



**EACH ONE  
TEACH ONE**

## Practitioner Training Strategy 3 Update

LLO is currently managing Phase 3 of the multi-year Practitioner Training Strategy Project. In response to the changing needs of its diverse membership, Laubach Literacy of Canada had also been working to enhance its training system. Much of the work that needed to be done nationally by LLC for the “Laubach Enhanced Training System” (LETS) was already being done provincially by LLO mainly through Phase 2 of this project. Therefore, LLO and LLC established a partnership in January 2002.

The draft strategy has gone through both a provincial and a national consultation. Some initial field-testing of the strategy has been taking place in Ontario and other provinces for the last 12 months. The standards and other certification guidelines were revised in response to the feedback received. The Training and Certification (T&C) Committee of Laubach Literacy of Canada (LLC) approved the draft strategy in June 2003 and it will be distributed nationally by fall of 2003 for field-testing in each province for a period of one year.

### The Structure of the System

*The new system is divided into four large sections:*

Section #1: LAUBACH PRINCIPLES

Section #2: THE STUDENT

Section #3: TUTORING STRATEGIES, TECHNIQUES AND RESOURCES

Section #4: LESSON PLANNING AND ONGOING STUDENT ASSESSMENT

The documentation will also include a communication piece to give a detailed explanation of each section.

The new system has been devised to give each trainer and council the ability to add relevant topics while still maintaining a national quality standard. Each section contains a list of relevant learning outcomes, to help trainers ensure that each section is covered adequately.

### Inside this issue:

Practitioner Training Strategy III – Update	1
Congratulations	2
Conference 2003	3
Training Project Update	4
Resources	5
Reminders	5
Learning Disabilities Training/Resources	6
Interesting Websites	7
Five Things You Can Do With a Piece of Paper	8
News from ABC CANADA	8



Laubach Literacy Ontario  
Since 1981

### TRAINING POST

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*Continued on page 2*



## PTS 3 Update *cont'd from page 1...*

Other features of LETS include:

- No minimum time requirements for individual topics.
- Topic areas have been regrouped.
- Some suggested resources, in addition to the Literacy Trainer Handbook (LTH), are included. Trainers may use the presentations from the LTH, or from other trainer resources.
- Workshop evaluation forms will need to be individualized to the topics and outcomes of the particular workshop .
- Draft training needs assessment for councils has been developed for field-testing. Training teams and council coordinators can use this tool as a starting point in designing their workshops.
- The guidelines for re-certification will now be called: *Guidelines to Maintaining Trainer Status*. To maintain status, trainers now need to participate as a trainer in only one literacy workshop/year. If this is not possible, then reasons should be indicated and the T&C Committee will review them on a case-by-case basis.

To support the new standards, workshop modules on the Laubach teaching principles and evaluating the effectiveness of the workshop design are in development. Additional modules may be developed according to needs.



A package of information on the new standards and the implementation process will be sent to all active trainers by LLC and to Ontario councils by LLO in Fall 2003. Trainers are asked to work with their Council student-tutor coordinators to use the new standards for designing tutor training during the next year, and to provide feedback to their Provincial Training Officer (PTO) on using the LETS guidelines.

When you receive your LETS package, please read it over carefully. If you have any questions, please contact your PTO. LLO is very excited about these new developments and looks forward to hearing your comments and suggestions.

Robyn Cook-Ritchie  
Project Coordinator

Stephanie Hobbs  
Training Coordinator

### **Congratulations!!!**

**to Ontario Trainers  
certified in 2003.**

#### ***Trainer-Literacy:***

- **Trisha Muise,  
Newmarket**
- **Sophie Harrison-Chumley,  
North Bay**



#### ***Supervising***

#### ***Trainer -Literacy:***

- **Jeanne Tucker, Newmarket**

### ***Name the Newsletter Contest***

In June 2003, the new LLO tutor newsletter was mailed to the 2477 Ontario tutors listed on the LLC database. The newsletter includes information on field development projects and training, useful websites, and other items of interest to tutors. Two editions of the newsletter will be produced annually, as funding allows. It may be provided by email to reduce costs.

