

Expressions

Volume 7
Issue 2
Fall 2013

***Each
One***

***Teach
One***

E-Magazine

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

Program Administration

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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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Merry
Christmas &
Happy Holidays
from Everyone
at LLO!



As always, there will be lots of workshops- for literacy practitioners, volunteers and learners, and lots of time to network and have fun!

2014 Conference Announcement

LLO's 2014 Conference is being co-hosted by *Orillia and District Literacy Council* and *Literacy Society of South Muskoka*.

Date: Friday, June 13 - Saturday, June 14

Place: Lakehead University, Orillia:
<https://www.lakeheadu.ca/about/orillia-campus>





Click here for [13 Stylish Holiday and Christmas Decorating Ideas](#)

Capture the magic and brilliance of a classic holiday with simple inspiration and doable decorating tips.

By Krissy Tiglias



+ Fun Stuff

Christmas is just around the corner. What better way to celebrate the holiday season than by baking delicious goodies! For over 100 baking recipes, click on the link:

www.foodnetwork.com/12-days-of-cookies/package/index.html

Q: What do you get when you eat Christmas decorations?

A: Tinsilitis

Q: What do you get if you cross an apple and a Christmas tree?

A: Pineapple

Q: What Christmas carol is a favourite of parents?

A: Silent Night

For these delicious recipes and more,
[click here](#)





Program Administration

Best Practices for Serving Ontario Works (OW) Clients



The Anglophone stream LBS roll-up information from CaMS for the last fiscal year (2012-2013) shows the following statistics on the top 5 referrals into service delivery agencies:

- Informal Word of Mouth/Media Referral – 9,020
- EO-LBS Service Provider – 4,437
- Other (structure/formal referral) – 4,052
- Ontario Works – 2,214
- EO-Employment Service Provider – 1,506

Given the high number of Ontario Works referrals, we are pleased to highlight Community Literacy of Ontario's "Literacy + OW: Best Practices for Serving Ontario Works Clients" Newsletter:

<http://www.communityliteracyofontario.ca/wp/wp-content/uploads/2013/10/Our-Voice-Literacy+-OW-Best-Practices-for-Serving-Ontario-Works-Clients-Oct-2013.pdf>

LBS agencies share many interesting strategies and insights in this newsletter.



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

This site provides information about supporting and facilitating service coordination between adult literacy and language programs within various communities.

Service coordination is a facilitated process of bringing together various programs and groups to develop coordinated service delivery plans to meet the needs of adults seeking English as a Second Language (ESL), Literacy and Basic Skills (LBS) or Language Instruction for Newcomers to Canada (LINC) in a specific geographic area.

It is a **four-step planning process** of identifying gaps and needs, determining responsive programming, providing services and evaluating service delivery on an ongoing basis. It benefits students by putting their needs first and determining relevant programming to meet those needs.

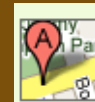
The tools and reports listed on the website can benefit any LBS agency seeking to build more coordination with other employment and training agencies. The project focused on LBS and ESL but the lessons can be applied to other inter-agency situations.

EOPG Reminder!

Remember to update your information on the EOPG website if there are any changes to your agency information, by going to:

http://www.tcu.gov.on.ca/eng/ecpg/programs/lbs_tools.html

Also, check your RSS feed dates—if you haven't received a notification for a while and you use Microsoft Outlook, it may be an Outlook problem. Close Outlook and restart it. Once Outlook is uploaded go to the RSS feed folder and update the folder by clicking Send/Receive/Update folder.



Find Employment and Training Services

The Ontario Not-for-Profit Corporations Act (ONCA)

Update and resources



The Not-for-Profit Corporations Act, 2010 received Royal Assent on October 25, 2010. The Act is targeted to come into effect in 2014. Amendments to more than 80 statutes including ONCA were introduced in the Ontario legislature in June 2013. It is anticipated that these amendments will be debated in the legislature in fall 2013. If the amendments are passed by the legislature, ONCA is anticipated to come into force no earlier than six months after passage in order to ensure adequate time for not-for-profit corporations to prepare for transition.

