



Whakamaheretia,
mahia, arotakea

KŌWAE AKO 7 TE AROTAKE I TŌ MAHERE URUTAUNGA

He tūāoma mutukore te urutau ki te āhuarangi hurihuri, ehara tēnei i te tūmahi tukutahi. Me rite tonu te aromatawai, me te ako, me te whakapakari ake i ō rautaki me te whakarite ka noho manawaroa tō pakihi ahakoa he rangirua te anamata kei mua i te aroaro.

Ko tā tēnei kōwae ako he ārahi i a koe i te tukanga ki te huritao ki ō kohakoha urutaunga, me te ako i ō wheako, me te whakapakari ake i ō mahere. Mā te whakauru i ēnei tikanga ki ō koringa pakihi o ia rā, ka taea e koe te whakarei ake i te tōtika o āu rautaki urutaunga, me te whai tonu i tētahi huarahi kakama ki ngā tūraru whai hāngai ki te āhuarangi me ngā arawātea.

Te huritao ki ō kohakoha urutaunga

He wāhanga whai tikanga te huritao ki te tukanga urutaunga. Ko te titiro ki ō koringa, te aromatawai ngā putanga i aua koringa, me te māranga ngā mahi i eke, me ngā mahi kāore i eke. Anei ētahi huarahi ki te whakauru i te huritao ki tō whakamahere urutaunga:



WHAKARITEA HE WĀ AROTAKE PUTUPUTU

Whakaritea he wā ki te arotake me te whakahōu i ō mahere urutaunga. Tērā pea, ka tū mai ēnei i ia hauwhā tau, i ia haurua tau rānei, i ia tau rānei. Kei te āhua tonu o tō pakihi me ngā tūraru whai hāngai ki te āhuarangi me ngā arawātea kei mua i a koe.



KOHIA NGĀ WHAKAHOKINGA KŌRERO I TŌ OHU

Whakawhitiwhiti kōrero ki ō kaimahi i te tukanga huritao. Ka taea e ō rātou māramatanga ā-ringa te whakarato he pārongo whaipāinga mō te tōtika o ō koringa urutaunga.



TUHIA Ō WHEAKO

Tuhia he rekoata o ngā mahi i oti i a koe, ngā uauatanga i tūtaki koe, me ngā haumāuiui i riwha i a koe. Ka whaihua tēnei tuhinga hei tohutoro i anamata, hei whakapakari hoki i ō mahere.



TĀTARIA NGĀ PUTANGA

Whakatauritea ō koringa urutaunga ki ō whāinga SMART. I tutuki i a koe ngā mahi i whai koe ki te whakatutuki? Mehemea kao, he aha ngā taero? Mā te māranga ki ēnei āhuatanga koe e āwhinatia ai ki te whakatōtika i ō rautaki.

Te arotake i tō mahere urutaunga



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Te ako i ō wheako

Ko te whakariri i ō huritao hei māramatanga e taea ana te mahi te ngako o te ako. Ko ētahi wāhanga o tēnei ko te mārama he aha i eke panuku ai ētahi koringa, kāore rānei i eke panuku, me te whakamahi i taua mātauranga hei whakaawe i ō kōwhiringa i anamata.

Anei ētahi huarahi ki te whakarei ake i te ako i tō whakamaheretanga urutaunga:

TAUTOHUA NGĀ AKORANGA MĀTUATUA

I ō huritao, āta tautuhia pū ngā akoranga mātuatua e taea ana te whakapakari ake i ō rautaki urutaunga. Hei tauira, ko ngā rauhangā i pai ai te mahi, ngā wāhi rānei e matea ana kia nui ake ngā rauemi, kia rerekē rānei ngā huarahi.

KIA RITE TONU TE WHAI WĀHI ATU KI TE AKO

Kia mātau tonu ki ngā mātauranga pūtaiao āhuarangi o te wā, me ngā rautaki urutaunga, me ngā tauira pai rawa o te ahumahi. Tae atu ki ngā awheawhe, ngā kauhaurangi, me ngā whakarauikatanga ki te whakawhānui ake i tō mōhio me ngā pūkenga. Ka ngāwari noa pea te whakatutuki i tēnei pēnei i te ohauru ki ngā pānui hāngai, ko te aru rānei ki ngā whakahaere mātuatua i runga pāhopori, ko te tae atu rānei ki ngā whakarauikatanga. Mahia ngā mea e hanga māramatanga ana ki tō pakihi me ngā rauemi e wātea ana ki a koe.

AKO I TĀNGATA KĒ ATU

Whakapā atu ki ētahi atu SMEs, o roto, o waho hoki i tō ahumahi. Mā te whakawhitiwhiti i ngā wheako me ngā māramatanga ka whai pea koe he māramatanga hōu, he whakaaro auaha anō hoki mō tō whakamaheretanga urutaunga.

RAUHĪTIA HE AHUREA AKO

Rauhītia he ahurea o te whakapakari tonu ake i roto i tō pakihi. Whakatairangatia te whakawhiti whakaaro tuwhera, e hāneanea ai ngā kaimahi ki te whakawhitiwhiti i ō rātou wheako me ngā tūtohunga mō te urutaunga.



