

Expressions

Each One **E-Magazine**

Teach One

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magazine for literacy students
and practitioners published by
Laubach Literacy Ontario



GED Resources at the LLO Bookstore

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Accessibility for Ontarians with Disabilities

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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

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Literacy Awareness Day

Notice

Laubach Literacy Ontario

Literacy Awareness Day
Change of Date

In light of the recent "Literacy at Queen's Park" event hosted by the Ontario Literacy Coalition, LLO has decided that holding a similar event in such close proximity would not have as great an impact. LLO's Literacy Awareness Day will be at Queen's Park on Monday, February 28, 2011.

We hope that by rescheduling it to February, we will have more information about funding and capacity issues. If we don't continue to get the enhanced funding, we can make a strong case for the impact of that decision. Also, that date is closer to budget consultation time and the impending provincial election.

Join our Literacy Awareness Day public wiki at <http://literacyawarenessday.pbworks.com/> if you are interested in continuing the discussions around funding and capacity concerns.

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Laubach Literacy Ontario would like to thank CUPE (Canadian Union of Public Employees) Ontario for their

continuing support of our Literacy Awareness Day. Donations have also been pouring in from numerous locals across Ontario. This will help offset costs for the lunch reception at Queen's Park. It is thanks to the efforts of Keith Allen, former LLO student representative, who again contacted CUPE regarding our second annual Literacy Awareness Day event.

Literacy in Literacy in

Milloy fights for adult literacy and skills funding

Waterloo Region Record—December 02, 2010

Ontario cabinet minister John Milloy says the hard times aren't over yet.

And so he is lobbying the federal government to keep a program alive that helps pay for literacy and basic skills training for adults.

The federal government had been giving an extra \$630 million over the past two years to help get Ontario residents through the recession and ready for a changed workforce.

But the economy is recovering, and that funding is scheduled to run out at the end of March, says Milloy, who is minister of training, colleges and universities as well as Kitchener Centre's Liberal MPP.

Unless the federal government extends the program, he said tens of thousands of people will soon be left without access to the skills to qualify for, find, and keep a job.

"The effects of the recession on the people of Ontario will not end on March 31st, 2011," Milloy wrote to Diane Finley, federal minister of human resources and skills development.

Job losses in Ontario's manufacturing sector alone were almost equal to all the jobs lost in the rest of Canada. And Ontario's unemployment rate in October was 8.6 per cent, compared to 7.9 per cent for the country as a whole, he said.

"There's a need out there," Milloy said in an interview. "We have thousands and thousands of people displaced because of the recession."

Finley's communications director, Ryan Swallow, said that Milloy's concerns will be taken into account, along with those of other Canadians, as the federal government considers its next budget.

"The federal government receives numerous ideas and suggestions from Canadians," Swallow said. "All will be reviewed in light of the government's fiscal realities."

He said that the \$630 million already committed represents an "unprecedented" amount of money. It's on top of another \$738 million a year that Ontario gets from Ottawa, and will continue to receive, to train people. (*continued on page 5*)

TIPS FOR MEETING WITH PROVINCIAL AND FEDERAL POLITICIANS

When setting up an appointment with a politician or civil servant to discuss your funding needs, ask for 20 minutes, speak for 10 minutes, and allow 10 minutes for questions. Focus on the impact on the learners and on the community.

Go prepared with facts to back you up—a good place to get economic and literacy information for your community is at <http://www.dataangel.ca/public/LiteracyReportCard/LiteracyReportCard.php>. This report card ranks virtually every community in Canada on several dimensions of literacy.

Another very useful resource created by Community Literacy of Ontario is "*Literacy: A Great Investment*" —www.nald.ca/clo/a_great_investment.htm.

LLO's "[Powerful Partnerships through fundraising, marketing and public relations](#)" manual offers advice on focusing your public relations efforts.

n the News the News

Jobs may be returning to Ontario, but local agencies that do the training say there are plenty of people who need help before they can get and keep one.