The government introduced legislation in June 2013 that would, if passed, affect some parts of ONCA. For example, in response to stakeholders' requests, provisions that would give limited voting rights to non-voting members would not come into force for at least three years following proclamation of ONCA. Another proposed amendment would clarify the three year transition period. For additional information, please see Bill 85, the Companies Statute Law Amendment Act, 2013 at http://www.ontla.on.ca/web/bills/bills_detail.do?locale=en&Intranet=&BillID=2812.

Organizations are encouraged to check the Ministry of Consumer Services' website for

updates on the Act's effective date and for more information on the Act. This includes a variety of tools being prepared to ease the implementation, such as a plain language guide, transition checklist and draft default by-law.

The government has given a grant to Community Legal Education Ontario (CLEO) to support not-for-profit corporations during the transition period, and will continue to work closely with the Ontario Nonprofit Network (ONN) and sector partners on ways to smooth the transition.

Below is a link to a recording of CLEO's recent webinar, "New rules for Ontario Nonprofits - the basics" You can also download a copy of the presentation materials. For more information visit:

<http://nonprofitlaw.cleo.on.ca/webinars-and-events/>

You can also find this on the Your Legal Rights website at:

<http://yourlegalrights.on.ca/webinar/new-rules-ontario-nonprofits-basics>

Not-for-Profit Corporations Act, 2010

Is your not-for-profit corporation ready?

Ontario's Not-for-Profit Corporations Act (ONCA), 2010 is targeted to come into effect in 2014. ONCA sets out how not-for-profit corporations in Ontario are to be created, governed and dissolved. Generally, it will apply automatically to all Ontario not-for-profit corporations. There will be a three-year transition period for existing not-for-profit corporations once the Act comes into effect to make any needed changes to their incorporating and other documents to bring them into conformity with the Act. Learn what you may need to do to make your corporation's transition a smooth one by reviewing the information here:

http://www.sse.gov.on.ca/mcs/en/Pages/Not_For_Profit.aspx

New Deadline for Canada Summer Jobs Applications

- January 10th

<http://www.servicecanada.gc.ca/en/g/epb/yi/yep/programs/scpp.shtml>

Canada Summer Jobs provides funding to help employers create summer job opportunities for students. It is designed to focus on local priorities, while helping both students and their communities.

Canada Summer Jobs:

- provides work experiences for students;
- supports organizations, including those that provide important community services; and
- recognizes that local circumstances, community needs and priorities vary widely.

Canada Summer Jobs provides funding to not-for-profit organizations, public-sector employers and small businesses with 50 or fewer employees to create summer job opportunities for young people aged 15 to 30 years who are full-time students intending to return to their studies in the next school year.

Not-for-profit employers are eligible for up to 100% of the provincial/territorial adult minimum hourly wage.

PIAAC At a Glance

Programme for the International Assessment of Adult Competencies (PIAAC) was an initiative of the Organisation for Economic Co-operation and Development (OECD). The survey results provide rich information for designing effective programs and developing policy. It highlights the importance of strong digital literacy skills for adults in the workforce.

- 81% of survey respondents completed the survey on a computer, part of assessing their digital technology skills
- Canadians were on par in literacy and below average in numeracy when compared with OECD averages
- Canadians (16 – 65 years) at Level 1 and below: 17% in literacy, 23% in numeracy and 15% in problem-solving in technology rich environments
- One year of educational attainment results in a seven point gain on the literacy and numeracy scale
- Older workers (45 – 65 years) at Level 1 or below: 21% in literacy, 28% in numeracy, 19% in problem-solving in technology rich environments

The Organisation for Economic Co-operation and Development (OECD) has a tool on their website which provides public access to the PIAAC data and where users can create data tables.



www.oecd.org/site/piaac/publicdataandanalysis.htm - click on "International Data Explorer".

This slide presentation looks at highlights of PIAAC in Canada, particularly the newer elements (PS-TRE) and offers some hypotheses that might explain the more surprising results.

