

# Expressions

**Each One Teach One** E-Magazine

Volume 3  
Issue 3

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

Our very own  
GARY PORTER pictured  
here with  
MINISTER MALLOY at  
LITERACY ACTION DAY!



***LLO Conference 2010***

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***Keys to Success!***

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### **DISCLAIMER**

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# KEYS TO SUCCESS



## **LLO Conference 2010**

**Friday, June 25 – Sunday, June 27**

**Wilfrid Laurier University, Waterloo**

As in previous years, the conference will give you a chance to participate in:

- Workshops
- LLO Idol Contest (karaoke)
- Roundtable discussions
- Banquet
- Networking

Hosted by [The Literacy Group of Waterloo Region](#)

For more information: <http://www.laubach-on.ca/teach/news/conference/>

# KEYS TO SUCCESS

LLO CONFERENCE WORKSHOPS			
<i>Date and Time:</i>	<i>Friday, June 25,2010 2:00 p.m. to 4: 00p.m.</i>	<i>Saturday, June 26,2010 10:00 a.m. to 12:00 noon</i>	<i>Saturday, June 26,2010 2:00 p.m. to 4:00 p.m.</i>
Workshop Name:	Exploring the Use of Wikis in the Literacy Field	Use Moodle to Learn Online! Become a Moodler!	Moodle Supports Online Learning. Should I know what Moodle is?
Presenter:	Monika Jankowska-Pacyna	Nancy Friday	Nancy Friday
Organization:	Alpha Plus	Alpha Plus	Alpha Plus
Workshop Name:	HST and Non-Profit Organizations	GO FOR IT! - A self direction/Self-Management Journey	An Overview of the Ontario Adult Literacy Curriculum
Presenter:	Lori Curtis	Jo Cryderman	Robyn Cook-Ritchie
Organization:	Curtis-Villar Chartered Accountants	Literacy Society of South Muskoka	Community Literacy of Ontario
Workshop Name:	The Sound Of Leadership	Telling Our Story: ACE Distance-From 36 - 3000+ in 21 months	Keys To Our Future
Presenter:	Valerie Sadler	Arlene Cronin	Helen McLeod
Organization:	Mission Services of Hamilton	College Sector Committee	Simcoe Muskoka Literacy Network
Workshop Name:	Integrating Literacy and Employment: A Community Approach	Recognizing Life's Work	Low Levels of Basic Education,Exam-phobia &&Histories of Failure-Adventures in The British Prison Education System
Presenter:	Tamara Kaattari	Jane Tuer	Stephen Ballard
Organization:	Literacy Link South Central	QUILL Learning Network and Project READ Literacy Network	Bruce-Georgian
Workshop Name:	Working With Learning Challenges: Fetal/Alcohol Spectrum Disorder, ADD/ADHD and Post Traumatic Stress Disorder	TIES (Training/Incorporating skills)	Cultural Barriers for First Nation Learners
Presenter:	Joanne Prior	Karen McGregor	Theresa Sims
Organization:	Simcoe County District School Board- Central North Correctional Centre - The Learning Centres	Kingston Literacy	Ningwakwe Learning Press
Workshop Name:	Revealing Your True Colours	Designing Workshops Based on Needs Assessments	Annual Student Meeting (Student Caucus)
Presenter:	Andrea Pitts	Connie Morgan	Student Committee
Organization:	ClearWorks Communications	Laubach Literacy Ontario	Laubach Literacy Ontario

# Join a Winning Team!

## Leaders Wanted....Become a Director for Laubach Literacy Ontario

We are seeking applications from people interested in serving on the provincial Board. If you are interested in this leadership opportunity, please complete and submit the **“Nomination Application Form for LLO Board of Directors”** by May 12, 2010.

You can download it from:

<http://www.laubach-on.ca/getinvolved/facts/news/leaders-wanted-become-director-laubach-literacy-ontario>

Helpful skills would include:

- Business Management (Social Enterprise, Business Development, Distribution)
- Employment Resource
- Fundraising
- Financial
- E-Learning



There are vacancies for four directors to be elected to serve on the nine-member Board of Directors, one of whom is the student representative who will be elected by learners at the conference during the Annual Student Meeting (Caucus). Interested people who are not affiliated with Laubach Literacy Ontario but are looking for an exciting volunteer opportunity are also invited to apply.

Laubach Literacy Ontario will be holding its 29<sup>th</sup> Annual General Meeting on Saturday, June 26<sup>th</sup>, 2010, at 5:30 PM in the Turret Room, at our “Keys to Success” Conference being held at Wilfrid Laurier University in Waterloo.

