

# Literacy and Learning Symposium 2018

## Session Descriptions - Wednesday, September 26



### Tech Talk Full-day session (A1/B1/C1/D1) 9:00 - 4:20

**Presenters:** Sue Stegmeier, Virginia Tyler, Dadye Teschl and Nicole Levesque

This 1-day training will provide opportunities for the participants to gain the understanding they need to be flexible and adaptable when training others in technology. This interactive session will provide tools that participants can use to encourage learners to identify common concepts, structures and navigational methods, rather than a “step-by-step, how-to “approach”. Facilitation/instruction is based on best practice in adult learning and brain learning. Strategies and activities that can be used with adult learners will be modeled throughout the day.

**Participants must bring their own device (phone, tablet, computer etc.) as well as ear phone/buds.** Some preparation is required (maximum ½ hour) and an email will be sent out a few weeks prior with the information. Participants should have a good background in technology.

#### Learning Objectives:

- Participants will gain an understanding of common concepts, structures and navigation methods present across the many different technology tools found in work, play and community 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.
- Participants will receive current relevant resources that will support their work in building technology skills with foundational and literacy learners.

**Intended Audience:** Adult Literacy Program Staff, Family Literacy Program Staff

### CALP Guidelines 101 Half-day session (A2/B2) 9:00 – 12:00

**Presenters:** Corrie Rhyasen Erdman and Emily Robinson Leclair

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.

**Intended Audience:** Community Adult Learning Program (CALP) Staff

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### **#GetTwit-Faced: Twitter & Facebook for Newbies** Half-day session (A3/B3) 9:00 – 12:00

**Presenters:** Tracy Pound and Stacey Davis

Participants will enjoy fun, hands-on learning. By the end of this session, you will have set up working Twitter and Facebook profiles, and will be armed with the tools you need to use both platforms to promote your CALP programs.

**Learning Objectives:**

- Participant will learn how Twitter and Facebook can be used to promote your CALP
- Participants will set up profiles and learn how to leverage the power of Twitter and Facebook
- Participants will gain a working knowledge of Twitter and Facebook

**Intended Audience:** Community Adult Learning Program (CALP) Operational Staff

### **HR 101: Human Resources for the Non-HR Professional** Half-day session (A4/B4) 9:00 – 12:00

**Presenter:** Julianna Cantwell

Leaders need to know how to manage human resources; yet, in small and not-for-profit organizations this function is often assigned to non-HR professionals who are doing HR "off the side of their desks" with limited knowledge about HR management principles. Ensure your programs, policies and procedures comply with law.

**Learning Objectives:**

- Hiring: Interviewing & selection skills and best practices
- Managing Performance: Conducting performance reviews and applying progressive discipline
- Exiting: Terminating employees the right way

**Intended Audience:** Community Adult Learning Program (CALP) Operational Staff, Board Member of Community Adult Learning Program, Other

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### **Working with Volunteers: Your Greatest Partners** Full-day session (A5/B5/C5/D5) 9:00 – 4:20

**Presenter:** Monica Doherty

Literacy organizations rely on skilled and passionate volunteers to partner with us in our mission, as well as leaders who can manage volunteers effectively. In this session, we will explore good practices and valuable resources for volunteer management, equipping you to create positive experiences for both your volunteers and your organization.

**Learning Objectives:**

- Participants will gain an understanding of how valuable volunteers can be in literacy organizations, the various roles they can fill (beyond tutoring) and good practices in managing volunteers in relation to planning, recruitment, selection, training, supervision, recognition and retention.
- We'll examine our experiences in working with volunteers through meaningful discussion, explore relevant research and documents (such as job descriptions, handbooks, and training materials) and brainstorm ideas for volunteer recruitment and recognition.
- Participants will gain confidence and skills for managing volunteers creatively and effectively, gather ideas and resources to increase capacity and effectiveness in their role, and develop a wider community of practice with others who are managing volunteers in literacy organizations.