<http://www.centreforliteracy.qc.ca/node/1955#cdal>

Performance Management Newsletters

Literacy Link South Central produces bi-monthly performance management newsletters specific to literacy and basic skills agencies. Click on the link to access:

<http://www.llsc.on.ca/about-us/resources>



Literacy Link
South Central

Literacy Information
& Referral Network

Recruiting volunteers and engaging the Community— Some ideas from various sources

Marketing ideas from agencies that completed LLO's Survey on Challenges and Successes Marketing your Agency

- Setting up an information booth at all community events.
- Use of social media is actually increasing participation and interest.
- Partnerships in your community
- Advertise on local cable TV (free)
- Advertise on Kijiji
- Advertise on Facebook/Twitter
- Contact Schools, universities, John Howard Society
- Develop and deliver presentations at local clubs (Kiwans, Optimist)
- Human interest stories with pictures for news media
- Youtube

Volunteer Canada's 2013 Volunteer Recognition Study:

Almost 60% of respondents indicated that they were recruited by directly contacting an organization they were interested in about opportunities. They were proactive in their search to volunteer, and specific in their selection of an organization.

Research highlighted that for organizations seeking to reach older adults, they may find more success promoting their organization through newspaper/radio ads.

<http://volunteer.ca/content/2013-volunteer-recognition-study>

As XYZ University CEO Sarah Sladek said in her recent whitepaper "Engaging Young Generations,":

"If we fail to engage Generation Y, we prepare to fail.

<http://xyzuniversity.com/2013/10/7-ways-to-engage-gen-y-with-your-association/>"

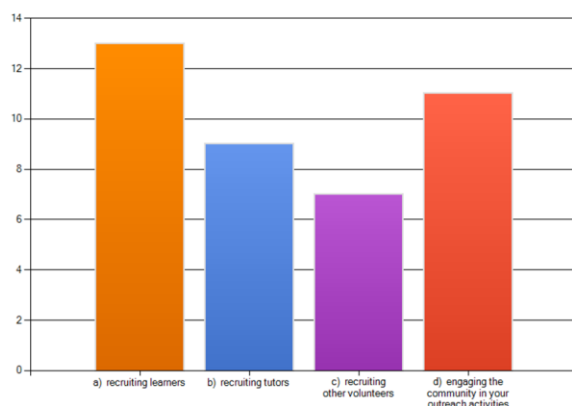
Born in the mid-1980's and later, Generation Y legal professionals are in their 20s and are just entering the workforce. With numbers estimated as high as 70 million, Generation Y (also known as the Millennials) is the fastest growing segment of today's workforce.

Congratulations to the Hamilton Regional Indian Center-Literacy Program—

Winner of the Draw for completing LLO's Survey on Challenges and Successes Marketing your Agency. Their agency received a \$50.00 credit towards the purchase of resources from the Laubach Literacy Bookstore. Over 32 agencies completed the survey.

Data is being compiled and summarized, and will be shared at a later date. In the meantime, the chart below shows that recruiting learners is the biggest problem experienced by many agencies. 7

Please indicate if you are experiencing problems with any of the following:



Need help with Performance Management and Building Capacity?

GTD (Getting Things Done) is a great resource recommended by a colleague. You can sign up and pay for the program, but you can also get free articles, free podcasts and sign up for their free newsletter.

Get useful tips that will help build capacity, increase performance, and help relieve the feeling of being overwhelmed with work.

Decades of in-the-field research and practice of GTD led to the publishing of the international best-seller Getting Things Done. Published in over 28 languages, TIME magazine heralded it as "the defining self-help business book of its time."

Listed below are examples of some of the free articles available here

http://www.davidco.com/free_articles/download

Getting Email Under Control

Are You Micromanaging Your Mind?

Finding Your Inside Time

Make It Up, Make It Happen

Overtime... All the Time

Personal Inventory Control

The Threefold Nature of Work

Time Management – What's the Real Issue?

Getting Your Inbox to Zero



Member News

ODLC puts the *fun* in *fundraising*!

Summer and fall were busy times for the Orillia and District Literacy Council (ODLC). Many events were enjoyed by students, tutors and staff that acknowledged the success of their students, raised needed funds for the Council, and promoted the ODLc within their community.

The whole story that originally appeared in the Orillia Packet & Times newspaper will soon be available at <http://www.odlc.ca/> under 'News and Events'.

Congratulations ODLc!



Photo above:

Paddlers from the ODLc entered in Orillia's 8th Annual Dragon Boat Festival. Braving the rainy conditions, they placed 2nd in the 'B' division this year and raised almost \$4000.



Picture taken from Literacy Alliance of West Nipissing's Facebook page at: <https://www.facebook.com/pages/Literacy-Alliance-of-West-Nipissing/1406891759532704?fref=ts>

Literacy Alliance of West Nipissing has been recognized for its efforts in the community.

