

Expressions

Each One

E-Magazine

Teach One

Volume 5

Issue 4

Spring 2012

An interactive quarterly
magazine for literacy students
and practitioners published by
Laubach Literacy Ontario

Program Administration

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Employment

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Laubach Literacy Ontario supports its member agencies in the achievement of higher levels of literacy throughout the province.



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If you have any comments or questions or ideas for articles please feel free to email Robyn Cook-Ritchie: ritchieg@execulink.com

DISCLAIMER

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Reaching your goals, reaching your dreams

LAUBACH LITERACY ONTARIO 2012 CONFERENCE - JUNE 8 AND 9, 2012



Laubach Literacy Ontario is organizing a 1 1/2 day conference and AGM at Wilfrid Laurier University, Waterloo from Friday noon until Saturday at 3:30 pm, June 8th and 9th. This year's theme, Reaching your goals, reaching your dreams, reminds us that we all can reach for our dreams. We welcome literacy students, practitioners, administrators, coordinators and all who help us weave the magic of literacy. We hope that this event will give you an opportunity to come together to meet, learn, share ideas, get recharged and inspired.

Friday's focus will be on OALCF. The four OALCF online Tutor Training Modules that were developed by Robyn Cook Ritchie through a TCU project will be introduced to the field in the Friday afternoon session. (see page 6 for more details). This will be followed by a series of round tables led by the TDAC members to give participants an opportunity to discuss challenges and best practices around OALCF implementation. There will be other workshops on Friday afternoon, and all day Saturday. A Call for Presenters is being distributed as widely as possible in the Employment Ontario and Literacy and Basic Skills field, and includes topics suggested by members in our recent Members Needs Assessment Survey (see page 16 for more details).

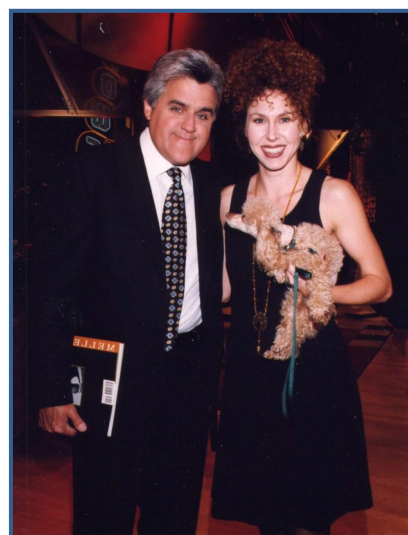
BOOKMARK THIS WEBSITE ADDRESS: <http://conference.laubach-on.ca/>

All Conference forms, such as—the Call for Presenters, Registration Forms, Conference Brochure, Participant's Handbook—will be posted here as they become available.

We are very pleased to announce Lesley Andrews as our keynote speaker for our 2012 conference. She will be speaking at the Friday night dinner on June, 8, 2012 from 7:00 PM to 8:00 PM in the Turret Room at Wilfred Laurier University.

Lesley Andrew has spoken across North America about 'Beating the Odds - taking the responsibility for personal change and growth, overcoming obstacles, facing fears and attaining goals.'

A mixture of stories, poignant memories, humour, lessons to be learned and inspiration; Lesley's talks have been extremely well received by groups of all ages.



For more information about Lesley Andrew or to learn about availability, please contact www.dreaminprogress.com OR call toll free 1-866-LANDREW.

My name is Kevin Gamble and I am a student at the Hamilton Literacy Council.

I went to the LLO Conference in June and had a great time. On the last day there was a draw for prizes and I couldn't believe it when my name was called to win the laptop computer. I was looking around for "Kevin Gamble" then realized it was me!

I was renting a computer at home and it is so nice to be able to own my own now. I volunteer at the Hamilton Literacy Council as computer tech support so this was the perfect prize. I help students and teachers by maintaining the class computers. I keep virus scans up to date and clean up the data base as needed. It is so nice to have a brand new, working laptop at home, thanks to the LLO conference.

I can't wait until next year.

Kevin
Gamble

*And the winner is....
Kevin Gamble!!!*



Thanks to the amazing fundraising efforts of Rubert Payea, Student Representative and chair of the Student Committee, LLO was able to provide the laptop as a special draw for students, last year. He wants to do the same this year, so let your students know! (Better yet, share this newsletter with them).

This poster was designed by Jack Osborne, a member of the Student Committee.

