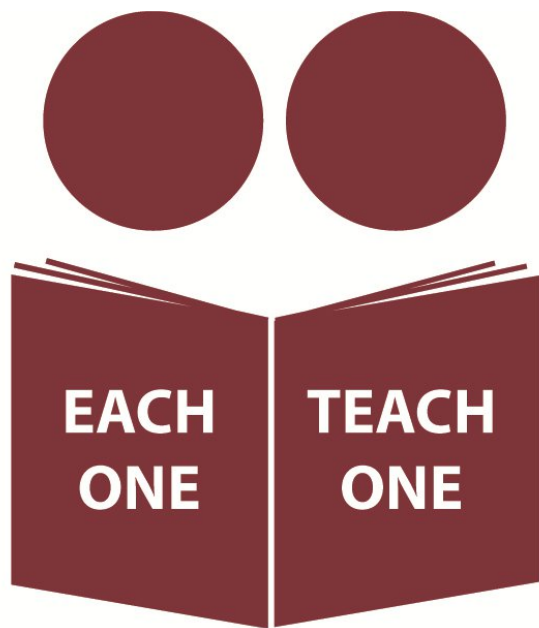


2015

# LLO Literacy Trainer Guide



**Laubach Literacy Ontario**

## Workshop Presentation Guidelines

Laubach Literacy Ontario  
Literacy Trainer Guide-Part B  
3/31/2015

## Laubach Literacy Ontario Literacy Trainer Guide: Workshop Presentation Guidelines

### ACKNOWLEDGEMENTS

LLO's two Literacy Trainer Guides (LTG) are updated version of past Laubach Literacy of Canada's Training Handbooks and Manuals. LLO wishes to acknowledge with gratitude the contributions of the following persons and organizations:

Version 1: Laubach Literacy of Canada Literacy Trainer Handbook (1992)  
Laubach Literacy International, Laubach Literacy of Canada and Connie Morgan

Version 2: Laubach Literacy of Canada Literacy Trainer Handbook (2000):  
Laubach Literacy of Canada and Connie Morgan

Version 3: Literacy Trainers Manual (2008): Laubach Literacy of Canada

A complete overhaul of the Literacy Trainer Handbook, to the Literacy Trainers Manual (LTM) involved many people and organizations. The LTM was provided in DVD format to Laubach Provincial Training Officers and volunteer trainers across the country that provided input into the presentation content and the Laubach Enhanced Training System (LETS) Guidelines. The following is a partial list of supporters and contributors at that time.

- Laubach Literacy Ontario (LLO) for its leadership in providing the groundwork for the new LETS Guidelines through a provincially-funded grant
- Robyn Cook-Ritchie, LLO Project Coordinator (LETS), for her work on the national field test workshops and subsequent revisions to the Literacy Trainer Handbook.
- Connie Morgan, for editing previous versions of the Literacy Trainer Handbook and making significant contributions to the revised workshop presentation guidelines.

Version 4: Laubach Literacy Ontario Literacy Trainer Guides (LTG)- 2015

With the demise of Laubach Literacy of Canada in 2008, each provincial Laubach organization had to maintain its own training system. In addition, with the shift to Essential Skills and the Ontario Adult Literacy Curriculum Framework (OALFC), LLO began changing its literacy training guidelines and content to support our member agencies in meeting these new provincial guidelines. The LLO Tutor Workshop Handbook (TWH) was updated in 2014 and again in 2015 with financial support from the Ministry of Training, Colleges and Universities. The Literacy Trainer Guide—Workshop Presentations Guidelines has been updated to coincide with the TWH, and like the tutor handbook, is being made available to all LBS agencies through website download or in hard-copy. The Literacy Trainer Guide—Introduction to the Tutor Training Experience has additions to the original and is now available in hard-copy and on our website.

The following is a partial list of supporters and contributors:

- Ministry of Training, Colleges and Universities
- LLO's Training, Development and Certification Committee (TDAC)

## Welcome to the LLO Literacy Trainer Guide Workshop Presentation Guidelines

You have joined a community of trainers who all have one key element in common; a commitment to furthering literacy awareness and education throughout Ontario.

Whatever your reasons for becoming engaged with the literacy community, your commitment to improving the lives of others through your efforts as a volunteer or staff continues to make a significant contribution.