"The Not-For-Profit Award is presented to the organization that exemplifies excellence and innovation in their programs, projects and partnerships. The organization promotes initiatives that make West Nipissing a better place to live and provides a valued service to the community."

The agency has devoted the last 2 years to raising literacy awareness. Our mission is to provide our clients with quality learning to fuel their pursuit of a better life and foster a desire for lifelong learning.

Submitted by Nanditta Colbear

Secret Santa

Picking names from a hat is a time-honoured holiday tradition. Many families draw names from a hat every year for a Christmas gift exchange. As the family gets bigger and bigger, this becomes a more challenging task. Not to mention the difficulties ensuring that spouses do not pick each other, or that you don't have the same person two years in a row. It is also a good way to cut down on your Christmas budget!

This free utility makes it easy for you to come up with a holiday gift exchange list for your Christmas gift exchange or Secret Santa. You can specify who can't have who, and you can even cheat a little and

make sure someone gets their first choice. The utility does the same thing you would do, randomly draw names until a good list is generated. And if you don't like the results, one click and you get a completely different list!

- See more at: <http://namedrawing.com/>



WELCOME NEW MEMBERS!

We would like to welcome our newest member, **Woolwich Community Health Centre** in St. Jacobs.

They have been added to the LLO wiki.

If you would like to welcome them please post a message:

<http://laubachliteracyontario.pbworks.com/w/page/15157379/FrontPage>

COMING VERY SOON!



LLO Bookstore will soon be accepting **PayPal**. Watch our website for further details:

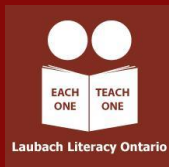
<http://www.laubach-on.ca/bookstore/payment>



LATEST EDITION OF

LLO - Express

<http://us2.campaign-archive2.com/?u=527e811a0e782656b30e777f3&id=a8e85b7b29>



Social media, such as **blogs**, **wikis** and **social networking websites**, have become essential tools for individuals and businesses. Platforms such as Twitter and Facebook have come to represent one of the most basic methods we use every day to communicate with friends, family and colleagues. These methods are being adopted in organizations to facilitate communication with customers, clients and staff, as well as a valuable low-cost marketing solution. These methods should be part of your knowledge management strategy. Your organization can use social media for:

- Marketing
- Delivery of services (e.g., content published for clients)
- Community outreach
- To recruit volunteers
- To solicit donations
- To get feedback
- To “tell our story”
- To communicate with volunteers and staff
- As a source of information



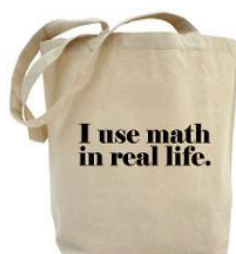
New LLO Projects



1. **Budgeting Module** – Create a 12-hour module on budgeting that can be delivered to LBS participants or Employment Service clients that have been referred to LBS. The module will be presentation-based, linked to the OALCF and mapped to appropriate milestones. The product will be made available as a free download in the LLO Bookstore. The module will also be adapted for online delivery in LLO's online Moodle classroom, Trainingpost.



2. **Problem-Solving Module** – Create curricula that focuses on problem solving techniques and includes a list of resources. The product will be made available as a free download in the LLO Bookstore.



3. **Real World Math Curricula to Support Task-Based Instruction** – Create curricula that integrates math in the real world with instructional supports and activities for learners, modeled after two popular New Readers' Press (American) resource series, one of which is now out of print. Incorporate youth-oriented activities to engage the growing number of younger participants in the LBS program. Create a connection between the curricula and the OALCF competencies and task groups. The product will be made available as a free download in the LLO Bookstore.