We will be mailing a poster to each member agency when we send out Expressions.

Arnie Stewart

The LLO Student Committee wants your nominations for the Arnie Stewart Individual Achievement Award!

LLO Student Committee
Rubert Payea
Mike Chamberlain
Keith Allen
Jack Osborne

**A
W
A
R
D**

It's for learners who have overcome barriers, become a mentor to others and have given back to their council by raising awareness.

For nominations contact the LLO office at 1-866-608-2574 Attn: Lana Faessler

Nominations are due no later than May 8th, 2012
Winners will be announced prior to the 2012 Conference

Email: literacy@laubach-on.ca
Fax: 1-519-743-7520
8A, 65 Neecher Street
Waterloo, ON
N2J 2B6

Jack designed this nominations poster. He is a former recipient of the Arnie Stewart Award.

Jack Osborne

2012 Arnie Stewart Individual Achievement Award Nomination Forms available here:
<http://laubach-on.ca/gethelp/awards>



Cool Time Management Method

The Pomodoro Technique is a proven way to get the most out of time management. Turn time into a valuable ally to accomplish what you want to do and chart continuous improvement in the way you do it. It can be used for any kind of task: tutoring sessions, self-study, workshops, proposal writing, and administration, to name a few. It keeps you focused and less likely to procrastinate or be distracted.

The technique uses a timer to break down periods of work into 25-minute intervals (referred to as "pomodoros") separated by breaks and is based on the idea that frequent breaks can improve mental agility.

There are five basic steps to implementing the technique:

- decide on the task to be done
- set the pomodoro (timer) to 25 minutes
- work on the task until the timer rings; record the task status
- take a short break (5 minutes)
- every four "pomodoros" take a longer break (15-20 minutes)

Tip: Avoid answering the phone, checking emails, etc. The point is to "stay on task".



Benefits of a digital pomodoro timer

While Francesco Cirillo, the creator of this technique, encourages a low-tech approach, using a mechanical timer, a **digital** pomodoro timer, such as focus booster, is a convenient tool that can be used on your computer so it is ready and waiting for you.



A new year offers an opportunity to set new goals. In that spirit, The Chronicle invited a diverse group of leaders and thinkers to share their 2012 resolutions for the nonprofit world. Very inspiring and informative!!

"2012 must mark the year we get in front of technology, instead of behind it." -Darian Heyman, author of Nonprofit Management 101
<http://4rd.ca/aaaAIO> 2012 Resolutions for the Nonprofit World

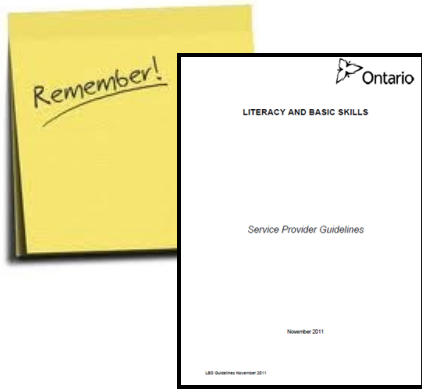


MCTU is introducing a formal risk assessment methodology into the annual program management cycle. The risk assessment methodology will be piloted with Employment Service (ES) agencies first. For more information click the link below:

<http://www.tcu.gov.on.ca/eng/eopg/publications/>

Program Administration

Updated LBS Service Provider Guidelines



The new guidelines come into effect in April 2012. Click on the link to download your copy:

http://www.tcu.gov.on.ca/eng/eopg/publications/20111109_lbs_guidelines_2011.pdf



The Public Guardian and Trustee have published a number of information bulletins for people who use, run, or donate to charities. Bulletin #8 offers all kinds of advice on charitable fund-raising from planning, costs involved and managing fund-raising risks. Bulletin #8 - Charitable Fundraising: Tips for Directors and Trustees

<http://www.attorneygeneral.jus.gov.on.ca/english/family/pgt/charbullet>

Succession Planning Module is now online!

<http://www.nald.ca/literacybasics/succession/intro/01.htm>

In 2008, Literacy Link South Central received funding from the Ontario Government under Employment Ontario and developed an extremely popular resource titled, Succession Planning for Literacy and Basic Skills Agencies and Networks. This resource is a tool kit with a wealth of tools for agencies to use as they consider the future human resource requirements of their agency. This resource was originally published in June 2009 and was updated in 2011.