**Intended Audience:** Community Adult Learning Program (CALP) Operational Staff, Adult Literacy Program Staff, Board Member of Community Adult Learning Program

### **Introduction to Adult Foundational Learning** (2-day training) (A6/B6/C6/D6/E6/F6/G6/H6) 9:00 – 4:20 both days

**Presenters:** Val Rathjen and Rebecca Still

This 2-day training workshop aligns with the Government of Alberta Community Adult Learning Program (CALP) Guidelines, and is intended to give CALP practitioners some of the tools, skills and knowledge that will help them be successful in their roles. Introduction to Adult Foundational Learning takes a hands-on approach to exploring how we can better support adult learners in our communities. Participants will come away with practical tools, tips and resources you can start using right away in your organization. This training will also provide the opportunity for new and seasoned CALP practitioners alike to participate in a collaborative learning environment, which fosters building and strengthening CALP communities of practice. *(continued next page)*

The Introduction to Adult Foundational Learning (IAFL) program outcomes are:

- Demonstrate foundational knowledge for the field of Adult Literacy and Foundational Learning (including Family Literacy as it relates to Adult Literacy)

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- Identify and know how to access common and credible tools and resources for adult foundational learners

**Intended Audience:** Community Adult Learning Program (CALP) Staff

### **Fostering Positive Healthcare Workplaces for Newcomers in Rural Alberta** Breakout session (A7) 9:00 – 10:20

**Presenters:** Jacky Rivas and Brenda Barritt

Stettler Adult Learning, in partnership with Rural Routes staff, has been working with a supportive living care facility in Stettler to provide professional development workshops to all employees. The workshops foster intercultural communication, a positive workplace culture, and ensure workers have the essential skills required to engage in their job. As well, Stettler Adult Learning, with assessment support from Rural Routes, will provide English language training to newcomer staff where needed. This innovative collaboration will provide a model for other CALP programs seeking to work with local employers to support the integration of newcomer staff. Join us to learn about our journey, and about some of the tools and resources we have been using.

**Learning Objectives:**

- Learn how to determine course suitability for potential learners by utilizing the learner placement tools (as provided)
- Support learner success and achievement by applying the skills outlined in the Facilitator's Handbook
- Measure student skill and achievement against provided exemplars and grading rubrics

**Intended Audience:** Community Adult Learning Program (CALP) Operational Staff, Other

### **Serving the Adult Literacy or LD Learner with Practical Strategies** Full-day session (A8/B8/C8/D8) 9:00 – 4:20

**Presenter:** Karen Plourde

Most CALP staff are working with adults with some kind of challenge or Learning Disability (diagnosed or undiagnosed) which has impeded their ability to read, write, or do math at higher levels. You can support success for your CALP learners; it's easier than you think! Learn how to easily determine where your learner is at with reading, writing and math, then offer effective ways for the learner to progress in each area.

**This is a “bring your own device” session, so please bring your laptop.**

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### Learning Objectives

- Practitioners will learn how to access and implement easy-to-use resources to support your learners:
  - sight/sound reading program which, after set up, allows the learner to progress without one-to-one tutoring.
  - a speech to text writing program which after set up and little one-to-one oversight allows the learner to speak to the computer to complete writing tasks.
  - a clear step by step math whole numbers, decimals and fractions program with emphasis on the process, instead of the endless repetition of practice.
  - when and how to refer and advocate for formal assessment and sources of funding for psychological assessments to formalize an LD determination
- In this session, participants will:
  - practice the process of offering the oral reading program
  - navigate through the Windows Speech Recognition program
  - role-play methods for math delivery
- Participants will leave with the following:
  - LD support sites and videos
  - step by step sight-reading method with resources for building a CALP reading program
  - Power Point instructions for the implementation of Windows Speech Recognition
  - specific student math programs for addition, subtraction, multiplication and division of whole numbers, decimals and fractions

**Intended Audience:** Adult Literacy Program Staff, Family Literacy Program Staff, Volunteer Tutor

### Indigenous Learning in the CALP Model – Creating Safer Learning Spaces

Full-day session (A9/B9/C9/D9) 9:00 – 4:20

**Presenters:** Kelly Schram, Georgina Supernault & Dave Matilpi

This session will explore how to create safer learning spaces for Indigenous learners within the context of Indigenous Learning Principles. It will explore the issues of residential schools and inter-generational trauma, identifying bias in the learning environment, and strategies or working with Indigenous learners in a community context.

### Learning Objectives:

- To explore Indigenous Learning Principles
- To explore the challenge of residential schools and intergenerational trauma
- To provide strategies for working more effectively with Indigenous learners

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**Intended Audience:** Community Adult Learning Program (CALP) Operational Staff, Adult Literacy Program Staff, Family Literacy Program Staff, Board Member of Community Adult Learning Program, Volunteer Tutor

### **Reconciliation Begins with Me** Breakout session (B7) 10:40 – 12:00

**Presenter:** Ningwakwe George

A common theme with Indigenous and non-Indigenous organizations across Canada is that Reconciliation is about Right Relationship. This workshop will provide real-life examples based on Indigenous teachings that demonstrate working towards re-establishing our important relationship with Creator, and with ourselves. Through reflection and sharing, participants will identify ways that they have been honouring those relationships and to devise strategies to strengthen them. They will be given a list of resources for further exploration of Reconciliation.