**CALLING ALL STUDENTS!!!** **ATTENTION** Literacy Coordinators...please pass along this very important information to your learners:

At last year’s student caucus, many of the students said it was important that information about the LLO Conference—including information about students running for LLO’s provincial student representative position—get to them in time. Please advise your students of the following:

1. This year’s conference is unfunded. Member cost to attend the full conference which runs from Friday afternoon, June 25<sup>th</sup> to Sunday morning, June 27<sup>th</sup>, 2010 is \$200.00. That includes two nights’ accommodation at the Wilfrid Laurier University Residence, five meals and three workshops. There will also be daily rates available.
2. There are 35 subsidized spots for students to attend the full conference for \$50.00. Information about the subsidized spots, daily rates and the annual student meeting (caucus) will be in the Conference Brochure being e-mailed and posted on our website in May.
3. Information about the students running for LLO’s provincial student representative will be in the AGM report being e-mailed in May. Please share this with the students who are attending.
4. If you know of a student who is interested in submitting an application to run for LLO’s provincial student representative, give them the student nomination package, which includes a job description, or direct them to our website at <http://www.laubach-on.ca/getinvolved/facts/news/leaders-wanted-become-director-laubach-literacy-ontario>
- 5.

## **LLO Provincial Student Representative**

For the past three years it has been an interesting experience sitting on the LLO board as Representative for all LLO Students in Ontario.

My first term was learning how the board operates and getting to know the policies, having input in changing and making new policies to help LLO to operate better.

My 2nd term was easier because I understood the operation of the board, policies and roles and responsibilities as a board member. At the end of the 2nd year we noticed that the Student Caucus committee Terms of Reference needed some changes in order to serve the students better.

My 3rd term was even easier and I was able to express my views more as I was understanding the policies and the responsibilities as a LLO Student Representative at the board meeting.

In November 2009 as a Student Representative, I attended the Literacy Awareness Day at Queens Park in Toronto along with other board members and other Literacy Representative groups from across Ontario. This day was my first time inside this old beautiful building.

It's time for me as LLO Student Representative to step down and allow the next elected Student representative to fill the position in June at the next LLO conference.

What skills are needed by the Provincial Student Representative?

- \*Good at supporting and motivating others.
- \*Able to work well with people in group settings.
- \*Good speaking skills one- on- one, with groups, by phone.
- \*Good basic reading skills and writing skills.
- \*Know how to use email, and the internet.



If any student would like to call me regarding the Student Representative position you can call the LLO office and leave a message.

I would like to thank all the LLO Students, Board members and the staff for all your support -it was a great experience.

LLO Student Representative.

***Keith Allen***

A new STUDENT COMMITTEE was appointed by the LLO Board of Directors for 2010-2011 and include past winners of the Arnie Stewart Award, and the Student Representative. Members are:

Keith Allen, Mike Chamberlain, Jack Osborne, Rubert Payea and Gary Porter. Arnie Stewart is a member of this committee as an advisor. They will select the winner of the Arnie Stewart Award for this year and they will lead the Annual Student Meeting (caucus) at the conference. At the caucus, students will vote for the new student representative to sit on LLO's Board, and lead the new student committee. Students will also have their voices heard at the Annual Student Meeting.

## *My Second Chance*

*Written by: Shanda Laberge*

My reading problems have affected my life in countless ways. From childhood on, I had always had problems with reading and spelling. But, my story starts in high school. Very seldom did I attend classes while I was enrolled in high school. I was what people would call a troubled teen. My reading skills were such an embarrassment, it made me hate school.

My last memory of school is one that has continuously haunted me; it's of my grade ten cooking class. The teacher in this class had everyone participate in reading through a story about salmonella poisoning. She began assigning parts of the story to each student, and we were to read it out loud. I remember sitting at that table, praying that my name wouldn't be called. When it was called I had a silent panic attack, my legs had gone numb and I felt like I was going to pass out. At that moment when my name was called I had said to the teacher, "I'd rather not read today." Her reply was, "Yes, Shanda I want you to read this paragraph." Now, I was feeling ill, and I didn't know how to get out of it. So I tried pleading with her by saying, "Please, I don't want to." At this moment my classmates had started laughing at me. I was extremely embarrassed, and walked out of the classroom. This was one of the last days I spent in that school.

*To read the rest of Shanda's story online click here:*

<http://www.laubach-on.ca/gethelp/studentsuccess/shanda>

*Shanda wrote this story as part of lesson 7 from the new Endeavor series from New Readers Press. You can order this series from the Laubach Literacy Ontario Bookstore.*

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



# Program Administration

## AccessON

Learn more about making accommodations for students on the AccessON website developed by the Ministry of Community and Social Services

[http://www.mcsc.gov.on.ca/en/accesson/understanding\\_barriers/index.aspx](http://www.mcsc.gov.on.ca/en/accesson/understanding_barriers/index.aspx)



Literacy Volunteers of Quebec presents:

## More Than Words on Paper: Building Literacy One Reader at a Time

Testimonials by adult literacy learners and volunteer literacy tutors about the struggle of living with low literacy.