Some of the people waiting for training can't read well enough even to vote, or fill a prescription, said Carol Risidore, executive director of the Literacy Group of Waterloo Region, which trained about 550 students this year across the region.

They don't have enough computer skills to keep a job serving food in a coffee shop.

They might find a job in housekeeping or general labour, but they might lose it again, because their reading and math skills just aren't good enough.

"It takes a huge amount of courage to walk through the door and say, 'Hey, I need help,'" she said.

If they persevere for a year or two, they might have the skills to work in a store, drive a truck or be a personal support worker in a health-care facility.

The provincial and federal governments help to pay for their training. These contributions make up about 76 per cent of the agency's budget this year, Risidore said. Fund-raising and donations make up the gap.

But when the federal government ends its contributions, the funding will fall sharply, and the number of people that get help would be cut by about 28 per cent. There would be 154 people who would no longer receive assistance.

Risidore is worried about cuts to staff and a "huge strain" as the agency moves forward in uncertain times.

She said Milloy has been understanding.

"He is in there, fighting for us, and we all appreciate it," Risidore said.

Ontario workers need federal help

Waterloo Region Record - Editorial—Dec 4, 2010

In this Ontario, in this place where the words "economic recovery" are meaningless for hundreds of thousands of would-be workers, there remains an urgent need for governments to **fund the most basic skills, such as the ability to read** and, yes, use a computer. And in this Ontario, at this time, the federal government's decision to gut skills training of more than half a billion dollars betrays a failure of vision, commitment and human compassion.

To his credit, Ontario cabinet minister John Milloy, is speaking out on behalf of some of Ontario's most vulnerable people. The Kitchener Centre MPP, who is also minister of training, colleges and universities, is prodding Ottawa to maintain the high levels of funding for skills training that it introduced during the recession. Milloy deserves support in this fight.

Ontario has for generations been the economic engine driving Canada. It remains the nation's biggest provincial economy by far. If its economy is sick, no other provincial economy can be truly healthy. In this context, for the sake of the nation's economic recovery, the federal government should restore most if not all of that additional funding for skills training.

Student Interest- Online Fun!

Move your cursor over these graphics, and explore the world wide web!



Video Feed



Watch archived [webinars](#) by clicking on either the [On Demand](#) or [Menu](#) buttons in the [Video Feed](#) window when your schedule permits.

See back page for the link to an electronic Christmas Card from LLO's Board and Staff



Managing your wiki notifications

Are you a wiki user? Have you subscribed to Laubach Literacy Ontario's wiki yet?

This members only wiki, available at <http://laubachliteracyontario.pbworks.com>, is

a living space where you can access information on what is happening at LLO and in literacy. It is also a place for members to provide feedback and share information with other wiki users.

Your wiki account allows you to choose how often you would like to receive notifications about the changes made to a wiki. The system will simply send you an email with the highlights of the latest changes and additions – and you control how often you want to receive them.

You can choose not to receive them at all or to get them right away, every few hours, once a day or once a week - the choice is yours!

Using this feature will save you time as the wiki will notify you only if and when there would be activity on the wiki without you having to go and manually check for updates. It is especially useful if you belong to more than one wiki workspace.

This setting is available under **Preferences** directly on the **My PBworks** page when you log into your wiki account.

The screenshot shows the 'My PBworks' page with navigation tabs for Home, Profile, and Email. Under 'My Workspaces', there is a table listing two workspaces:

Workspace	Last Changed	Enable Notifications
laubachliteracyontario.pbworks.com	13 views, last was 6 mins ago 6 mos ago	<input checked="" type="checkbox"/> Leave this workspace
literacyawarenessday.pbworks.com	61 views, last was 1 mo ago 2 wks ago	<input checked="" type="checkbox"/> Leave this workspace

Below the table, a legend indicates: green dot = a space you created, orange dot = a space you administer, other spaces: editor access or lower.