LLO is searching for a name for the newsletter. Submit your entry for a chance to win a \$25.00 book gift certificate! The winning entry will be voted on at Conference 2003.

To receive a copy of the newsletter, or to have your name removed from the mailing list, please contact the LLO office.

# **Crossroads and Carousels**

## **LLO Conference 2003**



**LLO's 2003 conference will take place October 17 - 19. The North Bay Literacy Council, celebrating its 25<sup>th</sup> Anniversary, is the host partner for this exciting conference.**

**The theme this year is "Crossroads and Carousels".**

**The Conference will be held at the Best Western North Bay Hotel and Convention Centre. The Trainers' PD Weekend will be combined with the Conference.**

**This year, LLO introduces the Arnie Stewart Individual Achievement Award .**

**Each LLO member agency may nominate one adult student each year for this award. Both the overall winner and all nominees will be recognized at the Annual General Meeting.**

**Please check with your Council office for more Conference information and Registration forms for the Conference/PD Sessions. Nomination forms and information are available from your Council office or electronically from the LLO office.**

**Deadline for Conference/PD registration is September 19, 2003.**  
(Earlybird deadline August 10<sup>th</sup>)

**Hope to see you there!!**

### **Conference reminders:**

If you are staying at the hotel you will have to give the hotel a credit card number in case you incur any incidental expenses (e.g. long distance calls, in-room mini-bar items, movies), which LLO would not cover. **If you do not have a credit card, a cash deposit of \$25.00 per day is required** when you check in. Incidental expenses will be deducted from the deposit and the balance will be given back when you check out. If you have no incidental expenses, your deposit will be returned when you check out.

Unfortunately, there is no elevator at the two-story Best Western North Bay. Volunteers will be available to help with luggage, especially for those who are on the second floor! **If you have difficulty navigating stairs**, please make sure that you indicate this on your registration form so that we can make every effort to accommodate you.

# Training Project 2003 Update

To date, 8 basic, 1 supplemental, and 2 Peer Youth Tutor (PYT) workshops have been coordinated and delivered through the travelling training program. Six more workshops are being planned for the fall. Please check the Laubach discussion on AlphaCom and the LLO website for information about upcoming training and events in your area.

Two apprentice trainers and one supervising trainer have been certified. Five new apprentice trainers and three apprentice supervising trainers have registered.

The annual Professional Development Weekend and 2 Train-the-Trainer workshops for apprentice trainers were planned for May 2-4 in Toronto, but were cancelled due to the SARS travel advisory issued by the World Health Organization. The PD Weekend will be piggy-backed onto Conference 2003 in October, and the 2 Trainer Workshops are being planned for a separate time in the fall.

The revised Learning Disabilities workshop module is in development and will be piloted at Conference 2003. **LLO is also seeking two programs to field-test the workshop with tutors at the local council level. If your program is interested, please contact me or the LLO office.**

Please remember to check out the PD/conference brochure on the LLO website [www.laubach-on.ca](http://www.laubach-on.ca) and watch for additional information posted on the AlphaPlus Laubach discussion.

- Stephanie Hobbs, Training Coordinator  
[sahobbs@bmts.com](mailto:sahobbs@bmts.com)

## Training Project 2004

LLO will be facing challenges in the next fiscal year of which the members and other stakeholders should be aware.

Unfortunately, the LLO Training Project for 2003/04 submitted to MTCU and NLS was not recommended for approval.

