

Literacy and Learning Symposium 2019

Sessions: Wednesday, September 25



Rethinking Numeracy – Training your Numeracy Tutors

A1 – B1 (Half-day session) 9:00 – 12:00

Numeracy teaching is different from teaching literacy or school mathematics. To meet the challenging demands of an adult numeracy program, there is a need for numeracy tutors to have access to appropriate training. This workshop will provide instructional strategies and practices for numeracy tutors to help learners to learn, improve, practice and retain the skills that are important and useful to them.

Presenter:

Monica Das has worked in the field of adult education for many years with special emphasis on Numeracy. She has a background in Non-profit management and is a strong believer of lifelong learning.

Learning Objectives:

- Participants will gain a clear understanding of what numeracy is and how it is different from Mathematics
- Participants will learn how to address and evaluate learners' prior attitudes and beliefs regarding math and how to deal with mathematically anxious adults. They will learn strategies on how to incorporate visual, hands-on and other activities during tutoring
- Participants will gain information and receive resources that will help them maintain existing or develop new numeracy tutor training or design professional development opportunities for tutors to have a strong tutor base

Session Threads: Numeracy, Tutoring in Literacy and Foundational Learning (LFL), Facilitation Skills and/or Instructional Strategies, Learner-centred Assessment, Tutor Training

Budgeting & Finances 101 for CALPs

A1 – D1 (Full-day session) 9:00 – 4:20

This session will provide insight and tips regarding financial responsibilities for CALP Administrators and Senior Staff. Topics will include financial tasks specific to CALP organizations including revenue and expense transaction entries, source document requirements, reconciliations, budgets/reports to the board including actuals vs budget as well as grant reporting requirements.

Presenter:

Lisa Rohr is an excellent communicator who has had the opportunity to work with a number of CALP programs. Her experiences owning small businesses and working with larger organizations/non-profits allow her to provide unique business services.

Learning Objectives:

- This session will focus towards Program Administrators, who are currently tasked with the role of their organization's financial records and responsibilities. Information will also be useful to board members (specifically in the Treasurer role) who work closely with these

Literacy and Learning Symposium 2019

Sessions: Wednesday, September 25



individuals or would like to better understand the organization's financials. Learning objectives will include:

- Things to do or ask for monthly/yearly including revenue and expenditure transaction entries, reconciliations, budget reporting including actuals vs budget, GST rebates and more
- Reports to share with boards and how to help board members and staff read a financial report
- General tips on aligning budgeting practice with grant reporting
- Reports required by Advanced Education
- Participants will complete paper exercises that will assist them in learning to understand the basic accounting cycle requirements. They will practice identifying what types of accounts within their Chart of Accounts will be required to manage their accounting and financial reporting responsibilities. Participants will also view a demonstration of the QuickBooks software specific for use within CALPs
- A detailed handbook will be provided to each participant. They will receive tools and resources for managing bookkeeping responsibilities such as sample Chart of Accounts listings and sample data files for both Sage (formerly Simply Accounting) and QuickBooks company file set-ups.

Session Threads: Operations/Management, Budgeting & Finances, Board Development, Tools and Resources

Teaching the reading skill taught in the NorQuest College Voting Module with learners who are at lower levels

A3 (80-minute breakout session) 9:00 – 10:20

Using the first 50 pages of the Voting Module, this session will demonstrate how to use these materials with learners at various reading levels. This session will give practical experience that you can bring back to your tutors and the learners they work with. This will provide tutors with direction while working with learners on reading comprehension.

Presenters:

Glen McCalpin has worked for NorQuest College for 20 years and has been teaching and developing materials for foundational math courses up to grade 10 Math. He teaches online asynchronous courses and understands the challenges of self-paced learning. He is the main contact person responsible to support CALPs with NorQuest's foundational literacy and numeracy materials and the Foundations for Learning Programs.

Denver Powell works for NorQuest College and has taught face-to face, online asynchronous, and blended-synchronous English classes, and is currently the Humanities Team Lead. Denver is passionate about developing practical English language arts skills and understandings. He has also done some development with foundational level courses, including the video series that accompanies the CALP Literacy Modules.