The 'Preferences' section shows a dropdown menu set to 'At most once per day' with a 'Submit' button. A note states: 'This setting applies to each workspace individually: you might get two emails in a given hour about two different workspaces.'

On the right, a 'Join a workspace' form has a text input field for the workspace name, a 'Submit' button, and a link to 'Create a new workspace'.

Is there a tool or topic we should cover in the TECH Corner?
Send your ideas and suggestions to literacy@laubach-on.ca

1. Simply click on drop down arrow and choose an option that works for you.
2. After you make your selection, click **Submit**
3. Note that you can always come back to this section and choose a different setting

To watch a video about wikis, visit:

<http://www.commoncraft.com/video-wikis-plain-english>

To learn how to use a wiki, visit: <http://usermanual.pbworks.com>

Program Administration

Ontario Adult Literacy Curriculum Initiative

There is an OALC slide deck posted on EOPG that was presented to the Service Delivery Advisory Group (SDAG) at their November meeting.

http://www.tcu.gov.on.ca/eng/eopg/publications/20101119_sdag_oalcf.pdf

The latest official communication from the Ontario Adult Literacy Curriculum Initiative is now online. Please find it and the previous communications on OLC's OALC webpage by going to:

<http://www.on.literacy.ca/whatwedo/initiatives/pd/adultcurriculum>

Accessibility for Ontarians with Disabilities

The **Accessibility for Ontarians with Disabilities Act**, 2005 (AODA) is legislation that was designed to create an accessible, barrier-free Ontario by 2025. Accessibility standards are the rules that businesses and organizations in Ontario will have to follow to identify, remove and prevent barriers to accessibility. The first standard to come into effect was the Accessibility Standards for Customer Service. Standards development committees and the Accessibility Directorate, Ministry of Community and Social Services, have also been developing standards in the areas of:

- information and communications
- employment
- transportation
- built environment (buildings and other structures)

LDAO had representation on two standards development committees, Accessible Information and Communications, and Employment Accessibility.

The **Accessibility Standards for Customer Service** became law on January 1, 2008. Under the Accessibility Standards for Customer Service, all businesses or organizations that provide goods or services to the public or to other third parties in Ontario must do certain things to make sure they are providing accessible customer service to people with various kinds of disabilities, including learning disabilities. **Public sector organizations must comply with the standards by January 1, 2010, and other organizations by January 1, 2012.**

To read more about the Accessibility Standards for Customer Service:

www.mcsc.gov.on.ca/en/mcsc/programs/accessibility/ComplyingStandards/index.aspx

Read here about [Customer Service for Persons with Learning Disabilities](#)

LBS Program Evaluation

LBS agencies were recently notified that they will be asked to complete a survey from the independent research firm of Deloitte and Touche LLP as part of an evaluation of the Literacy and Basic Skills Program. The evaluation will focus on the LBS Program, not individual agencies.

The survey will:

- inform improvements and support prospective redesign of the program
- help strengthen and improve the overall performance and outcomes of the LBS program,
- support implementation of the OALC and other new initiatives

To learn more about the upcoming LBS Program Evaluation, click on the link below:

http://www.tcu.gov.on.ca/eng/eopg/publications/sdag_sept_2_10_lbs_status.pdf

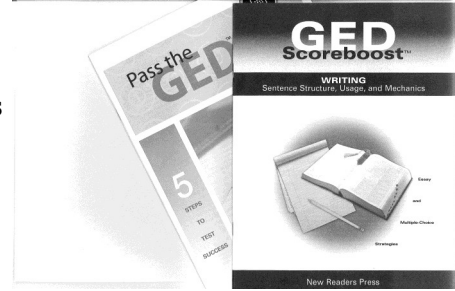
Laubach Literacy Bookstore

GED Resources

DID YOU KNOW..... Laubach Literacy Bookstore offers individual copies of the following: **GED Scoreboost**, **Pass the GED** and **PRE-GED** skillbooks. These are normally only available in packages of 10.

