

Laubach Enhanced Training System (LETS) Guidelines

| Section #1: Introduction to Laubach | | |
|---|--|--|
| Content | Suggested Resources and Methods | Outcomes |
| <p>Recommended:</p> <ul style="list-style-type: none"> ◆ Laubach literacy organization (including international, provincial and local perspectives) ◆ Orientation to Tutoring (including role of the tutor) ◆ Laubach (or EOTO) philosophy | <p>Literacy Trainer Guide, Canadian Edition</p> <ul style="list-style-type: none"> • Section 1 Introduction to Literacy Tutoring Using the Laubach Method Laubach Literacy Ontario, (revised 2015) http://www.laubach-on.ca/teach/training/literacytrainerguide | <p>At the end of this section the trainees will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Be aware of the work of Frank Laubach and understand the “each one teach one” philosophy <input type="checkbox"/> Understand the various ways that LLO supports its members <input type="checkbox"/> Understand their role as a tutor <input type="checkbox"/> Be aware of all the support services provided by the local council |
| | <p>Tutor Workshop Handbook</p> <ul style="list-style-type: none"> • Section I- Introduction to Laubach Laubach Literacy Ontario, (revised 2015) http://www.laubach-on.ca/teach/members/handbook | |
| | <p>Teaching Adults: A Literacy Resource Book New Reader’s Press (2011)</p> | |
| | <p>Training By Design Literacy Workshop Presentations 1</p> <ul style="list-style-type: none"> • Literacy Workshop Presentation A – Opening the Workshop • Literacy Workshop Presentation B – The Organizations Laubach Literacy Action, Published by New Readers Press (1994). http://www.laubach-on.ca/bookstore/book/literacy-workshop-presentations-1-2 | |
| | <p>Training Post (LLO’s online classroom)</p> <ul style="list-style-type: none"> • Laubach Organization (TTW 1A) http://laubach.extapps.alphaplus.ca/ | |

| Section #2: The Adult Learner | | |
|--|---|---|
| Content | Suggested Resources and Methods | Outcomes |
| <p>Recommended:</p> <ul style="list-style-type: none"> ◆ Sensitivity to the Student ◆ Problems of Low Literacy ◆ Adult Learning ◆ Learning styles ◆ Ameruss ◆ Task-based approach <p>May include:</p> <ul style="list-style-type: none"> ◆ Information on specific cultural group ◆ An introduction to learning disabilities ◆ Information on working with youth or families, or other specific populations | <p>Literacy Trainer Guide, Canadian Edition</p> <ul style="list-style-type: none"> • Section 2 The Student <p>Laubach Literacy Ontario, (2015) http://www.laubach-on.ca/teach/training/literacytrainerguide</p> | <p>At the end of this section the trainees will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop increased sensitivity to a literacy student <input type="checkbox"/> Understand some of the causes and effects of low literacy on the individual, the family and society <input type="checkbox"/> Create a positive, learner-centered tutoring environment using the principles of adult learning <input type="checkbox"/> Help learners to identify their learning styles <input type="checkbox"/> Be aware of needs of specific client group/s served by the literacy program |
| | <p>Tutor Workshop Handbook</p> <ul style="list-style-type: none"> • Section II The Adult Student <p>Laubach Literacy Ontario, (revised 2015) http://www.laubach-on.ca/teach/members/handbook</p> | |
| | <p>Teaching Adults: A Literacy Resource Book</p> <p>New Reader's Press (2011)</p> | |
| | <p>Training By Design Literacy Workshop Presentations 1</p> <ul style="list-style-type: none"> • Literacy Workshop Presentation C -The Adult Learners <p>Laubach Literacy Action, Published by New Readers Press (1994) http://www.laubach-on.ca/bookstore/book/literacy-workshop-presentations-1-2</p> | |
| | <p>Training By Design Videos</p> <ul style="list-style-type: none"> • Life Without Literacy: A Daily Challenge https://www.youtube.com/watch?v=1O6UpYVMH74 • Sensitivity: The Other Half of Communication https://www.youtube.com/watch?v=Z1ydgQmN7ol • Literacy Learners Speak Out https://www.youtube.com/watch?v=hWu0JKOHUXU <p>Proliteracy Education Network</p> | |

