

Managing Literacy and Numeracy in Your Workplace

Host or come to a three-hour workshop near you

Who is it for?

- Managers
- HR and Learning and Development staff
- Senior trades staff and assessors.

What will you gain?

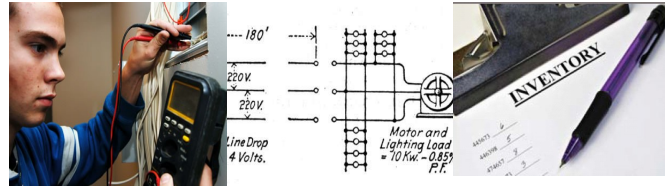
- Practical understanding of how adult literacy and numeracy affects your workplace.
- How to identify the literacy and numeracy demands of job roles.
- Skills to evaluate employees' literacy and numeracy skills.
- Strategies to develop employees' literacy and numeracy skills.

What's the added value?

Access up to an hour of follow-up assistance over six months following the workshop. This might be a planning and implementation meeting with key staff in the organisation or, for example, email and phone advice to on job trainers.

How much is it? Workshops are funded by ESITO.

For enquiries please contact ESITO on
0800 4 37486 or email kated@esito.org.nz
Ask about the 'Step Up' PD programme



Good workplace literacy means better outcomes

Workplace literacy is about developing the basic skills required for effective performance and communication in today's workplaces. This includes core functions such as **speaking, reading, listening, writing and numeracy.**

Addressing low levels of workplace literacy in your company or business will help you to develop a more competent workforce, improve productivity and give you a greater competitive edge.

Workplaces that invest in literacy and numeracy training can expect:

- A higher quality of work
- Increased productivity
- Improved staff retention
- Improved attendance rates
- Reductions in errors and rework
- Higher standards of customer service
- Improved Health and Safety compliance

Step UP with ESITO



Managing Literacy and Numeracy in Your Workplace

Professional Development for the ESI

In association with

Workshop overview

Managers, HR and Learning and Development staff, senior trades people and assessors need to develop a practical awareness of the literacy and numeracy needs of employees in the workplace.

Learn how to effectively manage literacy and numeracy issues. Discuss and develop comprehensive and easy to implement strategies for strengthening employees' literacy skills.

The content of this workshop is based on direct consultation between industry and the workshop facilitator.

Damon Whitten – Programme Facilitator

Master of Education (Candidate)

Bachelor of Social Science – Adult Education

Post Graduate Diploma in Language and Literacy (with distinction)

Damon provides professional development for tutors through the University of Waikato and ATC New Zealand. He has extensive expertise in diagnosing and designing training for adults who have literacy and numeracy needs, as well as facilitating workplace needs analysis and on the job research.

Workshop content

What is a literacy issue?

The framework for quantifying issues.

How do literacy issues show up in the workplace?

- Scenarios-discussions
- The difference between remembering and understanding information
- Impact on future services
- On the job performance
- Qualification achievement.

How can literacy issues be identified?

- Questioning
- Observation
- Behaviour recognition
- Literacy tasks
- Developing self assessment skills in staff.

What can be done when literacy and numeracy issues are identified?

- Referrals to appropriate organisations
- Strategies for improving literacy
- Strategies for improving numeracy
- Creating learning cultures.

After the workshop

Want to gain literacy and numeracy qualifications? The following options are available via a range of providers.

1. The **National Certificate in Adult Literacy Education (Vocational) (level 5, 40 credits)** is an essential qualification for industry-based trainers, tutors, and others who want to embed literacy and numeracy into their training.

TEC Study grant covers up to 85% of fees.

ESITO subsidy may be available for shortfall.

For more information, contact Kate Duggan at kated@esito.org.nz

2. **ATC New Zealand** offers **one-day workshops** you can follow up with practical assessment activities to achieve Level 5 **unit standards**. Most workshops will gain you two unit standards .

Workshop titles include:

- Analyse the Literacy needs of your Workplace
- Design & Deliver Training Sessions
- Embed Literacy Skills Development for Groups
- Embed Numeracy Skills

For more information, contact literacy@atc.org.nz.