Grammar for You (5 pack) is also available individually.

On the order form these items will show under their name with "individual" beside the description and the item number will end with an A.



Why buy 10 if you only need 2?

Another advantage of buying from the Laubach Literacy Bookstore.

More on GED....

If you're working with GED students or those getting ready to start GED classes, you might want to check out the new-and free--online GED Teacher Resource Center. You can engage with other GED practitioners through an interactive discussion board, access up-to-date GED information for teachers and programs, and find classroom support with free downloadable classroom activities each week. Visit the New Readers Press GED Teacher Resource Center: www.newreaderspress.com/ged

Independent Learning Centre
Ontario's Designated Provider



Learn How GED Can Help You

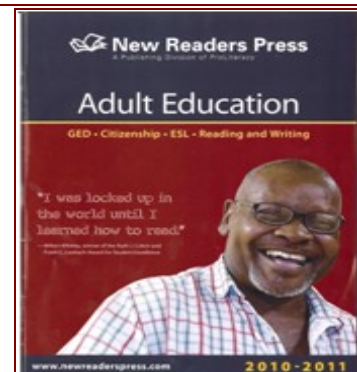
Download the [GED Information Booklet](#) (PDF, 347 KB)

Watch the [Prove Yourself](#) video—testimonials from GED students.

More Resources: Communication Spotlight

Part of the fun of operating the Bookstore is seeing all the products people order. We are well versed in the core series that are so popular—Challenger, Laubach Way to Reading, Voyager, Breakthrough to Math—but lately we have seen new and exciting material from New Readers Press such as...**Communication Spotlight: Speaking Strategies & Listening Skills**.

This 3-level series comes with a CD, and student notebook. Useful for both literacy and **ESL learners**, the series covers 30-50 hours of classroom material, with over 18 units on topics chosen to be of maximum interest to learners.

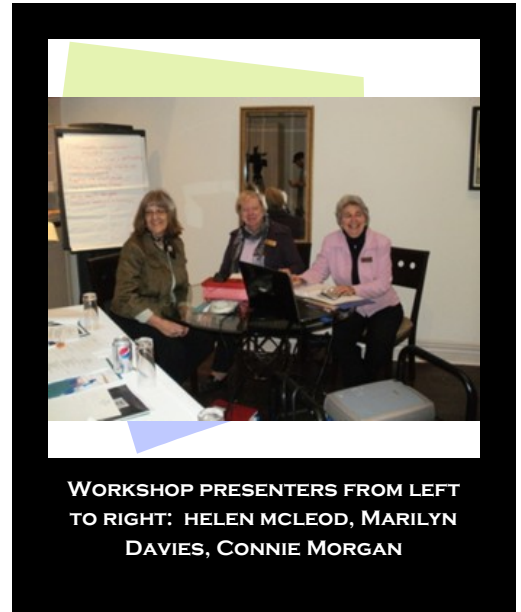


Click on the catalogue for more information about these and other resources available at our bookstore.

Training, Development and Certification

LLO's Trainer Workshop, redesigned and video-taped for future online use, was very well received by six apprentice-tutor-trainers from across Ontario. Comments from the evaluation included the following:

- ⇒ I have benefited a great deal from the training I have received this weekend.
- ⇒ I found the workshop very informative, interactive and fun. I am still new at this and have a lot to learn.
- ⇒ Better understanding of what is involved.
- ⇒ Good information that can be incorporated into future work and help with preparation.
- ⇒ **Affirmation that it is possible for me to be a trainer.**
- ⇒ How to ask the proper questions and how to critique was most helpful.
- ⇒ Given more information to help with this goal.
- ⇒ Excellent workshop—very well planned and executed. Thanks very much!
- ⇒ Would like more opportunities to train, but that may not be the easiest to arrange—time constraints, distance, etc.
- ⇒ Very interesting activities which added to my learning experience.
- ⇒ The training is well designed and effective.