Your skills and professionalism as a trainer will inspire the tutor trainees that you will be working with and as Dr. Laubach believed, and as we have observed over the years, volunteer tutors and literacy instructors will likely pattern themselves after you.

On behalf of students, volunteers and staff, we thank you for the work that you do and your commitment to literacy in your community.

Although Laubach's literacy training manuals have been geared to training volunteers as tutors, and contain some workshop modules that focus on New Readers' Press materials designed with the volunteer in mind, LBS agencies that do not use these materials can pick from an array of workshop modules to meet the needs of their agency and community.

The Laubach Enhanced Training System (LETS) includes guidelines for Laubach Certified workshops, for those agencies that support the standards set out in the guidelines, and wish to provide an LLO tutor training certificate to trainees who successfully complete a Laubach Certified workshop.

LLO has updated LLC's Literacy Training Manual, which was only available on DVD. We have divided it into two separate Trainer Guides:

1. Literacy Trainer Guide – Introduction to the Tutor Training Experience (Part A)
2. Literacy Trainer Guide – Workshop Presentation Guidelines (Part B)

The new LLO Tutor Workshop Handbook and the new LLO Literacy Trainer Guides are companion pieces, and both follow LETS guidelines. The workshop presentations will refer to the appropriate page number in the 130 page handbook when possible, but literacy trainers will pick and choose which presentations are best suited for their own agency.

Lastly, LLO is constantly updating Training Post, our online classroom--and our website, when we have the resources to do so. For more information on LLO's training system and online resources, please visit <http://www.laubach-on.ca/teach>

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## How to use the Trainer Guides

The Literacy Trainer Guides are provided as a guide to designing and delivering effective literacy training workshops. It focuses on training tutors and staff to teach English-speaking adult emerging learners and is designed to meet the general needs of a community literacy program.

The purpose of the guide is three-fold:

- To provide a concrete model for trainers to follow
- To maintain effective and consistent training standards, and
- To ensure that the training techniques reflect current trends and best practices from both the literacy and adult education communities.

The material in the guides has evolved from the experiences of many trainers in hundreds of workshops and includes the following:

- LLO Organizational and teaching standards
- Helpful resources
- Presentation guidelines to make your job easier, and
- Tips on how to facilitate learning by applying adult education principles to your workshops.

While the presentations represent some of the best ideas trainers have developed, it is important to note that the material contained in the manual is to be used as an overall guideline or training framework. As you gain experience and as you become more familiar with the material, you are encouraged to add your own creative touch and unique personality to your workshops.

The Literacy Trainer Guide—Workshop Presentation Guidelines provides the full range of tutor training workshop modules with specific guidelines for each one. The modules and guidelines incorporate the results of a multi-year training strategy (LETS) project which was aimed at developing a consistent and flexible training system. LETS is fully described in The Literacy Trainer Guide—Introduction to the Tutor Training Experience and is also available online at <http://www.laubach-on.ca/teach/training/forms>.

### Additional Resources

Assessing Tutor Training Needs has been updated and can be found at <http://www.laubach-on.ca/teach/training/forms>. This assessment can be modified to suit your organization.

A number of additional resources are provided in the Literacy Trainer Guides. These are divided into the following categories each with its intended use:

<i>Tools and Resources</i>	Include sample forms, additional information and resources to help the trainer develop an effective workshop.
<i>Tutor Handbook page references and Handouts</i>	Provide workshop participants with important reference information that they can refer to as they begin their tutoring activities.
<i>Visual Aids</i>	Provide a visual cue for the trainer and for the participants during the workshop presentation.
<i>Teaching Aids</i>	Provide additional instructions or information that the trainer may wish to have in hand during a workshop presentation.

## Definitions and Acronyms

The following standardized terms and acronyms are used throughout this manual. Terms that are used only within a specific chapter or section are defined in that chapter or section.