A great resource when making presentations in the community!

<http://www.youtube.com/watch?v=b9Y6d8n5PVI>

## EO Information

### Employment Ontario Information System (EOIS)

### Case Management System (CaMS) Orientation

Click on the link below to take the online course designed for MTCU and Employment Ontario service provider staff who will use the new EOIS CaMS to administer the Employment Service and ministry delivered programs such as Second Career. The CaMS Online Orientation explains how the system will support the service provider's daily case management of Employment Ontario clients. It will also provide insight into how MTCU staff will use the system to manage clients who are referred to ministry delivered programs.

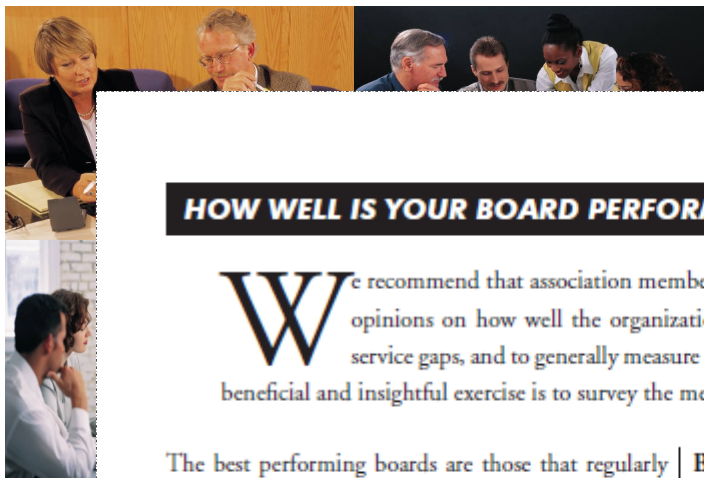
[http://www.tcu.gov.on.ca/eng/eopg/eotransformation/cams\\_orientation/index.html](http://www.tcu.gov.on.ca/eng/eopg/eotransformation/cams_orientation/index.html)

### Don't forget about the Core Quality Standards!

Take some time in the summer to revisit the core quality standards as part of your **continuous improvement** for your organization. In 1994, the Government of Ontario published the *Framework and Quality Standards for Adult Literacy Education in Ontario*. The eighteen Core Quality Standards were outlined in this document. The standards continue to be the foundation for adult literacy programming and new initiatives such as the Ontario Adult Literacy Curriculum.

1. Program mission
2. Community focus
3. Program commitment to learners
4. Learner commitment to program
5. Respect for learners
6. Learner-centred approaches and methods
7. Access and equity
8. Learning assessment
9. Instruction time
10. Ratio of learners to instructors
11. Learning materials
12. Practitioner training
13. Outreach
14. Support services
15. Organizational links
16. Program accountability
17. Administrative accountability
18. Program evaluation





## HOW WELL IS YOUR BOARD PERFORMING?

**W**e recommend that association members be surveyed regularly to gauge their opinions on how well the organization is meeting their needs, to identify service gaps, and to generally measure the “pulse” of the members. An equally beneficial and insightful exercise is to survey the members of the board of directors.

The best performing boards are those that regularly undertake self-evaluation. A survey of directors will provide an overview of strengths, weaknesses, and competency gaps. The results will likely reveal some surprises and also confirm some things about a board’s performance. For some boards, the results can be transforming.

Ideally, the board survey/evaluation is conducted a few weeks before a board retreat or meeting. The chair and executive director or a consultant usually prepare a summary of results, which are then discussed by the board as a whole.

Below is a range of statements about governance, board functioning, and director competencies for a typical survey of directors. Ask directors to indicate whether they strongly agree, agree, disagree, strongly disagree or don’t know in response to each statement. Be sure to provide space on the survey form for comments.

### Governance

1. The mission, objectives and mandate of the organization are clear, understood and embraced by the Board members.
2. Roles and responsibilities of the Board members and the Executive Director are clearly defined.
3. There is good two-way communication between the Board and the Executive Director.
4. The Board has developed and communicated a three- to five-year strategic plan and associated priorities and goals.
5. The governance structure, including the number, structure and mandates of committees, is appropriate for the work of the organization.
6. The development of Board members is encouraged and supported by a learning plan.

### Board Functioning

7. The processes related to Board meetings, including planning and preparation, conduct of meetings, rules of order, decision process, and post-meeting implementation of decisions are well defined and practiced.
8. The amount of time I spend on Board work is not overly onerous.
9. The Board works well as a team.
10. Conflicts are resolved respectfully and in a timely way.
11. Following a vote on a motion, the Board decision is publicly supported by all directors.
12. Directors come to meetings well prepared.
13. The Chair is effective and skilled at managing meetings, delegating responsibility and ensuring all voices are heard.
14. Board meetings are interesting and enjoyable.