Tech Corner

Ask the Wizard of Awes

A member asked us to find out “how to link us with key words so we can come up in a Google search”, so we asked Tudor Costache, our webmaster and computer wizard. Here is his response:

“The answer to the question used to be a lot simpler a few years back: design the page correctly to include the keywords and description in the HTML heading as discussed here:

<http://webdesign.about.com/od/seo/a/keywords-html.htm>

Gmail Now allows You Save Attachments Directly to Google Drive - See more at: <http://www.edictogram.com/2013/11/gmail-now-allows-you-save-attachments.html#sthash.GTn2YA3.dpuf>



This is still worth doing. However, search engines increasingly display pages ranked in the order that other people link back to you. Thus, you may want to use those keywords in a Twitter or Facebook message linking back to your page, or have other organizations link to your page as well (e.g. see if your partners would like to link back to your program page if it's of value to their clients). (Incidentally, this is why we sometimes receive request to include a link to someone's page -- they are trying to increase their 'ranking'). Having other sites link back to your program page increases the 'ranking' for those keywords for that particular webpage.”

Leadership Webinars

Time sensitive...only available until
December 31, 2013!

NOTE: You can watch these recordings (stop, fast forward, rewind) as often as you like through Dec 31, 2013).

- 1) WEBINAR #1 RECORDING - [IMPROVING MEETINGS](#)
- 2) WEBINAR #2 RECORDING - [10 PRACTICAL ONLINE TOOLS](#)
- 3) WEBINAR #3 RECORDING - [MINDING THE GENERATION GAP](#)
- 4) WEBINAR #4 RECORDING - [COLLABORATIONS & PARTNERSHIPS \(from the funder perspective!\)](#)
- 5) WEBINAR #5 RECORDING - [BOARD GOVERNANCE - BEST PRACTICES IN THE REAL WORLD OF NONPROFIT BOARDS](#)

Practitioner's Toolbox

News For You

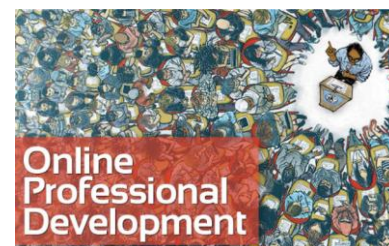
Have you seen **News for You**? It's offered in print and online (NewsforYouOnline.com). It has 7 news stories per week, 48 issues per year — 4 at 4-6-th grade level and 3 at 3-4th grade level. It comes with key vocabulary definitions and a Teacher's Guide that includes a lesson plan plus reproducible exercises for each story. The stories are on high-interest topics and are chosen to prompt discussion in class. The stories and graphics are designed to promote reading comprehension, but also touch on math, geography, history, and other subjects. The online version has additional interactive exercises, and readers can listen to the stories in their entirety or sentence by sentence. You can see more at www.newsforyouonline.com.



Nine places to find quality online professional development

Many of the sites listed here offer free courses or professional development opportunities:

<http://www.edudemic.com/high-quality-online-professional-development/>





Creative Curriculum Corner

Diabetes

By 2035, number of diabetes cases are predicted to soar to 592 million.

<http://www.cbc.ca/news/health/diabetes-cases-hit-record-382-million-worldwide-1.2426381>

“The world is losing the battle against diabetes as the number of people estimated to be living with the disease soars to a new record of 382 million this year, medical experts said on Thursday.

The vast majority have Type 2 diabetes — the kind linked to obesity and lack of exercise — and the epidemic is spreading as more people in the developing world adopt Western, urban lifestyles.”

Diabetes Essential Skills Kit (DESK) components are now available for download from Project READ's website. The files are rather large, so it may take a while to download without highspeed internet.

<http://www.projectread.ca/resources/publications>

The D.E.S.K. Learning Modules contains 12 learning modules that address 6 common barriers to a patient's independent diabetes self-management. These 6 barriers are:

- Reading and understanding information
- Understanding and remembering information given verbally
- Using math to count carbohydrates and manage dietary needs
- Using ratios to calculate insulin dosage
- Filling out forms
- Recognizing and analyzing patterns in blood glucose test results

These learning modules can be used with learners with different goal paths as they include activities from various contexts including employment and education.

The Diabetes Essential Skills Kit D.E.S.K. – Essential Skills Profiles

The D.E.S.K. Essential Skills Profiles contains 15 profiles that reflect the tasks that individuals living with diabetes have to perform on a regular basis. The profiles have been separated into 3 groups:

- Understanding Profiles (example: Understanding Type 1 Diabetes)
- Managing Profiles (example: Managing and Measuring Blood Glucose Levels)
- Complications Profiles (example: Understanding and Managing Foot Complications)

The profiles can be used by both Health Practitioners and Literacy Practitioners.

