degree	☐ 3-6 months ☐ 6-12 months ☒ Beyond 1 year	pass all papers with a 'B' average	Time Transport Funds
			Complete bachelor degree	☐ 3-6 months ☐ 6-12 months ☒ Beyond 1 year	pass all papers	Time Transport Funds
Become a leader in the community	Leadership & Communication	☐ Developing competency ☒ Consolidating competency ☐ Highly Effective Competency ☐ N/A	Attend relevant community meetings	☒ 3-6 months ☐ 6-12 months ☐ Beyond 1 year	receive invitations for and regularly participate in community meetings	Time Transport
			Improve public speaking skills	☒ 3-6 months ☐ 6-12 months ☐ Beyond 1 year	take all available public speaking opportunities, seeking and applying feedback	Time Transport
			Attend an Addiction Leadership Day	☐ 3-6 months ☒ 6-12 months ☐ Beyond 1 year	Participate in strategic discussions, increase networks in the addictions sector	Time Flights Funds
			Become a board member (or other leadership role) for a community group	☐ 3-6 months ☐ 6-12 months ☒ Beyond 1 year	elected to a board/leadership role, be approached for advice/opinion on community issues	Time
Progress competency rating in engaging with Māori communities	Māori Models of Health & the Treaty of Waitangi	☒ Developing competency ☐ Consolidating competency ☐ Highly Effective Competency	Complete the Mauri Ora cultural competency e-learning course	☒ 3-6 months ☐ 6-12 months ☐ Beyond 1 year	e-learning is completed, I can identify key learnings from the course and apply these to practice	Time Laptop Internet
			Shadow our kaumātua to learn how they protect our tikanga and engage with orgs and communities	☐ 3-6 months ☒ 6-12 months ☐ Beyond 1 year	Connect with kaumātua at least once a month, kaumātua chooses to support my development	Time - kaimahi Time - kaumātua
			Improve understanding of the origins of health disparities among Māori	☐ 3-6 months ☒ 6-12 months	Can identify links between colonisation and health status of indigenous populations	Reading material Funds to meet with experts

		☐ N/A		☐ Beyond 1 year		
			Attend the next Māori Public Health Symposium	☐ 3-6 months ☐ 6-12 months ☒ Beyond 1 year	Understanding of Māori health policy improved, networking increased among Māori providers	Time Flights Funds