### Competencies

15. There is the right mix of skills and competencies on the Board:
  - a. interpersonal (communication, trust, respect, values);
  - b. governance (accountability, strategic thinking, problem solving, decision making, leadership, stewardship); and
  - c. technical (accounting, specific professional designation, marketing).

The survey should also seek directors’ views on issues, challenges and priorities for the organization.

16. What are the three to five issues or priorities that the Board should focus on in the next year?
17. What do you believe are the key challenges to achieving success on those priorities? **B**

# ***“Turnaround”***

## ***Part 3 The Final Installment...***

**A short story by  
Patty Cantwell**

For much of the remainder of the school term their sessions continued to get a little bit better. So time went by and Billy gradually began to open up to her as to why he had robbed the coffee shop. He began to tell her about his childhood and of his dad leaving he and his mom to have an affair with his mom's best friend. At another session he told Jenna the story of how his mom had lost her job when the factory where she worked was forced to close. They kept getting notices about the rent, phone bills, cable, and hydro. Every day Billy would go to school and hurry home to check on his mom and then rush to his job at the library. He loved his job as he got to work with books. He told Jenna about his goal to be a teacher. When his mom found out that she was diabetic and needed daily medication, Billy felt even more frustrated. He felt so much pressure to try and find a better paying job to help his mom with the bills and her medication. Jenna began to see a totally different person from the person who had robbed the coffee shop and assaulted her friend.

One day when Jenna arrived for their usual session she was surprised to see his mother there. His mother told Jenna that Billy wanted to be a teacher and how he wanted to go to college but he



*Author Patty Cantwell (right) is pictured here with her tutor from the Literacy Group of Waterloo Region*

had become so frustrated that he was unable to earn enough money to pay the bills. Billy then told her that he even tried talking to his dad for help but was devastated when his dad turned him down. Jenny heard how Billy became so overwhelmed that he couldn't take it anymore. He was desperate. He knew that he had to do something, if he didn't the situation would have gotten worse. It was at this point that Billy came up with the plan to

rob the Tim Hortons. However he didn't mean to hurt anyone because that wasn't part of the plan. But things had gotten out of hand and he had hurt someone. So while he's been in jail he's had lots of time to think about what he had done and how sorry he was. He wants them to try and forgive him somehow. Jenna looked over at his mom and she was crying and Billy looked so sad. Jenna reached out her hand to him. The guard came to take Billy back to his cell and Jenna started to cry.

Meanwhile time went by and Jenna completed her case study and her studies towards becoming a lawyer. In the spring she graduated and soon found a job.

The following fall Billy was granted parole and moved into affordable housing in the downtown area and his mom moved in with him.

One day Jenna was hurrying from her job at the lawyer's office and she decided to stop at the fountain downtown to enjoy the colourful leaves. She looked over at the opposite side of the fountain and was startled to see Billy walking towards her. A look of shock came over his face as he recognized her. Jenna gave him a hug. Billy began to tell her that he was now in teachers' college and looking forward to becoming a teacher. He asked her what she had been up to and Jenna told him and then asked him about his mom. They spent the rest of the afternoon talking and realized that they had a lot in common. Billy asked her if she would like to go out to dinner with him sometime. Jenna said, "yes and there's someone that wants to meet you".

*The End*

# Creative Curriculum

## Corner

The **Ottawa Community Coalition for Literacy (OCCL)** and the **Ottawa Public Library (OPL)** recently announced the launch of *Getting to Know the Library in ASL*. In collaboration with our project consultant the **Ottawa Deaf Centre**, they produced a 35 minute video version of the manual *Getting to Know the Library*.

This is available on the OCCL website:

<http://www.occl.ca/video/video3.htm>

The video has optional captions for viewers who may not be fluent in ASL. It is accompanied by 10 additional mini videos on various library topics as well as print-based activities.

Funding was provided by the Ministry of Training, Colleges and Universities.

### Newcomer Finances Toolkit

The **Ottawa Community Loan Fund's Newcomer Finances Toolkit** was produced with funding from Citizenship and Immigration Canada. This toolkit was designed to help you address financial topics with the newcomers in your program. Begin with the **Instructor's Manual**, which will give you an overview of the toolkit as well as helpful information on how to use it. The **Instructor's Manual** also has suggested activities to use with newcomers.

