

AKO

Whakaruruhau
– Māori Mentoring –



name:



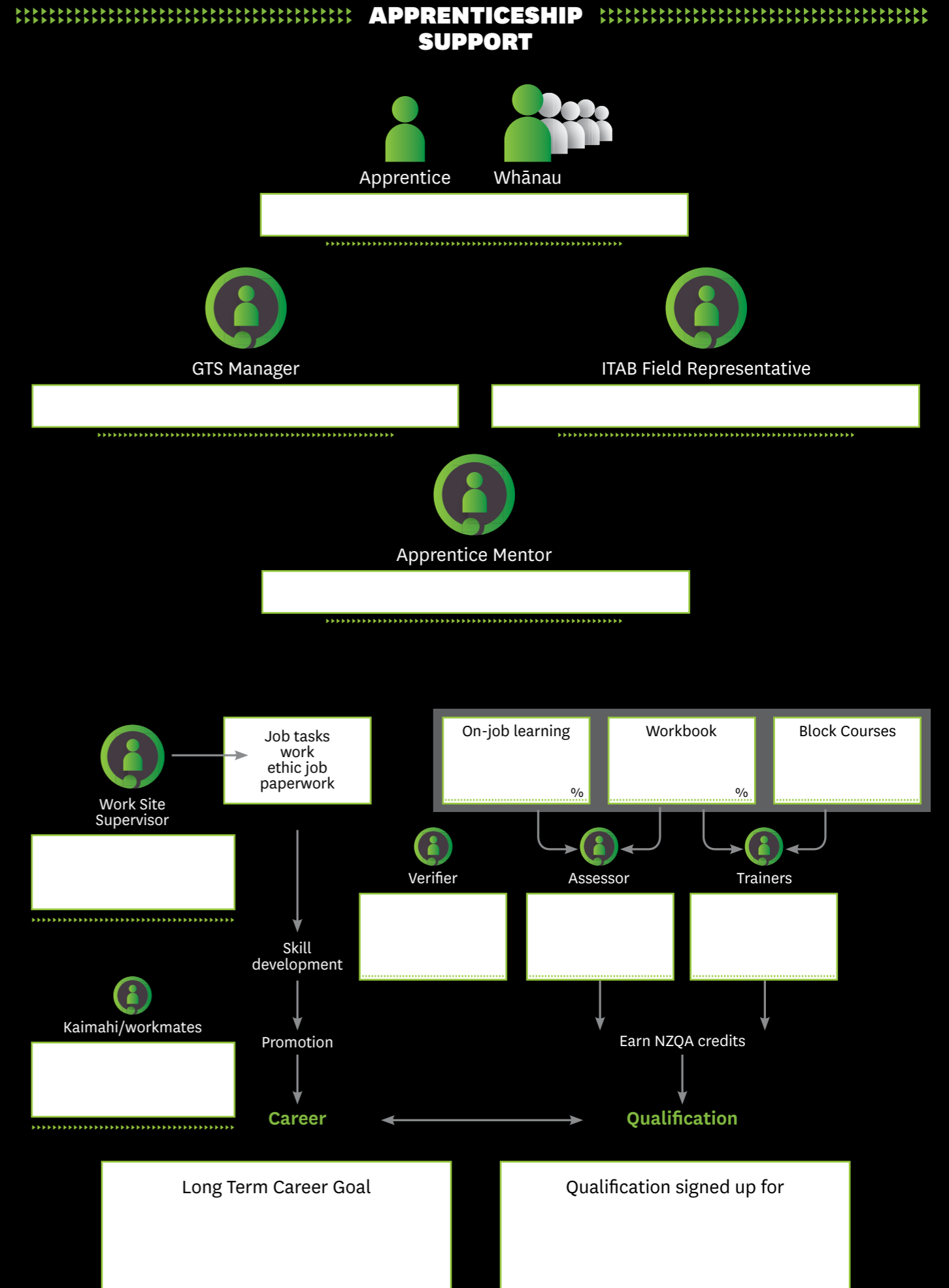
mentor:



contact details:

HE TOKI KI TE MAHI – IMPLEMENTING AND EVALUATING GOOD PRACTICE IN THE TRADES





NGĀ PĀTAI – OPEN ENDED QUESTIONS

Ask open-ended questions rather than questions that can be answered with a “yes” or “no” this will help the kōrero (to talk) to flow more.