| | | |
|--|--|--|
| | <p>Training Post (LLO's online classroom)</p> <ul style="list-style-type: none"> • Adult Learning (TTW 2A) • Learning Styles (TTW 2B) • Introduction to Learning Difficulties (TTW 2C) • Introduction to ESL Tutoring (TTW 2D) <p>http://laubach.extapps.alphaplus.ca/</p> | |
| | <p>Building Bridges Laubach Small Group Model</p> <ul style="list-style-type: none"> • Part 2: Running a Small Group (Learning Styles, Learning Disabilities- Teaching Suggestions) <p>Laubach Literacy Ontario (February 2002)</p> <p>http://www.laubach-on.ca/bookstore/book/building-bridges-small-group-manual</p> | |
| | <p>Tutor 8</p> <p>New Reader's Press</p> <p>http://www.laubach-on.ca/bookstore/book/tutor-eighth-edition</p> | |
| | <p>Simulation Activities (e.g. Ameruss, printing)</p> | |
| | <p>Videos:</p> <ul style="list-style-type: none"> • FAT City • Bluffing it | |
| | <p>Statistics: Statistics Canada website, Programme for the International Assessment of Adult Competencies (PIAAC)</p> | |
| | <p>Learning Styles Inventories</p> | |
| | <p>Small group activities</p> | |

| Section #3: Tutoring Strategies, Techniques and Resources | | |
|--|---|--|
| Content | Suggested Resources and Methods | Outcomes |
| <p>Recommended:</p> <ul style="list-style-type: none"> ◆ Reading and Comprehension Strategies ◆ Student Writing ◆ Language Experience ◆ Reading for Living ◆ EOTO practice ◆ Overview of at least one Series: <ul style="list-style-type: none"> ▪ <i>Laubach Way to Reading</i>, ▪ <i>Challenger</i>, ▪ <i>Voyager</i> ▪ Etc. ◆ LWR Overview (with Ameruss) ◆ Helping with Spelling ◆ Introduction to Math <p>May include:</p> <ul style="list-style-type: none"> ◆ <i>Endeavor</i> ◆ <i>Patterns in Spelling</i> ◆ <i>Breakthrough to Math</i> ◆ <i>Math Sense (formerly Smart Solutions)</i> ◆ Review and Reinforcement ◆ Cloze ◆ Duet Reading ◆ Sight words ◆ Word Families | <p>Literacy Trainer Guide, Canadian Edition</p> <ul style="list-style-type: none"> • Section 3 Tutoring Strategies, Techniques and Resources Laubach Literacy Ontario, (2015) http://www.laubach-on.ca/teach/training/literacytrainerguide | <p>At the end of this section the trainees will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Help learners to recognize words and read for meaning, using a variety of strategies <input type="checkbox"/> Use a variety of methods to encourage learners to write <input type="checkbox"/> Use chosen materials comfortably and effectively with a learner <input type="checkbox"/> Promote the transfer of skills to daily living activities |
| | <p>Tutor Workshop Handbook</p> <ul style="list-style-type: none"> • Section III Tutoring Strategies, Techniques and Resources Laubach Literacy Ontario, (revised 2015) http://www.laubach-on.ca/teach/members/handbook | |
| | <p>Teaching Adults: A Literacy Resource Book</p> <p>New Reader's Press (2011)</p> | |
| | <p>Training By Design Literacy Workshop Presentations 1 & 2</p> <ul style="list-style-type: none"> • Literacy Workshop Presentation D Teaching Reading • Literacy Workshop Presentation E Teaching Writing • Literacy Workshop Presentation F Materials • Literacy Workshop Presentation G Planning • Literacy Workshop Presentation H (Using the LWR Series) Laubach Literacy Action, Published by New Readers Press (1994). http://www.laubach-on.ca/bookstore/book/literacy-workshop-presentations-1-2 | |
| | <p>Training by Design Videos</p> <ul style="list-style-type: none"> • Understanding, Reacting and Applying • Word Recognition Strategies • The Writing Process | |