<http://www.oclf.org/en/newcomers.php>



## Occupational Curricula



### Literacy Link Eastern Ontario

Please visit the LLEO website for current prices and ordering information. Select Resource Links from the Home Page  
[www.lleo.ca](http://www.lleo.ca)

#### Available CDs:

- ☐ Call Centre Curriculum
- ☐ Health Care Curriculum
- ☐ Hospitality Curriculum
- ☐ Landscaping & Grounds Maintenance Labourers Curriculum
- ☐ Food Counter Attendants, Kitchen Helpers and Related Occupations Curriculum
- ☐ Retail Curriculum
- ☐ Food Processing Labourers Curriculum
- ☐ Skilled Trades Helpers and Labourers Curriculum
- ☐ Supported Job Search
- ☐ Assessment Tools in the Workplace
- ☐ Experimental Model for Project Development Partnerships

# Essential Skills and LBS

LLO is pleased to announce the launch of the new resource:

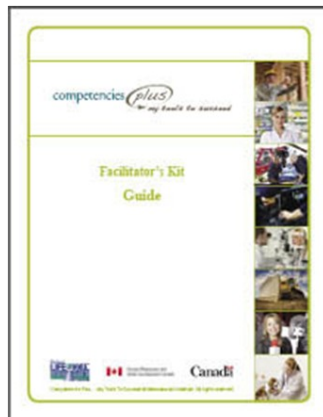
## Sample Activities using Authentic Workplace Materials

This resource can be downloaded off of the LLO website in both French and English:

<http://www.laubach-on.ca/teach/materials/IES>



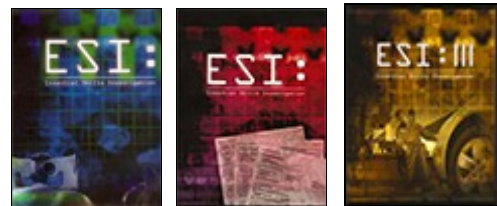
**Competencies Plus... My Tools to Succeed**, was created by the National Life/Work Center with the support of Human Resources and Skills Development Canada and the Office of Literacy and Essential Skills.



<http://www.competenceplus.ca/eng/accueil.html>

## The Sto:Lo Nation Human Resources Development Website

They have developed a video series called **Essential Skills Investigation**. The videos can be viewed online or you can order copies.



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

## Literacy and Essential Skills Tools and Resources


HRSDC has a number of new tools and resources available on the website:

[http://www.rhdcc-hrsdc.gc.ca/eng/workplaceskills/essential\\_skills/general/tools\\_apps.shtml](http://www.rhdcc-hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/tools_apps.shtml)

# 19 Great Ideas to *Bounce* Along

1. Spread Bounce sheets around foundation areas, or in trailers, or cars that are sitting and it keeps mice from entering your vehicle.
2. It will chase ants away when you lay a Bounce sheet near them.
3. It takes the odor out of books and photo albums that don't get opened too often.
4. Tie a sheet of Bounce through a belt loop when outdoors during mosquito season to repel the bugs.
5. Since Bounce is designed to help eliminate static cling, wipe your television (or computer) screen with a used sheet of Bounce to keep dust from resettling..
6. Clean soap scum from shower doors with a sheet of Bounce.
7. Place an individual sheet of Bounce in a drawer or hang in the closet to freshen up the air in your home.
8. Put Bounce sheet in vacuum cleaner.
9. Prevent thread from tangling. Run a threaded needle through a sheet of Bounce before beginning to sew.
10. Prevent musty suitcases. Place an individual sheet of Bounce inside empty luggage before storing.
11. Place a sheet of Bounce under the front seat to freshen the air in your car.
12. Clean baked-on foods from a cooking pan. Put a sheet in a pan, fill with water, let sit overnight, and sponge clean. The anti-static agent apparently weakens the bond between the food and the pan..
13. Place a sheet of Bounce at the bottom of the wastebasket to eliminate odors.
14. Collect cat hair. Rubbing the area with a sheet of Bounce will magnetically attract all the loose hairs.
15. Eliminate static electricity from Venetian blinds. Wipe the blinds with a sheet of Bounce to prevent dust from resettling.
16. Wipe up sawdust from drilling or sand papering. A used sheet of Bounce will collect sawdust like a tack cloth.
17. Eliminate odors in dirty laundry. Place an individual sheet of Bounce at the bottom of a laundry bag or hamper.
18. Deodorize shoes or sneakers. Place a sheet of Bounce in your shoes or sneakers overnight.
19. Put a Bounce sheet in your sleeping bag and tent before folding and storing them. It will keep them smelling fresh.

For more ideas go to: [http://www.bouncesheets.com/en\\_CA/index.jsp](http://www.bouncesheets.com/en_CA/index.jsp)



Do you have any great ideas or resource we could include in the next edition of E-Magazine? Email them to Robyn at [ritchieg@execulink.com](mailto:ritchieg@execulink.com)





The **learningHUB**, or Ontario's online source for Literacy and Basic Skills training for its English speaking population, continues to grow at an amazing rate. An estimated 1,500 learners are expected to have enrolled with the HUB this year, bringing the total number of online literacy learners to 2,300 since the HUB took on its first learner in October 2007. The popularity of online LBS programming is only expected to continue given the current economic climate in the province, the continued demand for skills training, the push

for flexible learning in LBS classrooms, and the growing awareness of the Hub amongst Employment Ontario service providers and the general public in both rural and remote areas of Ontario.