Unless LLO is able to obtain funding from alternative source(s), there will be an impact on the delivery of training services and council support functions currently offered. The following services could be affected as of January 1, 2004:

- **Travelling Training Program:** Tutor training for Councils without "in-house" trainers or who require trainers for specialized workshops will still be coordinated, but LLO may not be able to cover all travelling expenses, nor offer honoraria to the volunteer trainers.
- **Professional Development Events:** LLO may be unable to offer the annual PD weekend for trainers/coordinators.
- **Training and Development Coordinator:** This position is currently funded by the project. Council and trainer support may still be provided but these tasks would now fall to the executive director and volunteer Provincial Training Officer. LLO's ability to develop new training services will also be limited without a dedicated staff person for this task.

LLO is currently investigating ways to diversify funding sources, find innovative, cost-effective ways of providing quality services, and reviewing the existing budget to re-align administrative money to address training needs of councils (e.g. several Board meetings by conference calls rather than face-to-face; e-newsletters, rather than mail-outs; etc.).

The Ontario trainers' listserv and the discussions on AlphaCom are inexpensive and easy ways to communicate with trainers. LLO encourages all trainers with e-mail access to register on both the national and Ontario trainer listservs and to join the AlphaCom discussion system through AlphaPlus Centre at [www.alphaplus.ca](http://www.alphaplus.ca). (Contact the LLO office for more information about the listservs.)

LLO welcomes ideas and suggestions for other strategies and will consult further with members during the Conference 2003.

*Bev Clarke*  
Provincial Training Officer



## RESOURCES

### *GED Scoreboost*

Provide your students with the strategies and skills practice they need to pass all the GED Tests – math, writing, thinking skills.

"The GED Scoreboost Workbooks are the unquestionably the best GED preparation materials available to Canadian adult learners. Their thorough, skill-centred approach and tips on test-writing strategies are perfect for students making the belated return to academic study."

- Paul Leegsma, Academic Assessment Staff,  
ABE Association of Hamilton

### *Math Sense*

(new name for the "Smart Solutions" series)  
Comprehensive series of 5 books organized around 4 key strands: skills, problem-solving, tools and applications. Includes teacher's resource guides.  
*(the above are available from the LLC New Readers Bookstore)*

### *LLO Tutor Training Handbook*

Updated version of the handbook is available electronically or in hard copy. Please contact Stephanie Hobbs at e-mail: [sahobbs@bmts.com](mailto:sahobbs@bmts.com).

<http://www.thirteen.org/edonline/concept2class/index.html>

This site offers free online workshops in collaboration with Thirteen Ed Online and Disney Learning Partnership. There are workshops on a wide range of topics from multiple intelligences, to collaborative learning, to using the web for learning. Each workshop is divided into sections: Explanation, Demonstration, Exploration, Implementation and accreditation. Also, check out the 2 parent websites:

*Thirteen Ed Online*, public television's Web service for teachers! <http://www.thirteen.org/edonline/Disney Learning Partnership learning>.  
<http://disney.go.com/disneylearning/teacher center/>

*(thanks to Joyce Bigelow in Sharbot Lake for bringing this website to our attention!)*

## REMINDER to Trainers

**The LLC Development Office does its best to maintain accurate statistics and ensure tutors, trainers and councils receive credit for the workshops they attend or deliver. You can help by ensuring that *fully-completed* certificate stubs from Literacy Tutor Workshops and supplemental workshops held by your council are sent ASAP to the LLC National Development Office.**

**Please include a list of participants and contact information; workshop location, dates, duration, number of tutors trained and names of all participating trainers, including apprentices.**



## Attention Apprentices!

The next meeting of the LLC Training and Certification Committee will be in January 2004. Apprentices should submit their certification packages to PTO Bev Clarke until October 15<sup>th</sup>. Contact Bev at : [bevclark@mnsi.net](mailto:bevclark@mnsi.net) or call 519/966-3408.

After October 16<sup>th</sup>, please contact the LLO office for contact information for the new PTO.



# Learning Disabilities – Training

## On-line workshops

Literacy Link South Central regional network (LLSC) has been funded by MTCU and NLS to develop and deliver a series of 5 on-line workshops on learning disabilities using the CENTRA system, though AlphaPlus.