Congratulations!



One of the apprentice-trainers, **Nancy Williams** from the **Oakville Literacy Council**, was certified as a Laubach Tutor-Trainer, having attended this workshop, and submitted a certification package including:

- ⇒ her training plan,
- ⇒ demonstration of trainer competencies,
- ⇒ self-evaluation,
- ⇒ workshop schedules from two tutor workshops,
- ⇒ summary of the training needs assessment
- ⇒ how the workshops were designed to meet identified needs of learners, and
- ⇒ a written evaluation and recommendation by her Supervising Trainer, Maureen O'Keefe.

CERTIFICATION

Don't forget that the new certification process for tutor-trainers, based on competencies, is now in effect. The whole package outlining the new certification process is posted on our website, at

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

Training, Development and Certification

Succession Planning

Laubach's Enhanced Training System (LETS) which uses a mentoring, or each-one-teach-one method of apprenticeship to develop trainers out of tutors or paid instructors, is alive and well—actually thriving—even though it is largely unfunded. Many member agencies using this system continually and actively seek out potential trainers to add to their training team not only because of the continuous intake of learners, and thus the need for continuous intake of tutors and instructors, but also in the event of staff turnover. **53% of LBS agencies surveyed in 2008 had experienced a staff transition and of that number 73% were categorized as “unplanned”.** (*Succession Planning Tool Kit, Literacy Link South Central-2009*)

For the past 25 years, LLO's training system has been using the succession planning approach outlined in LLSC's Succession Planning Tool Kit. Effective succession planning matches the organization's available talent to its future needs, approaches succession decisions in a systematic way, is carried out continuously, avoiding crises and providing reinforcement for continuous performance improvement.

If you are a member agency not using LETS, and are concerned about tutor training, especially in light of funding cuts, contact the office for more information. If you are a certified trainer who has not taken the next step to become a supervising trainer and thus expand your training team, consider doing so...it will put the SUCCESS in Succession Planning.

COMING SOON TO LLO'S TRAINING POST: Tutor Workshop Modules.

Thanks to Midland Area Reading Council and their trainer, Jennifer Ellis, tutor-trainees across Ontario will soon be able to access part of their tutor training online. LLO's Administrative Assistant, Diana White, was one of the tutors who took the pilot combo-workshop, and had this to say:

I recently had the privilege of taking part in an 8 hour Tutor workshop instructed by Jennifer Ellis in Midland. Prior to attending this workshop it was necessary to complete a number of hours of an online course which made it possible for the classroom piece to be complete in one day. This made it very convenient as there was no need for people that travelled to stay overnight or make the trip again on another day for the remainder of the workshop.

Very early into the online course there was an activity that evaluated the participants' learning styles. It was not much of a surprise to me that I was equally as strong an auditory learner as a tactile learner but the score for visual learning was lower than I expected it would be. With the majority of the online course being reading and therefore visual, I was a little nervous that I would not retain enough information to be fully prepared for the classroom piece of the workshop. Thankfully this was not the case. The repetition of some valuable key information and a few videos seemed to help with this a great deal.

I found the tutor workshop informative and extremely helpful. As I am very new to the literacy field it was a real eye opener to learn that so many people need help to build their literacy skills, the many reasons behind this, and the troubles and hardships that those with lower literacy skills may experience...and most importantly what can be done to help. Knowing how to read is definitely something that most people that are fortunate enough to do take for granted.

So thank you Jennifer! You did an amazing job. The 8 hours flew by because I was interested the entire time and I went away from the course feeling like I learned something very important.

LLO's Training Post, our online classroom for tutors, trainers and literacy practitioners can be found at <http://www.laubach-on.ca/teach/members/onlineclassroom>, as well as instructions on how to access the Training Post.

