

## FLETCHER ALUMINIUM — PREPARING TO LEAD



**Course of Study:** Workplace Communication  
Preparing to Lead

**Provider:** Workbase

**Duration of Study:** 2010-2011

**EEF Funding:** \$58,000

**Result:**

24 staff achieved multiple Level 3 unit Standards towards the National Certificate in First Line Management

**The Background Story:**

For the past six years Fletcher Aluminium, funded by the EEF, has provided annual literacy programmes to help employees develop their reading, writing, numeracy, computer and communication skills. Employees volunteered to attend the programmes and as a result improved their ability to write emails, use computer programmes, read workplace documents, fill out forms and communicate with work mates and managers.

In August 2010 Fletcher Aluminium sought a new direction to engage Leading Hands and Operations' Team Leaders in a programme called "Preparing to Lead." This new programme, designed in conjunction with Workbase, focussed on reading, writing and communication skills and also had the added benefit of participants being able to achieve up to six level three unit standards from the National Certificate in First Line Management.

Twenty five leading hands and team leaders were selected by their managers to be the participants for the programme. An introductory session was presented to the selected group and their managers. After some initial nervousness about taking on the programme participants soon became engaged and motivated to achieve their goals and the unit standards.

Participants worked their way through the course material for each unit standard, prepared activities for assessment and were then verified by their managers for delivering these activities to the required standard in the workplace. Final assessments were then carried out by Workbase assessors.

On Wednesday the 24th August 2011 Fletcher Aluminium were very proud to present the Certificates of Achievement to all those participants who completed the 'Preparing to Lead' Programme.

Graduates spoke from the heart of their experience on the programme, what they had learned and what they had applied not only to the workplace but also to their family and community lives.



'Preparing to Lead Graduates' Class of 2010

*"We congratulate our graduates once again for their excellent achievements and encourage them to continue their journey of learning and developing."*