The **learningHUB** uses both asynchronous and synchronous methods of program delivery. Asynchronous Learning involves learning activities that are completed independently when it is convenient for the learner (accessible 24 hours/day, 7 days/week). Synchronous Learning involves live classes, where everyone logs online at a scheduled time.

2009-2010 was a big year for the HUB. An infusion of funding from MTCU as a result of the provincial government's 2009 budget commitment to distance learning and literacy meant the Hub was able to move forward with a number of its plans to make the learningHUB more user friendly, increase supports, and increase curriculum. In addition to hiring additional staff to mentor learners studying under the asynchronous (independent study) platforms, the HUB hired a Technical Support Practitioner and purchased a licence for LogMeIn Rescue, which will allow third party access to a learner's computer in order to assist with technical difficulties that may prevent a learner from succeeding online.

The HUB is currently working on a number of curriculum development/adaptation projects, many with an occupational/workplace focus. The HUB has also identified a need for more asynchronous (independent study) curriculum directed at lower level learners. Although much of this curriculum could be developed in house, the HUB would prefer to use existing curriculum and adapt it to an online format. Anyone who has curriculum they think might be suited to this purpose is encouraged to contact Heather at the learningHUB.

One of the biggest projects being undertaken is the reconstruction of the learningHUB website. Launch of the new website is planned for late April or early May. The new website is expected to be much more user friendly and full of practitioner and learner supports and resources. Along with the "new and improved" website will come a "new and improved" method of registration, plus set learning pathways to specific goals.

Finally, while the HUB appreciates positive feedback from the field, it also appreciates constructive criticism. If there is something that isn't working well for your learners, or if you have a suggestion about curriculum, delivery, or best practice, we would love to hear from you. The only way we can improve our service is by identifying the weaknesses and gaps. Please feel free to give your feedback to Heather at [heather.learninghub@gmail.com](mailto:heather.learninghub@gmail.com) or 519-482-1700.

# ***Laubach Literacy Bookstore***

***Books you don't need.....Bring them to our conference***

We are going to try something new this year. In addition to having our bookstore display we thought it might be a good idea to have a **Book Exchange/Swap/Sale**.

We have heard from a few members that they have old books that they would like to get rid of and we unfortunately don't have the room for them either. Anyone who has visited our office understands what I mean.

So.....we decided to have a table in the foyer of the Bricker residence for books that you still love but have no room for. Perhaps other members will take them home and love and use them.

If you have books you would like to sell – that is up to you – but you will be responsible for all monetary transactions.



***Congratulations to the winner of Training Needs Survey who gets \$100.00 voucher for bookstore.....***

**Alison Kozlow** the Executive Director from the **Timmins Learning Centre**.

The results of the Training Needs Survey are posted on our member wiki:

<http://laubachliteracyontario.pbworks.com/>

## ***Student Subsidies for conference...***

Our conference this year is unfunded so that means the cost per member is \$200 for the full package (2 nights accommodation, 5 meals, 3 workshops and fun).



We like to be able to subsidize our students but without the government funding it becomes a challenge. Luckily, we still have dollars left from previous years

donations, \$3,350 and we plan on using it to help keep the costs for students down.

As you are aware, we also operate our social enterprise – the Laubach Literacy Bookstore. The proceeds from a social enterprise are to be used to help benefit and support our members and we thought this would be a great opportunity to do so. The profits from the first year of operation, \$6,650, will be used to help fund the conference. This amount will be divided between general conference costs (\$4,750) and student subsidies (\$1,900).

So...the bottom line is we can help 35 students come to the conference at a rate of \$50 rather than the full price of \$200.

# WANT TO BE A "PREFERRED CUSTOMER"?

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**Laubach Literacy Ontario** with the assistance of a Trillium Ontario grant started a social enterprise distributing New Readers Press materials. Since Laubach Literacy Canada closed its doors it seemed like a great opportunity to help support our members.

We are now expanding our parameters and are offering a “Preferred Customer” rate to all LBS programs in Ontario. There is an annual fee of \$75, for this privilege, which entitles you to a 20% discount on New Readers Press materials. LLO covers the brokerage, shipping and exchange from New Readers Press in Syracuse, New York. You just pay for the books and the cost of shipping to you. If you are not interested in becoming a “Preferred Customer” you can still purchase materials from us but at our regular price.

Some of our core materials are: **Laubach Way to Reading, Patterns in Spelling, Focus on Phonics, Challenger, Voyager and Breakthrough to Math.** Every set includes a Teacher’s Guide and Student Workbook. These are tried and proven materials. If you are not familiar with these publications, check them out at [www.newreaderspress.com](http://www.newreaderspress.com).