In December 2010, Literacy Link South Central received project funding from the Ontario Government under Employment Ontario to update its Succession Planning Guide and post it to Community Literacy of Ontario's self-study training website, Literacy Basics.

To access the original tool kit you can visit, www.llsc.on.ca/node/108

How can I give feedback about the OALCF?

Fill out AlphaPlus' OALCF Feedback survey <http://ow.ly/1ilHoz>
The survey will be open from March 25 to April 15, 2012.

How do I learn more about the OALCF?

Frequently Asked Questions Part 2: http://www.tcu.gov.on.ca/eng/eopg/publications/lbs_oalcf_q_and_a.pdf

LLO's online tutor training modules to introduce the OALCF, developed by Robyn Cook Ritchie, will be available on [LLO's Training Post](#) (Moodle Classroom) to anyone at anytime, and will cover the following topics:

- ⇒ OALCF Overview/Curriculum Framework
- ⇒ A Task-Based Approach
- ⇒ Learning Materials
- ⇒ Assessment

All of the supporting documents and tools are available online through the Employment Ontario Partner's Gateway: <http://www.tcu.gov.on.ca/eng/eopg/oalcf/index.html>

OALCF Goal Path Focus Employment

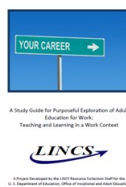
The Centre for Workplace Skills is a business-labour led organization working collaboratively to encourage better participation and investment in skills development in Canada's workplaces. The Centre promotes and facilitates the exchange of knowledge to address key workplace skills development issues.

<http://www.workplaceskills.ca/>



OALCF tools and resources provide practitioners with practical guidance on how to develop goal-directed programming that will help LBS learners to transition to their goals. To learn more about employment and the OALCF click on the link to read about the Employment goal path:

<http://www.tcu.gov.on.ca/eng/eopg/>



Although a US publication, this resource has great ideas about adult education for work:

<http://lincs.ed.gov/publications/pdf/>

[LINCS Study Guide Adult Ed](http://lincs.ed.gov/publications/pdf/)

Working in Canada web tool provides job seekers, workers and those who are new to the Canadian labour market with the information required to make informed decisions about where to live and work. The site can assist individuals who are searching for work or looking to make career decisions.

To access the tool:

<http://www.workingincanada.gc.ca/content/pieces-eng.do?lang=eng&cid=1>

To learn more about the tool:

<http://www.actionplan.gc.ca/eng/blog.asp?blogId=14>

Employment Ontario Information System - Case Management System Training Resource Guide for Literacy and Basic Skills Service Providers

[The Ministry of Training, Colleges and Universities \(TCU\)](#) introduced new information and resources in the [Employment Ontario Information System - Case Management System \(EOIS-CAMS\)](#) section of the Employment Ontario Partners' Gateway website.

The updated EOIS-CaMS page provides:

- EOIS CaMS Training Resource Guide for Literacy and Basic Skills Service Providers
- EOIS CaMS Online Orientation
- Interactive EO Case and Service Plan Modules
- EOIS Case Management System Online Training Modules
- CaMS Performance Management

[Click here](#) to access the EOIS-CaMS page and documents.

While reading the January 2012 'Administrative Assistant's Update' magazine we came across this great link: <http://administrativearts.com/>

This site offers tips on things like working with your boss, dealing with confidential documents, handling difficult customers as well as software and task-oriented tips and advice. It also includes links to other sites that may be beneficial for administrators.



ADMIN TIPS



Five Tips for Creating PowerPoint Slides that WON'T Bore Your Audience - ow.ly/8gwLp



This site offers some simple yet very effective tips to help make power point presentations more interesting.

POWER POINT TIPS

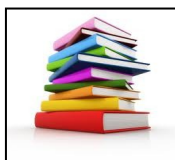
Check out this free Email 101 tutorial at [gcfllearnfree.org/email101](http://www.gcfllearnfree.org/email101)
Many free online classes to choose from! <http://www.gcfllearnfree.org/>

Computers



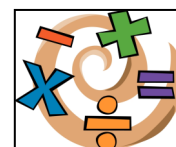
Whether looking for new skills, in need of review or you want to enhance your skills there is a tutorial for you.

Reading



Reading activities, word videos, sample texts, references & learning tools all designed to give you a new way to learn to read.

Math



Brush up your math skills with free, tutorials. Easy to learn math at your own level and pace.