Easy Crossword Puzzles for Beginners

I'll never forget the look on the face of the first student I tutored, when I showed him The Laubach Way to Reading (LWR) crossword puzzle booklet. His face lit up! He was very motivated to learn how to do these puzzles because most of his co-workers were doing them in the lunchroom, and he always felt left out. He was in LWR Book 3 (which is IALS level one), and these crossword puzzles were written at that level. Literacy students do not need to use the series to enjoy these low-level, high interest crossword puzzles. They are only \$3.00 each and can be ordered through the Laubach Literacy Bookstore <http://www.laubach-on.ca/bookstore/laubach-way-reading>

There are many online crossword puzzles too...here is just one. I'm sure if you Google you will find more.

These easy crossword puzzles are meant for novice crossword puzzle solvers and are suitable for children or ESL students wanting to improve their English language skills. Many of these crossword puzzles are cartoon related and fun for younger puzzlers. <http://puzzles.about.com/od/beginnersxwords/>

Great marketing tool found on Project READ's website.

http://www.youtube.com/watch?feature=player_embedded&v=pDkyIYWHkwI



Literacy in the News

Canada's Job Grant Program

On November 8, 2013, Minister Jason Kenney met with the Premiers to discuss the Labour Market Agreement. Since there is so much at stake for literacy in these negotiations, CLO wrote a letter to Minister Kenney, which can be viewed here. :

www.communityliteracyofontario.ca/wp/wp-content/uploads/2013/11/Letter-to-Minister-Kenney-LMA-proposals-Nov-4-2013.pdf.

We encourage you to adapt and use this letter, or the one written by Project READ, which we can email to you upon request. Also, if you are on Twitter (and you should be) follow people and organizations who are tweeting or re-tweeting on this issue. Here is a tweet from Brad Duguid, Minister of TCU that LLO retweeted:

Brad Duguid @BradDuguid

8 Nov

Ensuring Ontarians have basic literacy skills that help them participate in the labour force is not training for trainings sake #onpoli

Retweeted by Laubach Literacy Ont

Below are some news articles about this issue, which would be good to share with your learners. **Perhaps they would be willing to write a letter about what your literacy agency means to them.**

Watch a video of Ontario's Minister of Training, Colleges and Universities, Brad Duguid addressing the need for Literacy and Basic Skills programs.

Read more: <http://www.ctvnews.ca/politics/no-agreement-yet-on-contentious-canada-job-grant-but-more-talks-ahead-1.1533540#ixzz2kePmqHut>

Organized labour concerned about possible loss of literacy & essential skills programs.
<http://www.northumberlandview.ca/index.php?module=news&type=user&func=display&sid=25241#.Un--hCiK9vA>

Article highlights need for more discussion to protect literacy & essential skills training under Canada Jobs Grant. "The shift "away from essential skills training is unanimously opposed by Canadian premiers and

labour market ministers," [Shirley] Bond [BC Minister] said"

<http://www.cbc.ca/news/politics/jason-kenney-gets-frosty-reception-to-job-grant-plan-1.2419467>

Literacy declines with age according to research into literacy survey results of Norway, US and Canada. There is a need for lifelong learning, literacy and essential skills training for all age groups to help skills retention especially for older workers.

Results of Labour Market Study of Literacy and Essential Skills Workforce

Canadian Literacy and Learning Network (CLLN) coordinated a large-scale, confidential survey of Literacy and Essential Skills (LES) workers in Canada to get a comprehensive picture of who is working in the field. The ground-breaking study included paid LES workers including instructors, coordinators, assessors, program managers, supervisors, and administrators. Supplementary research was conducted on LES hiring practices and requirements within Canada and LES labour market studies in other jurisdictions.

LLO staff signed up to the November 13th webinar, which ended with four project conclusions and four project recommendations. For example, the project concluded that the impact of impending large numbers of retirements and staff turnover challenges recruitment, retention and LES system stability. The recommendation that followed that conclusion was that there needs to be human resource strategies to support consistent working conditions across regions and organizational types. Another recommendation is to identify supports to increase consistent access to high quality professional development and training.

Click [here](#) to link to the recording - and feel free to share! Embedded in the recording are links to download the presentation deck, as well as pdfs of result summaries (FRE and ENG) (top right hand corner of the screen).

Have a staff lunch and watch it together!