Te arotake i tō mahere urutaunga



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Te whakapakari ake i tō mahere urutaunga

Ko te iho o te whakapakaritanga i tēnei horopaki ko te whakamahi i ngā pārongo tāu i ako hei whakareia ake i tō mahere urutaunga ki āu anō akoranga. Arā, ko te mahi i ngā panoni auau e āta whakapakari ana i te manawaroa o tō pakihi. Anei ētahi huarahi ki te whakapakari tōtika i tō rautaki urutaunga:

WHAKAHŌUTIA Ō AROMATAWAI TŪRARU

I a koe e ako tonu ana i tō tūraru whai hāngai ki te āhuarangi, me te āhua o te pā a ērā ki tō pakihi, whakahōungia ō aromatawai tūraru. Mā konei e whakaritea ai he hāngai tonu, he tōtika tonu hoki tō mahere urutaunga.

WHAKATŌTIKANGIA Ō RAUTAKI

Whakamahia ō akoranga ki te whakatōtika i tō rautaki urutaunga. Ko ētahi wāhanga pea o tēnei ko te whakamahi i ngā hangarau hōu, te panoni i ngā hātepe ā-whakahaere, te whakareia rānei i ngā tūāhanga.

WHAKARITEA HE WHĀINGA HŌU

E takea ana i tō huritao me ngā akoranga, whakaritea he whāinga hōu e taea ana te whakatutuki mō tō whakamahere urutaunga. Me hāngai ēnei whāinga SMART ki tō whāinga whānui o tō pakihi.

AROTURUKINGIA, AROMATAWAINGIA TŌ KAUNEKETANGA

Kia putuputu te aroturuki i te whakatinanatanga o tō mahere urutaunga. Aromatawaingia te tōtika o āu koringa, ā, ina matea me whakatika.



Te arotake i tō mahere urutaunga



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Te aroturuki me te arotake

Hei whakarite ka riro te huritao, te ako, me te whakapakari hei wāhanga o āu koringa kawenga o ia rā, whakaurutia te aroturuki me te arotake ki roto i tō tukanga o te wā nei. Anei ētahi kōwhiringa ā-ringa hei whakatutuki i tēnei:

- **Whakakaupapangia te urutaunga ki ngā hui:** Tuku auautia he pānui mō te kauneketanga o te urutaunga i tō hui kāhui whakahaere, hui poari rānei. Tēnā pea ka whakahaerengia he wāhanga poto mō te 10 meneti hei wā mōu ki te whiriwhiri i ngā mahi kua tutuki, me ngā mahi kāore anō kia tutuki.
- **Purua ki te pūrongo ā-tau:** Āpitihia he wāhanga mō te manawaroa āhuarangi me ngā kohakoha urutaunga ki tō pūrongo ā-tau. Miramirahia ngā koringa i oti i a koe, me ngā hua i tutuki, me ngā mahere mō te tau e whai ake nei.
- **Whakaritea ngā haepapa:** Kia mārama te tautuhi i ngā tūnga me ngā haepapa mō te urutaunga i tō ohu. Whakaurutia he haepapa i ngā tautuhinga mahi me ngā mahere whakawhanake ā-kiritahi hei whakarite ka noho papanga rātou.
- **Whakamahia te hangarau:** Whakamahia te hangarau hei whai, hei arohaehae i tō kohakoha urutaunga. Whakamahia ngā taputapu whakahaere pūtere, ngā pūmanawa tātari raraunga me ētahi atu rauemi matihiko ki te whakakōkī ake i te tukanga aroturuki.

Te whakawhiti i tō tūāoma urutaunga

Ka taea te whakawhiti i tō tūāoma urutaunga te whakarato he painga tāpiri, pēnei i te ingoa pai i whakareia ake mō tō pakihi ake me te ako i ngā wheako o tāngata kē atu. Ka taea ēnei whiriwhiringa te tū ki ētahi o tō whatunga, rōpū rānei; engari ehara i te mea me whai he arotahinga toitūtanga, arotahinga urutaunga rānei. Anei ētahi huarahi ki te whakawhitiwhiti i tō kauneketanga:

- **Whakawhitiwhiti kōrero ki te hunga whaipānga:** Whakamōhiohia tō hunga whaipānga ki tō kohakoha urutaunga. Ko tō kaimahi, kiritaki, kaihaumi me tō hāpori ā-rohe tēnei. Ka whakapakari te puata i te whakapono, waihoki, ka whakaatu ia i tō ngākau titikaha ki te manawaroa.
- **Whakapiri atu ki ngā whatunga me ngā rōpū:** Me uru atu ki ngā whatunga me ngā rōpū e arotahi ana ki te urutaunga āhuarangi me te manawaroa. Ka whakaratoa e ēnei pūhara ngā arawātea ki te whakawhitiwhiti i tō wheako me te ako i ētahi atu tāngata.
- **Tāia ngā rangahau whakapūaho:** Waihangatia he rangahau whakapūaho e āta whakamārama ana i tō koringa urutau, me tō angitu, me ngā akoranga i akona. Ka taea ēnei te toha atu mātā mātou pae tukutuku, i ngā pānui ahumahi rānei, i ngā whakarauikatanga rānei. Mehemea ka hiahia koe kia tāia tō rangahau whakapūaho, tēnā, īmēratia
- **Whai wāhi atu ki ngā kaupapa hāpori:** Whai wāhi atu ki ngā kaupapa hāpori e hāngai ana ki te urutaunga āhuarangi. Ka āwhina tēnei ki te whakapakari i te manawaroa ā-rohe, me te whakatū i tō pakihi hei pakihi ārahi i te toitūtanga.

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Te arotake i tō mahere urutaunga



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Mō te roanga atu o ngā pārongo

Kei te hiahia ahau he pārongo anō e pā ana ki...

Rauemi

Ngā Whārangi

Me pēhea te whakatū i tētahi Anga aroturuki whānui me te arotake

[Keteparaha AdaptME](#)

Ngā whārangi katoa



Ngā Tohutoro

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