Student	The individual who will be tutored
Participant	Participants at the tutor training workshop
Trainer	Trainer or trainers involved in presenting the tutor training workshop
Small group	A subset of the participants tasked with a particular activity in the workshop
Full group	All of the tutor training workshop participants
EOTO	The Each One Teach One philosophy
LETS	Laubach Enhanced Training System (workshop content guidelines)
LTG	Literacy Trainer Guide
LWR	Laubach Way to Reading (series)
TM	Teacher's Manual
TWH	Tutor Workshop Handbook
QRC	Quick Reference Guide
WM	Workshop Module (presentation guidelines)

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# Part B: Workshop Presentation Guidelines

## Overview

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**Introduction** Part B of the Literacy Trainer Guide provides step-by-step instructions and presentation guidelines for each of the Workshop Modules (WM) that can be used in preparing for a tutor workshop presentation.

The structure of Part B of this manual is based on the structure identified in the Laubach Enhanced Training System (LETS) Guidelines.

**LETS** LETS is the result of a multi-year training strategy project undertaken in partnership by Laubach Literacy Ontario and Laubach Literacy Canada. The new system was devised in 2008 to give each trainer and LBS Agency the ability to add relevant topics while still maintaining a national quality standard.

In February, 2015, LLO's Tutor Workshop Handbook was updated to include MTCU priorities around Essential Skills and the Ontario Adult Literacy Curriculum Guidelines.

LLO's new Literacy Trainer Guide and LLO's Tutor Workshop Handbook are now aligned and are divided into the following four large sections:

**Section 1:** Introduction to Literacy Tutoring Using the Laubach Method

**Section 2:** The Student

**Section 3:** Tutoring Strategies, Techniques and Resources

**Section 4:** Lesson Planning and Ongoing Student Assessment

To assist trainers in ensuring adequate coverage in their workshops, each of these sections contains a list of content that is highly recommended, suggested methods and resources, and learning outcomes.

Additional training and tutoring resources are available at <http://www.laubach-on.ca/teach>

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## Overview, Continued

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### Conventions

#### *Notes, references and suggestions*

These additional pieces of information are provided to for the benefit of the trainer:

- *Notes* present information that is important for the trainer to be aware of.
- *References* identify where the trainer can obtain more detailed information.
- *Suggestions* provide additional ideas or guidelines for the presentation.

#### *Handouts, visual aids and teaching aids*

This manual includes *handout materials*, *visual aids* and *teaching aids* that are intended to help the trainer prepare for a workshop presentation.

The table below identifies the intended use for each type of prepared material.

Type	Intended Use
Handouts	<ul style="list-style-type: none"><li>• To be distributed to the participants during the workshop.</li><li>• May also be used as reference material by the trainer.</li><li>• As additional handouts are collected from literacy trainers, they will be added to our website.</li></ul>
Tutor Workshop Handbook	LLO's Tutor Workshop Handbook (TWH) revised February 2015 <a href="http://www.laubach-on.ca/teach/members/handbook">http://www.laubach-on.ca/teach/members/handbook</a>
Visual aids	To be used by the trainer during the workshop and can be presented in any of the following ways: <ul style="list-style-type: none"><li>• Imported into a PowerPoint presentation and displayed using a data projector onto a screen or whiteboard</li><li>• Copied by hand onto poster board.</li><li>• Ready-made PowerPoint presentations created by Laubach trainers can be found at <a href="http://www.laubach-on.ca/teach/members/bytrainers">http://www.laubach-on.ca/teach/members/bytrainers</a></li></ul>
Teaching aids	To be used by the trainer as an aid during the workshop presentation. <b>Note:</b> These materials are not intended to be displayed or handed out to the participants.

*Continued on next page*

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**In this Part**

This part contains the following sections of the Laubach Enhanced Training System:

<b>Topic</b>	<b>See Section</b>
Introduction to Literacy Tutoring Using the Laubach Method	1
The Student	2
Tutoring Strategies, Techniques and Resources	3
Lesson Planning and Ongoing Student Assessment	4

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**NOTE: Section 3: Tutoring Strategies, Techniques and Resources**

Laubach's Enhanced Training System (LETS) has been altered because of the Ministry's Ontario Adult Literacy Curriculum Guidelines. Laubach certified-trainers are no longer required to cover the Laubach Way to Reading (LWR) series in such depth, because of time constraints. However, the segments have been left in the LTG for agencies not funded by TCU, or for agencies who have emerging learners who need or want the skills-building series.

The Tutor Workshop Handbook (LWH) contains an introduction to LWR and other series commonly used by agencies. Each trainer will create a workshop schedule based on the needs of their organization.