Literacy and Learning Symposium 2019

Sessions: Wednesday, September 25



Learning Objectives:

- Participants will learn how to apply the reading skills used in the Voting Module with learners using a variety of materials
- Participants will gain practice applying the reading skills to a variety of reading materials
- Participants will be able to train their tutors on using the reading skills with their learners

Session Threads: Adult Literacy, Foundational Learners and Learning, Learning Activities, Tutoring in Literacy and Foundational Learning (LFL), Coaching & Modeling Strategies, Tutor Training

CALP Guidelines 101

A4 – B4 (Half-day session) 9:00 – 12:00

CALP-funded organizations all work towards the same vision: Changing lives through adult foundational learning in connected communities. This introductory workshop demystifies the CALP Guidelines to give you clear information about CALP programming, operational and financial requirements. With a strong understanding of the CALP Guidelines and requirements, your CALP will be well positioned to make the greatest impact in the lives of adult learners in your community. CALP Guidelines 101 is an introductory workshop for new CALP staff, board members and staff looking for a refresher in the CALP Guidelines.

Presenters:

Corrie Rhyasen Erdman is the Training Manager with the CLN. She is a strong advocate for adult foundational learning who brings multiple perspectives to the CALP system. Having worked as a literacy coordinator, Corrie has first-hand experience implementing the CALP Guidelines. In her previous role as a Regional Support Staff, she coached many CALP staff and boards on applying the Guidelines.

Lori St. Cyr is the Métis & Indigenous Liaison with the CLN. She started her learning path in the CALP world, as a CALP coordinator/facilitator in her home community of Peavine Métis Settlement. Lori feels she is lucky to have found her special place in the CALP world. She is well versed in the CALP Guidelines and enjoys coaching and mentoring CALP staff across Alberta.

Session Threads: Operations/Management, Literacy & Foundational Learning (LFL)

Tech Talk

A5 – D5 (Full-day session) 9:00 – 4:20

An interactive training session for facilitators of technology in the CALP system. Participants will gain an understanding of common concepts, structures and navigational methods found across different technology tools that include but not limited to tablets, phones and computers. Participants will be able to transfer this knowledge to enhance existing classes or design new ones that better address the rapid changes occurring in the world of technology.

Literacy and Learning Symposium 2019

Sessions: Wednesday, September 25



Presenters:

Dadye Teschl has worked for Literacy for Life Foundation for 13 years in a variety of positions and duties. She has a strong background in technology, family and adult literacy.

Virginia Tyler empowers people to self-learn. She focuses on techniques and concepts rather than specifics and step-by-step instructions. Her philosophy is, "If you know how to read the map, you can find your way."

Learning Objectives:

- Participants will have knowledge and understanding of the technology today allowing them to enhance existing classes or design new ones that better address the rapid changes occurring in the world of technology
- Participants will have strategies to aid their learners with problem solving in technology, helping their learners become more independent
- Participants will receive current, relevant resources/methods such as the flipped classroom", gamification, E-mobile learning that will support their work in building skills in their learners

Session Threads: Literacy and Foundational Learning, Basic Digital Skills, Learning Activities, Digital Technology, Tools and Resources, Facilitation Skills and/or Instructional Strategies

Introduction to Adult Foundational Learning

A6 – H6 (Two-day Certificate Training) 9:00 – 4:20

This 2-day training workshop aligns with the Government of Alberta Community Adult Learning Program (CALP) Guidelines and is intended to give CALP-funded practitioners fundamental knowledge for supporting adult foundational learners in communities across Alberta.

Introduction to Adult Foundational Learning takes a hands-on approach to exploring strategies for creating meaningful learning experiences for adults in CALP-funded programs. Participants will come away with practical strategies and resources to start using right away.

This training will also provide the opportunity for new and seasoned CALP-funded practitioners alike to participate in a collaborative learning environment, which fosters building and strengthening CALP communities of practice.

NOTE: Attendance for both full days is required to receive a certificate.

Presenters:

Emily Robinson Leclair is the South Regional Support Staff with the CLN. She loves facilitating the Introduction to Adult Foundational Learning training. This 2-day workshop is an exciting opportunity to share and build her understanding of adult foundational learning with other CALP staff. She looks forward to this shared learning and connecting!

Literacy and Learning Symposium 2019

Sessions: Wednesday, September 25



Rebecca Still is the West-Central Regional Support Staff with the CLN and has over 20 years experience in adult learning. Rebecca has first-hand experience as a tutor and coordinator for adult and family literacy programs. She is passionate about supporting adults on their learning journey, whether they are a practitioner or a foundational learner.

Session Threads: Literacy & Foundational Learning (LFL)

Learning Disabilities 101 – Serve the LD Adult Learner with Confidence

A7 – B7 (Half-day session) 9:00 – 12:00

Many of the adult learners CALPs serve may have diagnosed or undiagnosed Learning Disabilities (LD). Your CALP can stop the cycle of failure for this underserved and misunderstood population! Learn how to identify and serve adults with learning disabilities with confidence.