Setting the scene for the session

What has been going on since we last met?
What would you like to focus on today’s catch up?

Determining the issue

Have you ever faced a situation like this before? What did you do?
If you could change something about this situation, what would it be?
What else do I need to know about the situation or about you in order to be most helpful?

Finding solutions

If you achieved an ideal outcome, what would that look like?
What gives you some confidence about this?
What’s the best thing that could happen here?
What’s the worst thing that could happen?
What do you need to ask for in order to be set up for success?
What would you like to do about this situation? What are you actually willing to do?
How do you think that I can help you with this?

Identifying barriers

What can you influence/control about this situation? Which aspects are beyond your control?
What is at stake for you in this situation? What risks do you feel?
How might you be getting in your own way here?
What worries you most about this?

Finding support

Who are your allies/supporters?
Who can you ask?



TE AROHA MATUA – YOUR FOCUS

Kia whakawhirinaki – Build Trust

Whakarongo – Listen

Pātai atu – Ask questions

Ko ngā whāinga – Set goals



OPEN ENDED QUESTION;

Maintain a Positive Attitude

Employees with positive attitudes tend to be more productive and are often promoted. Having a positive attitude means people will think of you as a positive worker and will like being around you. How do we maintain a positive attitude?

- Treat co-workers and your work environment with respect – do your best to see issues from their view point; you don't have to like everyone to keep a positive attitude.
- Be Aware of Negative Attitudes & How to Deal with Them – negative attitudes are projected through one's thoughts, words and actions. Never doubt your own abilities, hold yourself with confidence, look at situations in a positive light, and feel happy to do any tasks.
- Work Your Way Up – put in the extra yards, the extra effort, the extra hours and get noticed!
- Understand your Contribution – what does achieving your goals mean to the company? Understand how your contribution makes a difference to an organisation.
- Smile, say Thanks, Be Positive, Surround yourself with Good Workers, Develop Good Habits, Stay Fit and Healthy.

AND HAVE;

Good Time Management

Time management is about being productive with your time. That includes time we use to work, to take a break, and engaging in conversations.

- Start Early and Don't Be Last!
- Start work 2-5 min early (includes during breaks)
- Less Hui and More Do-ey – be aware of conversations during work time.
- Spend time producing results
- How much time is wasted on unproductive actions?
- Plan your Day & think about what you want to achieve for the Day
- Tell others not to disturb you when you have to get work done

GOAL SETTING

DATE ACHIEVED											
TIME FRAME											
WHAT IS NEEDED TO ACHIEVE IT?											
PERFORMANCE GOALS											
COMMUNITY GOALS											
PERSONAL GOALS											