We are not the only distributor of New Readers Press materials in Ontario, but we are the **only distributor that uses the materials ourselves** and the **only distributor that can provide training** to use the materials appropriately with literacy learners. We can provide advice on materials based on the experiences of our tutors and trainers!

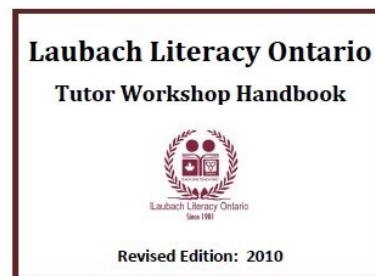
We are in the process of developing an on-line order form, but for the time being, contact our office at 1-866-608-2574 and ask for Mary Anne Baker or e-mail [mabaker@laubach-on.ca](mailto:mabaker@laubach-on.ca) and ask for an order form. We can discuss if you are interested in becoming a “Preferred Customer” at this time. Member and Preferred Customer pricing is extremely competitive.....so give us a call. We will gladly forward an order form to you.

# Laubach Tutor Workshop Handbook

The newly revised handbook (updated Feb 2010) is available in PDF format as well as Word format, for those who would like to adapt it for their use in training. To download, go to <http://www.laubach-on.ca/teach/members/handbook>

This handbook is used by many Ontario literacy councils for tutor training and as an ongoing resource manual for tutors.

Laubach Literacy Ontario (LLO) has published a Tutor Handbook for a number of years. The LLO Board, in conjunction with a new standing committee of the Board, the Training, Development and Certification Committee (TDAC), decided it was time to introduce a revised version.



We took a “best of the best” approach, using our existing handbook, handbooks developed by LLO member groups, and materials developed by Laubach Literacy of Canada (LLC) before it closed its doors in early 2008. Members of LLO made a significant contribution to the development of these LLC materials. Many of these materials can also be found on the new Literacy Trainer Manual DVD that each Laubach trainer received last year.

The result is this Handbook, which we hope tutors, trainers and literacy practitioners in general will find a tremendous resource as we move forward in our mission to support our member agencies in the achievement of higher levels of literacy throughout the province.

Each section is divided according to the Laubach Enhanced Training Guidelines. In each section, there is more than you could possibly include in your own Agency's Tutor Handbook. We hope you will select those materials which will be most useful for your own tutors from the smorgasbord we have provided. Feel free to change or omit sections which are not applicable, and when you have finished your selection, don't forget to renumber all the handout pages.

**Training By Design Videos now available in DVD format for both Literacy and ESL training. Call the office for more information!**



## By Trainers for Trainers

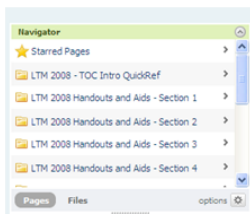
<http://www.laubach-on.ca/teach/members/bytrainers>

As trainers, we have developed countless presentations, many of which have been highly successful in our tutor training sessions. We hope this page will eventually become a tremendous shared training resource. While a number of the presentations have animation effects and lend themselves specifically for use with computer projectors, they can easily be adapted for use with overhead projectors. They can also be adapted to your own specific needs as trainers. Watch for more to follow - and please send us yours for inclusion on this page!

**Are you ready to put your paperwork in for certification as a Laubach Trainer?**  
**Send in your application to the LLO office by May 30th.**  
**Email the office at [literacy@laubach-on.ca](mailto:literacy@laubach-on.ca) if you have any questions.**

## **Attention Laubach Trainers and Apprentice-Trainers:**

The old LTH (Literacy Trainer Handbook) is available in Microsoft Word on the LLO Trainers Wiki on the "Laubach Enhanced Training System" (LETS) Segments and Resources Page. The handbook has been broken down into segments and listed under each of the LETS Sections. It is in a chart for easy access.



The NEW LTM (Literacy Trainer Manual-2008) that LLC sent to each trainer in CD format only, is also available in Microsoft Word on the LLO Trainers Wiki on the same page, but not in a chart. It can be found on the right-hand side of the wiki page in the "navigator" section (above the "sidebar"). To access the trainer wiki: <http://llo-trainers.pbworks.com/>

If you would like the 2008 LTM in hard-copy, LLO can provide it to you for \$40.00 plus shipping (you provide your own binder). Contact Mary Anne at the office to order...[mabaker@laubach-on.ca](mailto:mabaker@laubach-on.ca)

### **From our (e)mail bag:**

I am interested in accessing the LLO main site, and the LLO training site. I am not sure what username and password I would use to access these sites. In addition to this I remember signing up for training that would cover a number of modules but for the life of me cannot remember if they were on wiki or moodle. I also cannot remember what username and password I used. Would you have a registry that you can access to see what I joined up for. In addition, I do not know if I ever received a password or username for LLO's main site or training site. Can you help?