Presenter:

Karen Plourde started her career with a B.Ed. and an endorsement in Deaf Education. She has worked as a CALP coordinator for 7 years in Slave Lake. Karen has over 30 years' experience teaching adults in Alberta with emphasis on effective learning strategies and advocacy for adults who struggle with academic learning, often due to undiagnosed Learning Disabilities.

Learning Objectives:

- In this session, you will learn about:
 - LD Identification - how to identify a CALP learner with a disability - what to look for
 - Assessments - formal and informal
 - LD Types - dyslexia, dysgraphia, auditory processing, phobias, spatial deficits
- Participants will role-play some scenarios with simulated exercises
- Participants will leave with a broader understanding of:
 - The types of learning disabilities and the impact on academic learning
 - The components of a successful approach to success
 - Your role as a CALP practitioner uniquely situated to positively impact learners

Session Threads: Adult Literacy, Foundational Learners and Learning, Learner Support Services, Tutoring in Literacy and Foundational Learning (LFL), Facilitation Skills and/or Instructional Strategies, Learning Disabilities

Maximizing Learning through Planning and Goal Setting (ESL-focused)

A8 – D8 (Full-day session) 9:00 – 4:20

This full-day workshop will develop skills and best practice awareness regarding planning for instruction, goal setting for learners and implementing task-based language teaching. Task-based language teaching is the method that aligns best with learner-centred teaching and learner autonomy.

Literacy and Learning Symposium 2019

Sessions: Wednesday, September 25



Presenters:

Alana Johnson has been active in English language learning for 13 years, as an instructor, workplace essential skills specialist and professional development facilitator. She has been with the Rural Routes program for the last 4 years and enjoys connecting with tutors, instructors, and program coordinators to help build capacity in their communities.

Jacky Rivas began her career working in Adult Education roles, later serving as the Executive Director for the Community Adult Learning and Literacy Council in Grande Prairie. Jacky is an advisor with Rural Routes, where she continues to support ESL programs.

Learning Objectives:

- Participants will learn how to help their students set goals for their own learning, how to plan for instruction in a way that supports assessment and further planning. Participants will learn the basics of task-based teaching
- Participants will develop a short lesson plan for their own group of learners. They will work through a goal setting exercise and practice identifying and planning to teach a task
- Participants will leave the session with templates for lesson planning and an understanding of how good planning makes instruction easier. They will have a guide to goal setting as well as an understanding of the uses and value of student goal setting

Session Threads: English Language Learning, Foundational Learners and Learning, Learning Activities, Tutoring for English Language Learners (ELL), Facilitation Skills and/or Instructional Strategies, Learner-centred Assessment, Tutor Training

Indigenous Learning - Creating Safer Spaces

A1 – D1 (Full-day session) 9:00 – 4:20

***Smudging Notification:** Smudging is an Indigenous tradition, which involves the burning of sweetgrass, sage and/or cedar. Sage and cedar smudges produce a very strong and distinct aroma but the smoke associated with them are minimal and last a very short time. A smudge is burned primarily for purification and to help create a positive mindset.*

Community Learning Network (CLN) is notifying all individuals who have sensitivities to scents or smoke, that smudging may cause reactions. This notification is within the Scent Free Environment standards that CLN upholds.

This session will explore the issue of culture and its implications on Indigenous Learners in the CALP model. We explore concepts such as cultural bias and history while exploring specific strategies that will help facilitators create learning spaces and opportunities that will more effectively meet the needs of Indigenous learners.

Presenters:

Kelly Schram has been active in the CALP program for almost 20 years working in ESL and with low income and Indigenous learners. She has been committed to strategies and community development initiatives that reduce barriers to clients who are isolated from regular programming.

Literacy and Learning Symposium 2019

Sessions: Wednesday, September 25



Georgina Supernault is a devoted Kokum who has worked with CALP initiatives and as a community service provider and educator for over 15 years. She has worked as a community advocate for her community and recently has been an active member of the PDAC committee and the CLN Board.

Dave Matilpi is an Elder in the Peace River area, educator, artist, native dancer and a residential school survivor. He has worked as an educator, advocate, and Elder for the Peace Regional Outreach Campus, Peace River Corrections as well as serve in an advisory capacity for initiatives on Missing and Murdered Indigenous Women, K Division, and on provincial Truth and Reconciliation initiatives.