Creative Curriculum

o r n e r

THE TEACHING TOOLBOX

The Teaching Toolbox is a video series which was produced by LNS for the [Nova Scotia Practitioner Training and Certification Program](#), with funding provided by the Office of Literacy and Essential Skills (HRSDC). Each video highlights or demonstrates a practical teaching technique that can be used with adult learners.

<http://www.ns.literacy.ca/video.htm>

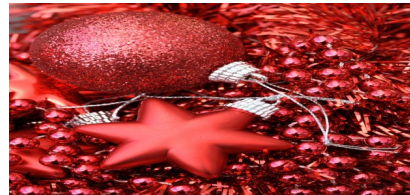


Sample links from their website page:
<http://www.ns.literacy.ca/techlinks.htm>

POSTERS IN EXCEL

This Teacher Tube video illustrates how you can easily make large posters for the classroom or tutor training workshops using Microsoft Excel.

[http://www.teachertube.com/viewVideo.php?video_id=111&title=Make Classroom Posters with Microsoft Excel](http://www.teachertube.com/viewVideo.php?video_id=111&title=Make%20Classroom%20Posters%20with%20Microsoft%20Excel)



Jan's Illustrated COMPUTER LITERACY 101

*Do you feel confused, befuddled, & lost when it comes to computers?
Do you wish you had the time, and dollars, to take a real, live course on computers?
Then these lessons are for you!*

Everyone picks up bits and pieces of information while using and working around computers. This can leave some pretty big gaps in your information landscape. These lessons are an attempt to fill in the missing pieces and to tie it all together. The "Illustrated" part means there will be lots of pictures. Other sets of lecture notes I have seen online are pretty much bare text. While the writing is often great, such text-only notes do not take advantage of the possibilities of web pages. So you will see some animations and graphics that enhance the text and, hopefully, make it clearer.

This site is free for personal use.
<http://www.jegsworks.com/Lessons/>

Thinkfinity Literacy Network delivers free, top-quality online educational resources for literacy instruction and lifelong learning for adults and family literacy programs. The content on TLN strengthens literacy development, creativity and critical thinking skills for success in the 21st Century.



Thinkfinity Literacy Network's content is developed and/or reviewed by leading national literacy organizations in the United States. Thinkfinity Literacy Network's content partners are the National Center for Family Literacy and ProLiteracy.

<http://literacynetwork.verizon.org/TLN/>

What's new at the



[Registration Tutorial](#) (Video)
& [Printable Instructions](#) (PDF)

[Learner Portal Tutorial](#) (Video) &
[Printable Instructions](#) (PDF)

View the new printable [Course Catalogue](#) for a full listing of Independent Study, Live Classes and Short Courses offered by the LearningHUB.

[http://www.learninghub.ca/
Home.aspx](http://www.learninghub.ca/Home.aspx)

Free online Components and NEW Online Training:

Download these **FREE** components at www.newreadrespress.com

- ◆ Checkups (assessment tool)
- ◆ Student Profiles (Placement tool)
- ◆ Diagnostic Inventory Teacher's Manual
- ◆ Student Certificates
- ◆ Flashcards
- ◆ Laubach Way to English Illustrations (ESL)

Two new FREE training courses for Laubach Way to Reading, Laubach Way to English, and focus on Phonics:

1. **FREE downloadable training materials for use in face-to-face training:**

PowerPoint slide show or transparency masters, handout masters, and a Trainer Guide with speaker notes and ideas for incorporating presentations into your current tutor/teacher training.

2. **FREE self-paced online course for instructors who don't have an opportunity to attend face-to-face training:**

You will observe and reflect on demonstrations using Laubach materials and identify how to incorporate the materials into your instruction.