FREE COURSES

The fifth and most recent edition of ImagineCanada's *Sector Monitor* [Factsheet 1, Vol. 2 No. 2: Preliminary Assessment of Trends.](#)



See the results of the most recent survey
ow.ly/86uHY

KEY FINDINGS

- Approximately one in seven charities are under high levels of stress, unchanged since mid-2011
- Approximately half of charities report increased demand for products and services and difficulty carrying out their missions
- Charities are less likely to report that revenues have increased over the previous year and more likely to report that expenditures have increased than they were in mid-2011



CharityFocus is provided by [Imagine Canada](#) and is the premier tool for finding information about the 85,000 registered charities in Canada. You can search by specific organization or find charities in your community or area of interest.

- Find information about any Canadian charity.
- Engage with charities via social media.
- See charities' financial information and how they've been doing over time.
- Make a donation on the spot!
- Tell your story. Connect with your supporters.
- Upload your mission statements, program information, social media feed, annual reports and financial statements.

Get help completing the T3010 using our [QuickPrep](#) tool.

Use [Charity Tax Tools](#) to better understand CRA regulations.

This site is full of information and facts about Canadian charities -
www.charityfocus.ca



Training

Registered apprentice-trainers and trainers can download the Literacy Trainer Manual from our "trainer only" wiki by clicking on the link below.

<http://llo-trainers.pbworks.com/>

If you are not already a member click on the "request access" button. Your request will be sent to Laubach for verification. Once Laubach has verified your trainer status you will be able to access the wiki. If you do not already have an account with PB Wiki you will also be prompted to set one up. It is free!

Development

LLO's Training, Development and Certification Committee (TDAC) has been the advisory committee on our two major research and development projects, coordinated by Robyn Cook Ritchie. The two-year HRDSC project, affectionately known as BLEST (Building Literacy and Essential Skills Through Life Skills Thematic Modules) and the TCU-funded OALCF tutor modules project are both winding down, and the products will be available to the field soon.

Thanks to Connie Morgan, Marilyn Davies, Stephanie Hobbs, Karen Morgan-Bower, Helen McLeod, Jo Mutch for their advice and support.

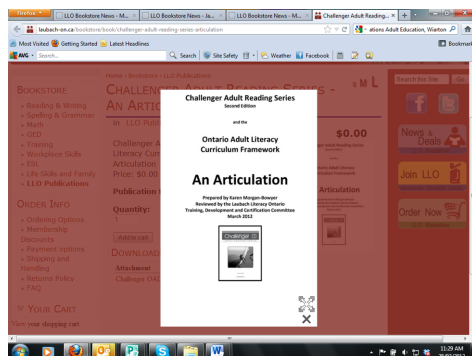
Certification

To register as an apprentice-trainer, or to submit your trainer certification papers, forms can be found here:

<http://www.laubach-on.ca/teach/training/forms>

Certification packages should be sent to the LLO office by May 31, 2012.

Laubach Literacy Bookstore



Click [here](#) to review the latest **LLO Bookstore News** - our electronic monthly newsletter.

Featured this month:

\$15 off on \$150 or more order until March 31

Printable order form has been updated

Challenger and the OALCF - An articulation

Out and About in the World of Computers - an update

Good Learning Anywhere Learner Blog

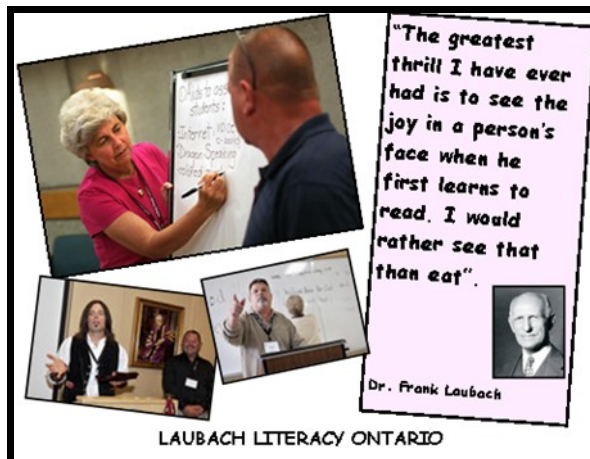
Post Card Size Hand-outs



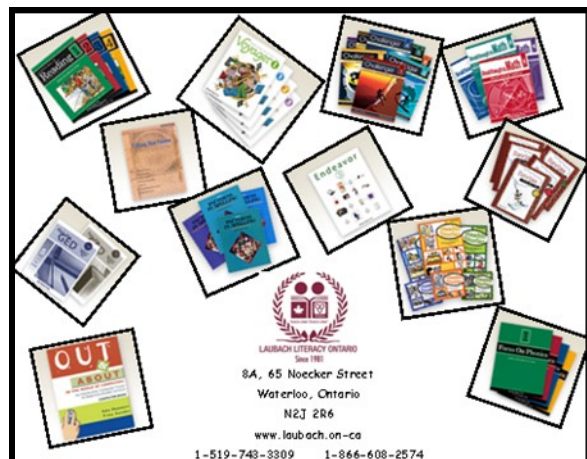
FRONT



BACK



FRONT



BACK

After a recent request from one of our members for some of our pamphlets, posters and anything new we might have kicking around that they could add to their display board we realized that we have really not had anything new for quite some time so Diana created the above 2 post card size handouts—personalized for the council (actual size is 4 ¼ x 5 ½ - or ¼ of an 8 ½ by 11 page). They were quite pleased with them so we are now offering them to any of our members who are interested and we will personalize them the best we can.

We can send them to you electronically at no cost. Then all you have to do is print off as many as you would like from your own office. OR we can print them off on a heavy card stock for a fee to cover the costs at our end (\$1.00 for a page of four—2-sided). Contact information is below.

Laubach Literacy Ontario
8A, 65 Noecker Street
Waterloo, ON N2J 2R6
Phone: 519-743-3320 OR toll free: 866-608-2574
E-mail: diana@laubach-on.ca

Creative Curriculum

Corner

First Step Vietnam

[http://
firststepvietnam.wordpress.com/
interesting-websites-7/](http://firststepvietnam.wordpress.com/interesting-websites-7/)

A great blog with lots of useful links!



AlphaPlus, in consultation with the [Ontario Ministry of Community Safety and Correctional Services](#) and other adult literacy organizations, created a website designed as a “one-stop shopping” location for information and resources related to literacy and corrections.

This newly launched website identifies literacy resources, recommends tutor training programs and provides instructional tools and lesson plans. There are also links to community literacy resources and advocacy organizations in Ontario.

[http://literacyandcorrectihttp://
usermanual.pbworks.com/w/
page/11632089/Home
ons.alphaplus.ca/](http://literacyandcorrectihttp://usermanual.pbworks.com/w/page/11632089/Homeons.alphaplus.ca/)



Free Functional Skills and Skills for Life resources on the Skills Workshop.

<http://www.skillsworkshop.org/>

Don't forget the



<http://www.learninghub.ca/Home.aspx>



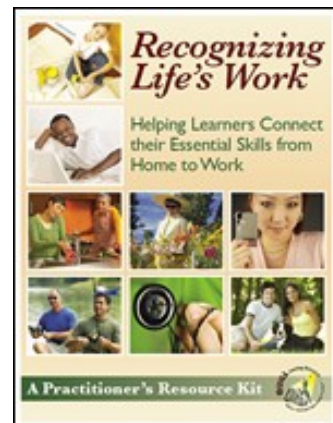
See videos that show how people use Essential Skills and Work Habits in everyday life.



Search for sample tasks in work, learning and life.

Essential Stuff!

Recognizing Life's Work highlights the Essential Skills (ES) developed and strengthened through 12 different common leisure and home-based-activities.





The 2003 National Assessment of Adult Literacy (NAAL) is the first large-scale national assessment in the United States to contain a component designed specifically to measure health literacy—the ability to use literacy skills to read and understand written health-related information encountered in everyday life. The NAAL health literacy component will establish a baseline against which to measure progress in health literacy in future assessments.

Health Literacy-- <http://nces.ed.gov/naal/health.asp>



Ontario's new **Accessibility Standard for Customer Service** is not about physical changes to your premises — it's simply about providing good customer service to everyone. Chances are, you're already making the effort to ensure your organization is providing accessible customer service to people with disabilities.

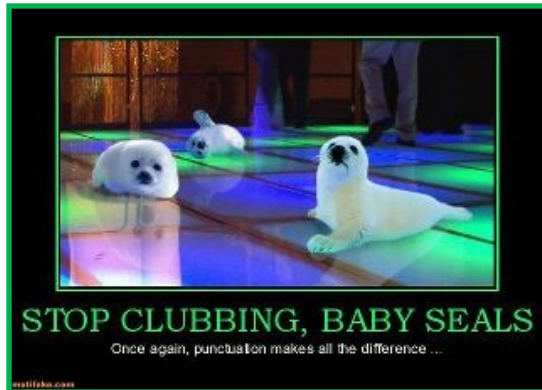
Starting **January 1, 2012**, accessible customer service comes into effect for all Ontario businesses and organizations with one or more employee.