Learning Objectives:

- Explore Indigenous Learning Principles
- Introduce how to better involve Indigenous communities in CALP learning spaces
- Learn specific strategies providers can use in their classrooms and learning opportunities

Session Threads: Foundational Learners and Learning, Learner Support Services, Indigenous, Metis and/or Inuit Learning and Learners

FASD and the Adult Learner: Success through Understanding

B3 (80-minute breakout session session) 9:00 -10:20

This session is designed to increase the understanding of Fetal Alcohol Spectrum Disorder (FASD) within a learning environment. We will answer the question, "What is FASD and how does it affect learning?" A variety of learning strategies will be discussed as well as conversation around the importance of environment for these learners.

Presenter:

Jen Willes is an FASD Educator for Prairie Central FASD Association. She has a background in Obstetrical Nursing, Prenatal and Lactation education. Jen speaks throughout central Alberta on the topic of FASD sharing prevention messaging and training professionals, families and caregivers in strategies to improve care to those with FASD.

Learning Objectives:

- To understand Fetal Alcohol Spectrum Disorder, its physiology and subsequent strengths and challenges
- The effects of FASD on learning and executive functioning
- To discuss strategies designed uniquely for the learner with FASD and how environment plays a role in learning for these individuals

Session Threads: Family Literacy for CALPs, Learner Support Services, Learning Activities, Tutoring in Literacy and Foundational Learning (LFL), Facilitation Skills and/or Instructional Strategies, Inclusion, Diversity and Safer Spaces, Learning Disabilities, Trauma-Informed Practices, Mental Health & Learning, Tutor Training

Literacy and Learning Symposium 2019

Sessions: Wednesday, September 25



Building Your Team from the Ground Up

C1 – D1 (Half-day session) 1:00 – 4:20

How do organizations avoid costly turnover? We will discuss how to retain staff right from the start, through recruitment and hiring, to support and recognition. This workshop will explore some of these processes with practical and meaningful tips and tools to build the best team.

Presenter:

Jeralee Korschuh is the Program Manager at the Centre for Family Literacy. She has 15 years of experience in a variety of roles including facilitator, educator, program developer and volunteer and staff manager. Although her favourite role to date is mom to her 2-year-old daughter.

Learning Objectives:

- Participants will learn strategies to retain staff, starting at recruitment, training, supervision, and recognition
- Participants will explore practical tools to use along the way
- Participants will gain confidence in their hiring, supervision and management practice

Session Threads: Board Development, Coaching & Modeling Strategies, Inclusion, Diversity and Safer Spaces, Human Resources

Multicultural Marketing: Connecting with Others on Social Media

C3 (90-minute breakout session) 1:00 – 2:30

Participants will learn key multicultural marketing and social media tactics that connect them with their audience both online and offline. This interactive workshop will focus on how messaging, content, and strategy will increase brand awareness and engagement with your organization.

Presenter:

Mary Malott has been working in marketing for over 10 years. Her expertise in content marketing, social media, branding, engagement, and video development have helped many organizations find their voice and connect with their audiences on a more meaningful level. Born and raised in Edmonton her family immigrated to Canada from the Philippines. As a visible minority, there is one thing her parents taught her early on--education opens the door, it is up to you to step forward.

Learning Objectives:

- Why is multicultural marketing essential for your organization?
- Why is social media important for your organization?
- How is the ethnic demographic in Canada changing market strategies?

Session Threads: Marketing and Social Media

Literacy and Learning Symposium 2019

Sessions: Wednesday, September 25



Using the Foundational Numeracy Initial Assessment and Modules

C4 – D4 (Half-day session) 1:00 – 4:20

Do the learners you work with want their GED, but aren't ready yet? Gain experience using the Initial numeracy assessment. Use the modules effectively to support foundational learners to meet their goals. After this session, you will learn how to use the materials and be able to share your knowledge with your tutors.

Presenter:

Glen McCalpin has worked for NorQuest College for 20 years and has been teaching and developing materials for foundational math courses up to grade 10 Math. He teaches online asynchronous courses and understands the challenges of self-paced learning. He is the main contact person responsible to support CALPs with NorQuest's foundational literacy and numeracy materials and the Foundations for Learning Programs.