Essential Skills and Employment Ontario

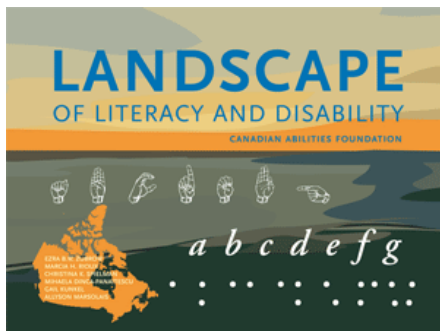
Pre-Apprenticeship Full-Time Pre-Apprenticeship Program for 2011 / 2012

A pre-apprenticeship program is a special initiative that is offered on a year to year basis according to labour market demand and is funded by government. Generally the programs are free to charge to successful applicants according to government guidelines and selection criteria. Participants of the program are not required to possess their Grade 12 or equivalent which is the entry level into most trades as academic upgrading is a component of the program. Click here for an interactive chart depicts the various pathways to apprenticeship. <http://www.conestogac.on.ca/fulltime/ta/apposterinteractive.pdf>

ACE Distance Increasingly Popular with Apprenticeship Students (from Taking Action! Bulletin #3—A College Network Development Project. <http://www.collegeupgradingon.ca/>

In order to qualify for admissions to ACE Distance programming, students must first complete the 20 hour Learn to Learn module on-line. Registrations are accepted daily for the first three weeks of each month. For more information about ACE Distance, go to www.acedistancedelivery.ca

Learning Disabilities/Learning Difficulties/Literacy



<http://www.abilities.ca>
Canadian Abilities Foundation

Landscape of Literacy and Disability

(Canadian Abilities Foundation publication) by Ezra Zubrow, et al. This groundbreaking report definitively shows, using easy-to-read maps, the wide discrepancy of literacy between those with and without disabilities and it provides a critical look at hot-spots across the country.

Did you know that 1 in 10 Canadians has a learning disability? It doesn't mean they can't learn, it simply means they need access to the proven supports that are critical to their success. (Source: <http://www.idac-taac.ca/> last accessed April 1, 2010)

Canadians with learning disabilities are less likely to report being employed (51% of adults aged 30 to 44, as compared to 89.1% of the general population of the same age, prior to the 2001 Census period).

Check out our Introduction to Learning Difficulties online module on LLO's Training Post, <http://www.laubach-on.ca/teach/members/onlineclassroom>, as well as instructions on how to access the Training Post.

NEWS FROM THE OFFICE

LLO is excited to announce that we have a new facebook page. Click on the link below to check it out. Then click on "like" to join our page and get up to date information on what's happening at LLO and in the literacy field.

<http://www.facebook.com/?ref=home#!/pages/Laubach-Literacy-Ontario-Official-Site/157265164314591>



*Our wish for you this holiday season is
"Peace in your heart and Love in your Home"
Staff of Laubach Literacy Ontario*

No Wiki Leaks Here!

Thanks to our techie board member, Monika Jankowska-Pacyna, members (through email notifications) might have seen a lot of activity on the member wiki (my.pbworks.com) recently due to a small cleanup we have done to prepare the site for new and important updates.

You have also received links to the "front page" of the wiki where all the new content is now provided regarding business plans and funding issues. Rest assured that for now the cleanup is done and if you receive new notifications, it will be about new items or comments added to the wiki. See page 7 of this e-magazine for tips on managing your notification settings. Most people set it to once a day.

If you are not comfortable with communicating to other members using the wiki, but want to share ideas, concerns, etc., you can use the member group email or email your comments to literacy@laubach-on.ca and I will post them on the wiki for you. Also be assured that comments received may be quoted but names will not be used, nor programs identified. **No wiki leaks here!**

Literacy Awareness Day Discussions

Another wiki page of LLO's is a public one that provides updates on our Literacy Awareness Day activities. You do not have to be an LLO member to join this wiki. Again, thanks to Monika for keeping this wiki current.

Encourage your learners to read and comment on this wiki by moving the mouse [here](#)



Happy Holidays from LLO!

[An electronic Christmas Card for our members,
including their volunteers and learners!](#)

Right-click on Happy Holidays
Choose "open hyperlink"
Enjoy and share the adorable, interactive e-card.