Answer: Here is a screen shot of LLO's Training Post, hosted on AlphaPlus. If you have never registered before, you can use any Username and Password you want (just remember to bookmark it or write it down). If you have registered before but can't remember your Username or Password, just ask for help by clicking on the "Yes, help me log in" page.

Few of our courses are "locked" but if there is a locked course you want to check out, contact Robyn Cook-Ritchie at [ritchieg@execulink.com](mailto:ritchieg@execulink.com)

Hi everyone,

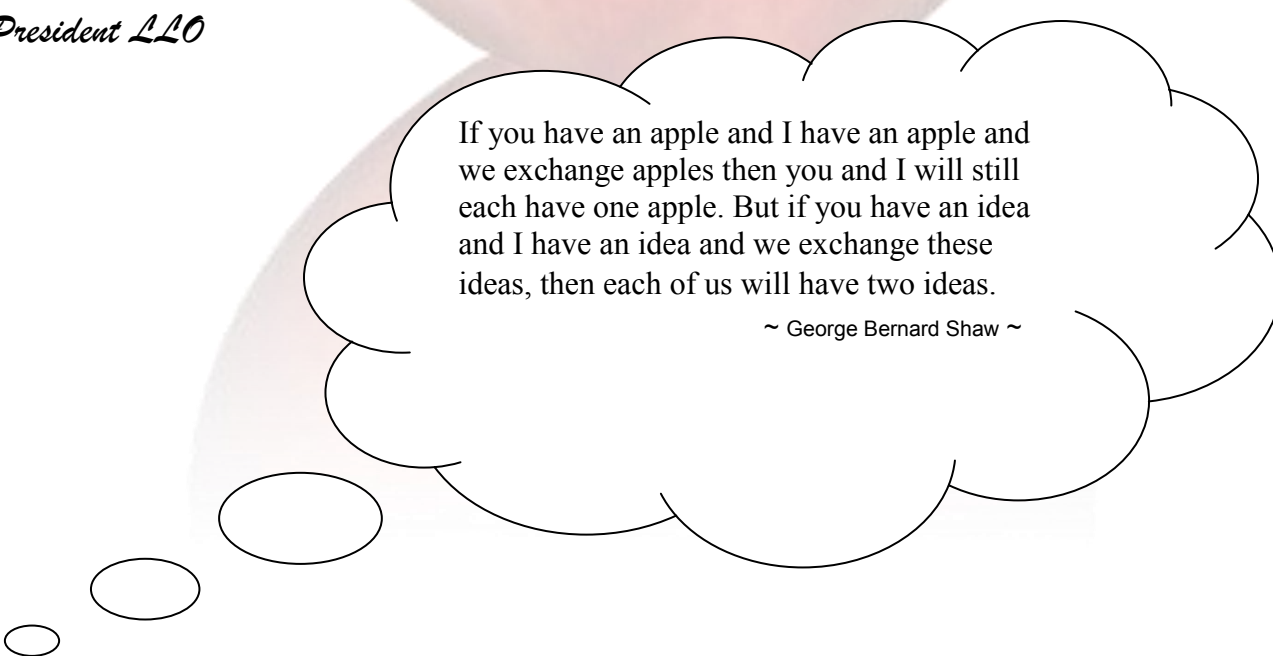
I hope this newsletter finds you all safe and well. Over the past year the Community Based Literacy Agencies have been working hard at advocating for more funding. I would like to congratulate all those who received some funding from the earlier call for proposals and the more recent 4<sup>th</sup> Quarter Funding. I am hopeful that the Province is now beginning to recognize the Community Based Agencies and the important work we do!

In November many of us attended Queen's Park with some students, practitioners and volunteers and had a very successful day speaking to Ministers, MPP's, press people and anyone else who would listen to us. Thank you to all of you that took time out of your busy schedules to attend Queen's park and speak on the importance of Literacy and Basic Skills Community Based programs. LLO was encouraged by the strong support we had for this event and are anticipating holding another Literacy Awareness Day in November 2010! If anyone is interested in helping to organize this event, please contact the LLO office. Stay tuned for more details!

In June 2010, LLO will be hosting our Annual Conference at Wilfred Laurier University in Waterloo. With the Literacy Group of Waterloo Region co-hosting this conference it promises to be filled with great workshops and learning activities for everyone!

In closing, LLO, along with all our members, have become quite a team! I encourage you all to continue to raise awareness of literacy issues, and stand together and help one another through these difficult times.

*Sue Bannon*  
*President LLO*



If you have an apple and I have an apple and we exchange apples then you and I will still each have one apple. But if you have an idea and I have an idea and we exchange these ideas, then each of us will have two ideas.

~ George Bernard Shaw ~