FOLLOW UP SESSIONS

Meeting Place: _____

Date: _____ Start: _____ End: _____

Topics Discussed: _____

Workplace / ITAB update _____

Session Notes _____

Follow up items to do: _____

Next meeting date and where? _____

General Feedback: _____



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RECORD KEEPING

Mentor: _____

Apprentice _____

What do they hope to get out of this relationship? _____

What are they passionate about? _____

Work goals: _____

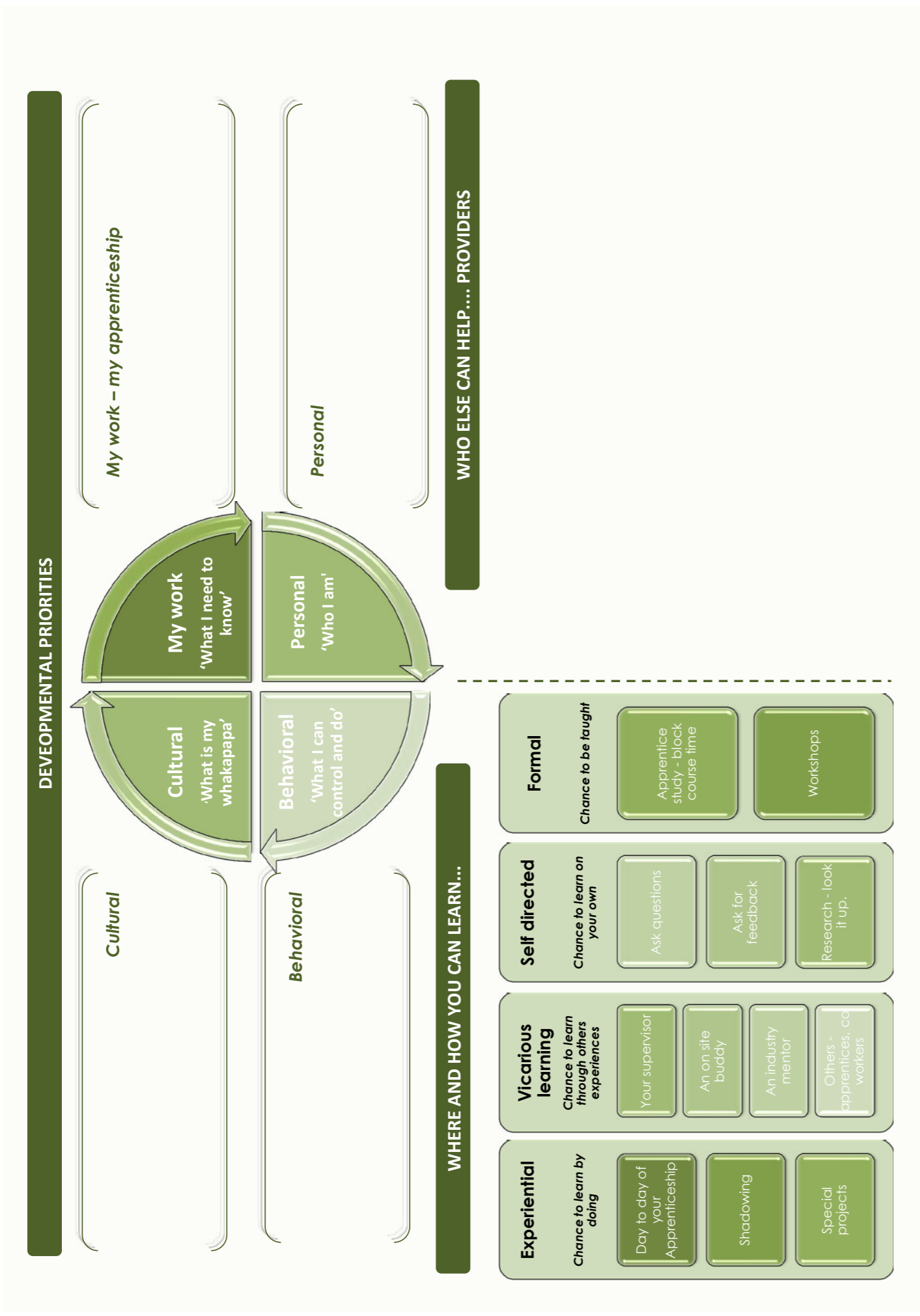
Study goals: _____

How frequently to meet? _____

Meeting where? _____

What are the present risks for the apprentice at this point and time? _____





THINGS I'M GREAT AT AND SHOULD DO MORE OF...

- Quick learner
- Safety Conscious
- Dedicated
- Good networks

THINGS I NEED TO KEEP AN EYE ON....

- Relations Whanau, partner, kids
- Literacy/ Numeracy
- Licence
- Socialising

MY PLAN...

Now:

Next:

Start of working life:

Ultimate job:



CONTACT DETAILS



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