Workshops presented to date are:

- *Understanding the adult with potential learning disabilities*
- *Assessing individual strengths and struggles: the foundation for an effective learning plan*
- *Building an effective training plan: incorporating learner centred strategies*
- *Accommodations, self- management and transition planning: keys for success*

Using the CENTRA system allows the facilitators and participants from all over the province to access training in real time, and to speak with and hear each other while viewing a presentation on-screen.

The final workshop, “*Effective instructional methods*” will be presented August 26<sup>th</sup>. Hard copy versions of the workshops will be distributed to Anglophone LBS agencies this fall.

LLSC has been funded to deliver the entire series again, along with four new workshops. For more information on both upcoming and archived workshops, contact Tamara Kaattari at (519) 681-7307 or e-mail: [literacylink@bellnet.ca](mailto:literacylink@bellnet.ca).

## Transition planning to employment

(from the workshop: *Accommodations, self- management and transition planning: keys for success*)

### Tips for practitioners:

- Encourage learners to apply for jobs for which they have the knowledge, skills, and abilities
- Identify and teach job-specific vocabulary
- Help learners to know their strengths! Develop strategies to market these strengths.

### Help learners seeking employment by:

- Using materials used “on the job”
- Suggesting learners seek out and review job descriptions before applying for jobs
- Addressing transition issues – money, transportation, time management
- Sharing information on appropriate workplace behaviour and attire
- Providing suggestions on how they handle their learning disabilities in the employment setting. Discuss the pros and cons of disclosure.



## LD Training at LLO Conference 2003

- ***Accommodations for Learners with Learning Disabilities*, presented by Pat Hatt - focus on what is meant by “accommodations” and how to decide whether it is a true accommodation or just helping. Several accommodations will be provided and will be discussed.**
- ***Introduction to Learning Disabilities*, presented by Bev Clarke and Connie Morgan. - insight into the causes and implications of learning disabilities, most common types of learning disabilities; sensitivity activities; variety of training strategies, techniques and resources to help students**



# Learning Disabilities – Resources

***Opening Doors: How to Market Your Essential Skills to Employers***, 2003. QUILL Learning Network, Walkerton, ON.

A Facilitator's Guide for delivering a workshop to learners. It includes overheads, handouts, and guiding notes for facilitators and was field-tested with five groups of LBS Learners. Modules include: Highlighting Essential Skills in Employment Portfolios, Matching Your Essential Skills with the Right Job, Branding Your Image: Resumes, Cover Letters, and Applications, Marketing Your Essential Skills in Person: Interviews and Hiring Tests, Marketing Your Essential Skills in the New Economy. Available in the fall 2003. For more information, contact Cindy Davidson at 519 881-4655 or e-mail: [info@quillnet.org](mailto:info@quillnet.org)

***Learning Disabilities Workshop Manual***, 2001. Ann Gauvin & Ricki Goldstein, Concerted Literacy Councils of Quebec, Montréal, QC.

***Learning Disabilities Inservice Workshop Manual***, 2002. Ann Gauvin & Ricki Goldstein, Concerted Literacy Councils of Quebec, Montréal, QC.

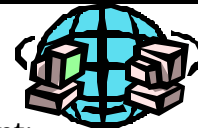
Developed by community-based literacy councils in Quebec. The first is a 2-part manual with a workshop module for tutors, to be given during basic tutor training or as a supplemental workshop, and a module for students who have learning disabilities. Both modules look at definition and causes of learning disabilities, profile of a student, learning styles, accommodations and compensatory strategies. The student workshop is tailored to help students self-reflect and determine how to help themselves.

The second manual contains modules designed for more in-depth supplemental training on learning disabilities and is targeted more at staff and trainer development.

Contact the LLO office to borrow this or other resources.