Open the link below for some helpful guides, templates , tools and checklists to ensure your business is complying with these new rules.

<http://www.mcsc.gov.on.ca/en/mcsc/programs/accessibility/customerService/Under20.aspx>



Punctuation Humour



An English professor wrote the words :
"A woman without her man is nothing"
on the chalkboard and asked his students
to punctuate it correctly.

All of the males in the class wrote:
"A woman, without her man, is nothing."

All the females in the class wrote:
"A woman: without her, man is nothing."
Punctuation is powerful



Be it resolved: Four Tips for Better Meetings



When it comes to making your meeting better you don't have to make a big change to make a big difference. Resolve to make your meetings better this year. For more on this topic, click on the link:

<http://www.charityvillage.com/cv/research/rom100.html>

"You have brains in your head,
you have feet in your shoes -
you can steer yourself any
direction your choose."

"Today you are You, that is
truer than true. There is no
one alive who is Youer than
You."

"Teeth are always in style."

For more Dr Seuss quotes that
can change your life, click
here:

[http://
www.mindbodygreen.com/0-
4150/30-Dr-Seuss-Quotes-That
-Can-Change-Your-Life.html](http://www.mindbodygreen.com/0-4150/30-Dr-Seuss-Quotes-That-Can-Change-Your-Life.html)



We realize the potential of
not-for-profit organizations

Managing a charitable organization can be very complex. Funders, donors and consumers are demanding more transparency and accountability, board and staff need to keep on top of their legal compliance requirements, and everyone needs to be concerned with safeguarding their organization from misuse.

That's where the Charity Law Information Program, or [CLIP](#), can help. CLIP is a project of Capacity Builders, made possible by a financial contribution of the Canada Revenue Agency. The project's goal is to help charities become more aware of their legal obligations under the Income Tax Act. On this site you'll find numerous plain-language [resources](#) and a calendar of upcoming workshops, [webinars](#) and podcasts on a variety of topics.



NEWS FROM THE OFFICE



29 members who responded to the survey and listed the following as their top burning issue (out of top 3).

10 members listed OALCF related issues: OALCF Implementation/OALCF/Ability to complete tasks in a timely manner for the new OALCF curriculum/now that we have the new OALCF levels, do we still use the LBS Levels?/ Assessments for the six competencies of the OALCF/OALCF training staff/OALCF implementation/ Transition to OALF/OALCF milestones and culminating tasks/More task based resources

7 members listed funding as their top issue.

Others listed the following as their top issue: More workshops for students at conference/'Big Brother' – overtones associated with EOIS Cams/EOIS CaMS/How to keep staff/tutors and volunteers from burning out trying to fulfill the program mandates/motivating students/Succession Planning/Why adults are not able to access literacy services that they need on an individual basis./Fund Raising

To view all of the survey results, visit LLO's wiki for members at <http://laubachliteracyontario.pbworks.com/w/page/15157379/FrontPage>

If you are not already a member of the wiki click on the "request access" button. Your request will be sent to Laubach for verification. Once Laubach has verified your member status you will be able to access the wiki. If you do not already have an account with PB Wiki you will also be prompted to set one up. It is free!

Learn how to use **PBWorks**: <http://usermanual.pbworks.com/w/page/11632089/Home>

The LLO Board is pleased to welcome three new organizations as members, bringing our total number of organizational members to 60!

Community Living Association, Carleton Place (Lanark County) <http://www.clalanark.ca/> became members after Helen McLeod (LLO's past president, travelling trainer, and Executive Director of Hamilton Literacy Council) provided a tutor-training workshop for their staff.

Saugeen Enjikendaas Soong, of Saugeen First Nation in Southampton
<http://www.saugeenfirstnation.ca/>

Ken-Dass-Win Communications Adult Education, Wiarton,
Marlene Keeshig, literacy@gbtel.ca



We are on **FACEBOOK**.

Be sure to visit and click on LIKE so our posts appear on your newsfeed!!!

LLO is tweeting! Click on the link to follow us:

http://twitter.com/llo_ontario



Are you on FACEBOOK? Let us know!