Learning Objectives:

- Practical use of the Initial Numeracy Assessment and how to use the Numeracy modules effectively with learners
- Practice scoring an initial assessment and learn how to place learners with the numeracy assessment
- Gain the ability to assess learners' numeracy skills and use the numeracy materials to meet learner needs

Session Threads: Foundational Learners and Learning, Numeracy, Tutoring in Literacy and Foundational Learning (LFL), Learner-centred Assessment, Tutor Training

UP Skills for Work for practitioners: ABC's free soft skills-focused workplace literacy program explained

C7 (90-minute breakout session) 1:00 -2:30

In this session, ABC'S Programs Specialist will guide participants through a sample UP Skills for Work workshop, where the participants take on the role of the learner and the practitioner. Using one of the workbooks from the soft skills suite as the basis for the workshop, facilitation tips and tricks related to specific activities will be highlighted in the context of a sample workshop. The free online practitioner training will be embedded into the interactive workshop and active discussion will be encouraged.

Presenter:

Allison Nichol Longtin is the Programs Specialist at ABC Life Literacy Canada. She has served in a number of roles during her 3 years at the national non-profit. In her current role, she wears many hats, ranging from program management, curriculum writing to program development and facilitation. She loves getting out of the office and into the communities, where ABC's free adult and family literacy programs are running, and meeting with literacy and learning folks.

Literacy and Learning Symposium 2019

Sessions: Wednesday, September 25



Learning Objectives:

- Participants will discover the UP Skills for Work suite of soft skills-focused workbooks/workshops through active participation in a sample workshop where they will learn facilitation techniques related to the program
- Participants will play the role of learner and practitioner as they work activity-by-activity through one of the UP Skills for Work workbooks, testing out the material first-hand as a learner
- Participants will come away from this interactive workshop with hands-on experience of a free, adult literacy and foundational life skills program they can bring into their community. An understanding of the program's flexibility and how it can be adapted to suit their unique situation.

Session Threads: Workplace Literacy, Coaching & Modeling Strategies, Facilitation Skills and/or Instructional Strategies, Tutor Training

Incorporating Cool Digital Technologies into the Classroom

D3 (90-minute breakout session) 2:50 – 4:20

This session will introduce a set of principles and practices for using digital tools and resources with English language learners of all proficiency levels. Participants will have a hands-on opportunity to try a set of “tried and true” digital tools and resources that can be easily incorporated into the language classroom or one-to-one tutoring sessions.

Note: Be sure to bring a laptop, tablet, or Smartphone to the session.

Presenters:

Wendy Chambers is Founder of the Teaching English as an Additional Language Professional certificate program at NorQuest College. She has a passion for incorporating educational technologies into teacher training and the English language classroom.

Bonnie Nicholas teaches English to newcomers to Canada at NorQuest College. She integrates language teaching and learning with digital literacy in all her classes.

Learning Objectives:

- Participants will be introduced to a curated selection of digital tools and resources, including Kahoot, Mentimeter, Padlet, Quizlet, and a variety of open educational resources that are simple for instructors to set-up and incorporate in the English language classroom
- Participants will have an opportunity to create language-learning activities using a variety of free, simple-to-use digital tools and resources
- Participants will take away a set of great ideas for incorporating digital tools into their practice

Literacy and Learning Symposium 2019

Sessions: Wednesday, September 25



Session Threads: English Language Learning, Learning Activities, Tutoring for English Language Learners (ELL), Tutoring in Literacy and Foundational Learning (LFL), Digital Technology, Tools and Resources

Email Efficiency & Smartphone Savvy

D7 (90-minute breakout session) 2:50 – 4:20

Who Should Attend? Everyone who uses email or has a smartphone! Whether you've taken a course or you're self-taught, chances are you're not getting the most out of your email program nor smartphone. Join us to learn little-known techniques that are unfamiliar to many digital gurus, but are essential for today's technology.

Presenter:

Karen Turner clearly explains how to turn wasted effort into productive time. Session participants say: Karen is a very engaging speaker! She taught excellent time-saving skills - bring her back, but give her more time!

Learning Objectives:

- This interactive hands-on session will save you 30 minutes a day = 3 weeks a year, giving you:
 - Solutions to manage your work while maximizing your personal time
 - Techniques to convert unproductive time into focused work
- Set-up your email and smartphone to do exactly what you want and need:
 - Never again waste time opening the wrong app
 - Type an entire email or text with just 3 keystrokes
 - Reset defaults for speedy start-up and quick comprehension
 - Effectively manage messages
- Leave this session with your technology customized to your unique requirements, instantly saving you time to live your passion!

Session Threads: Digital Technology, Tools and Resources, Marketing and Social Media