## Interesting Websites (from the LCSS on-line workshop)

Time management tips and strategies:  
<http://www.manage-time.com>



Transition planning and self-determination assessment:  
<http://www.transitioncoalition.org/assessing/book01/ch2a.htm#tpi>

Lesson Plans for Promoting Self-Determination:  
[http://www.uncc.edu/sdsp/resource\\_list/sd\\_lesson\\_plans.asp](http://www.uncc.edu/sdsp/resource_list/sd_lesson_plans.asp)

Sample lesson plan – transitions:  
[http://www.uncc.edu/sdsp/resource\\_list/wehmeyer\\_final.pdf](http://www.uncc.edu/sdsp/resource_list/wehmeyer_final.pdf)

Examples of assistive technology:  
<http://janweb.icdi.wvu.edu/media/employmentldaddfacdt.doc>

Semantic mapping software for organization skills:  
[www.inspiration.com](http://www.inspiration.com)



## ATTENTION TRAINERS!

LLO has set up a new listserv to connect trainers in Ontario:  
[ontariotrainers@nald.ca](mailto:ontariotrainers@nald.ca)

Share training ideas, information and news, and discuss issues with trainers across the province.

To join, please contact Stephanie Hobbs at [sahobbs@bmts.com](mailto:sahobbs@bmts.com) or call the LLO office.

## News from ABC CANADA

### Share the Stories project

[http://www.abccanada.org/media\\_room/news/sts2003.shtml](http://www.abccanada.org/media_room/news/sts2003.shtml)

ABC CANADA Literacy Foundation is now accepting applications from literacy organizations, school libraries and public libraries interested in obtaining funding from *Share the Stories*, a corporate philanthropy program first launched by Coca-Cola Ltd. in 2001. *Share the Stories* funds reading circles and book collections for children across Canada. ABC CANADA manages the program on Coca-Cola's behalf, including the distribution of funds to successful applicants.

Eligible organizations interested in applying for *Share the Stories* funding can download the complete application package from ABC CANADA's Web site at <http://www.abc-canada.org/sts>.

### [www.mathliteracy.ca](http://www.mathliteracy.ca)

ABC CANADA's math literacy Web site – includes information on ABC CANADA's new math literacy ad campaign, as well as handy, everyday math resources, tips and tricks and other useful math resources, such as math literacy wallet cards and information sheets; links to other sites for both adults and children. A limited number of the tip sheet and each wallet card are available per organization; additional copies available for sale.

In spite of predictions to the contrary, we have not developed a “paperless society”. To the contrary – many of us often feel like we are ‘drowning’ in paper. Here are some tips that may help you keep that sea at low tide.

## Five things you can do with a piece of paper,,,,,

### ❶ Throw it away.

Ask yourself – What is the worst thing that could happen to me if I threw this out? Can I live with that? If yes, throw it out – if no, see steps 2 - 5.

### ❷ Refer it – to someone else, if possible.

### ❸ Act on it

- now, if it can be done in less than five minutes. Otherwise, schedule a specific day/time to act on it. Use a calendar/holding file or tickler file – place the items in the appropriate month/day envelope.

### ❹ File it (not pile it!)

Create a “to be filed” folder. Write on the back of the paper in pencil the date, name of file, and where it is. Designate a specific time during the day or week to file the items.

### ❺ Read it later.

FILE these – don't pile them. Add these to the scheduled items in the holding or tickler file, so you don't forget them.

### Other tips:

☞ If you haven't looked at a piece of paper in one year, remove it. Keep a banker's box for these documents, keeping them for two years. Then, if you don't HAVE to keep it (tax documents, etc.), throw it out.

☞ Take items from the in-box from the bottom; keep the in-box off your desk – it's a distraction.

☞ Within an office, whoever generates the piece of paper is responsible for keeping it on file as long as is necessary.

- from the workshop “How to Balance Priorities and Manage Multiple Projects”,  
Fred Pryor Seminars

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