| | | |
|--|---|--|
| <ul style="list-style-type: none"> ◆ Improving Comprehension ◆ Introduction to Phonics (incl. Speech Sounds) ◆ Writing for your student ◆ Social media ◆ Digital literacy | <p>A number of different videos can be accessed on YouTube via this link: http://www.proliteracyednet.org/articles.asp?mcid=2&cid=36&rid=568 Proliteracy Education Network</p> | |
| | <p>Laubach Literacy Ontario Trainer Supplement (LLOTS)</p> <ul style="list-style-type: none"> • Assisted Free Writing (<i>Complete seminar/supplementary workshop</i>) • Math Seminar (<i>Complete seminar/supplementary workshop</i>) • Spelling Seminar (<i>Complete seminar/supplementary workshop</i>) • Voyager Seminar (<i>Complete seminar/supplementary workshop</i>) <p>Laubach Literacy Ontario (updated 2002)</p> | |
| | <p>Curriculum Resources (developed by LLO)</p> <ul style="list-style-type: none"> • Managing Myself • Organization and Time Management • Person Learning Styles and Goal Setting • Problem Solving Module • Modern Math Modules • Budgeting for the 21st Century • LWR Task-Based Activities Booklets • BLEST Learner Activities <p>Can be downloaded for free: http://www.laubach-on.ca/bookstore/llo-publications</p> | |
| | <p>Online Resources for Digital Literacy and Social Media http://www.gcflearnfree.org/topics</p> | |

| Section #4: Lesson Planning and Ongoing Learner Assessment | | |
|--|--|--|
| Content | Suggested Resources and Methods | Outcomes |
| <p>Recommended:</p> <ul style="list-style-type: none"> ◆ Lesson Planning ◆ Ongoing Student Assessment <p>May include:</p> <ul style="list-style-type: none"> ◆ Essential Skills ◆ Goal Setting ◆ Learner Plan Development ◆ Task-based assessments ◆ Milestones ◆ Culminating Tasks ◆ Portfolio Development | <p>Literacy Trainer Guide, Canadian Edition</p> <ul style="list-style-type: none"> • Section 4 Lesson Planning and Ongoing Student Assessment <p>Laubach Literacy Ontario, (2015) http://www.laubach-on.ca/teach/training/literacytrainerguide</p> | <p>At the end of this section the trainees will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Create a lesson plan tailored to individual learner needs and goals <input type="checkbox"/> Assess, record and acknowledge the progress of learners and achievement of their goals |
| | <p>Tutor Workshop Handbook</p> <ul style="list-style-type: none"> • Section IV Lesson Planning and Ongoing Student Assessment <p>Laubach Literacy Ontario, (revised 2015) http://www.laubach-on.ca/teach/members/handbook</p> | |
| | <p>Teaching Adults: A Literacy Resource Book</p> <p>New Reader's Press (2011)</p> | |
| | <p>Training By Design Literacy Workshop Presentations 1 & 2</p> <ul style="list-style-type: none"> • Literacy Workshop Presentation G Planning (G-2 Learner Assessment) <p>Laubach Literacy Action, Published by New Readers Press (1994) http://www.laubach-on.ca/bookstore/book/literacy-workshop-presentations-1-2</p> | |
| | <p>Training Post (LLO's online classroom)</p> <ul style="list-style-type: none"> • Integrating Essential Skills (TTW 4A) <p>http://laubach.extapps.alphaplus.ca/</p> | |
| | <p>Building Bridges Laubach Small Group Model</p> <ul style="list-style-type: none"> • Part 2: Running a Small Group (Lesson Planning, Training Plans, Portfolio Development) <p>Laubach Literacy Ontario (February 2002)</p> | |

| | | |
|--|--|--|
| | http://www.laubach-on.ca/bookstore/book/building-bridges-small-group-manual | |
| | <p>Laubach Literacy Ontario Trainer Supplement (LLOTS)</p> <ul style="list-style-type: none"> • Assessment of Progress Seminar (<i>Complete seminar/supplementary workshop</i>) • Learning Outcomes Seminar (<i>Complete seminar/supplementary workshop</i>) <p>Laubach Literacy Ontario (updated 2002)</p> | |
| | <p>Linking Laubach with Essential Skills Laubach Literacy Ontario (March 2009)</p> | |
| | <p>Literacy Basics (Community Literacy of Ontario's online learning modules)</p> <ul style="list-style-type: none"> • Learner Plan Development • Assessment <p>http://literacybasics.ca/</p> | |
| | <p>Task-Based Activities for LBS (QUILL's online site) http://taskbasedactivitiesforlbs.ca/</p> | |
| | <p>Common Assessment for the OALCF Goal Paths Resource Package Literacy Northwest (2014) http://www.learningnetworks.ca/LNW-CommonAssessmentProject.php</p> | |
| | <p>Sample lesson plans</p> | |
| | <p>Creation of a tutoring portfolio</p> | |