#### **Learning Objectives:**

- To understand how Reconciliation (right relationship) can be applied in everyday Life.
- Through reflection and sharing, participants will identify ways that they have been honouring right relationship and to devise strategies to strengthen them.
- Participants will be given a list of resources to enable them to further explore Reconciliation.

**Intended Audience:** Community Adult Learning Program (CALP) Operational Staff, Adult Literacy Program Staff, Family Literacy Program Staff, Volunteer Tutor, Board Member

### **How to Use Essential Skills to Support Learners' Work Goals**

Half-day session (C2/D2) 1:00 – 4:20

**Presenter:** Sue Oguchi

This session is designed to increase the CALP practitioner's knowledge of Essential Skills tools in order to respond to their client's employability needs. It will outline a process that identifies essential skill gaps, determines the desired essential skill levels then accesses resources to create programming to respond to the essential skill gaps.

#### **Learning Objectives:**

- Participants will learn to use the essential skill framework and other tools to meet the workplace goals of their clients. They will also leave with an understanding of the complexity scale associated with the essential skills framework.
- Participants will examine their own learners' pathways to employment by looking at essential skills gaps and then finding the resources needed to begin to fill the gaps so employment can be a successful experience.
- Participants will leave with a strategic approach to meeting learner needs as well as resource list and USB of resources they can use in their programs.

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**Intended Audience:** Adult Literacy Program Staff, Volunteer Tutors

### **Reaching Rural Learners** Breakout session (C3) 1:00 – 2:30

**Presenter:** Melanie Patenaude

Come learn new strategies to reach rural learners. We'll explore using innovative methods, creating new partnerships and maximizing community agencies and businesses to reach a hard to reach population.

**Learning Objectives:**

- The participant will learn how to reach rural learners by finding and utilizing partnerships and agencies, maximizing the potential of community agencies and learning about a variety of out of the box ideas on how to reach these rural learners.
- The participants will discuss what they are currently doing to reach learners and what obstacles they face.
- The participants will take away new ideas and strategies on how to reach rural learners in their area.

**Intended Audience:** Community Adult Learning Program (CALP) Operational Staff, Adult Literacy Program Staff, Family Literacy Program Staff

### **HR 201: Human Resources for the Non-HR Professional** Half-day session (C4/D4) 1:00 – 4:20

**Presenter:** Julianna Cantwell

Leaders who have taken HR 101 will enjoy this next level human resources management session to deepen their exposure to HR principles and applied management.

**Learning Objectives:**

- Paying: Compensation Trends & Best Practices
- Contracts: Employment Agreement Options & Important Clauses
- Onboarding: New Employee Orientation, including Employee Handbooks (Policies & Procedures)

**Intended Audience:** Community Adult Learning Program (CALP Operational Staff, Board Member of Community Adult Learning Program), Other

### **Numbers Are Everywhere!** Breakout session (C7) 1:00 – 2:30

**Presenter:** Kim Chung

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The idea of “math” can be overwhelming for many parents, often causing them to feel like they can’t support their children’s numeracy development. By breaking it down and looking at how numeracy concepts develop, we can help parents build understanding and confidence in their own skills and their ability to help their children.

### Learning Objectives:

- Participants will explore the ways math and numeracy are used in our daily lives; how to identify what parents are already doing to support numeracy development; and how to use everyday materials to build numeracy skills.
- Hands on activities will let participants explore how every day materials can be used to support different numeracy concepts.
- Participants will leave with ideas and activities to integrate numeracy into their current programming.

**Intended Audience:** Adult Literacy Program Staff, Family Literacy Program Staff

### Fun With Numbers! Breakout session (D3) 2:50 – 4:20

**Presenter:** Tracey Earl-Wolfe

Fun With Numbers was developed in collaboration between Tracey Earl-Wolfe and the Lloydminster Learning Council. This six-week emergent numeracy program combines elements from a number of family literacy models and resources to support parents of preschool children in gaining a better understanding of emerging numeracy skills.

### Learning Objectives:

- Participants will learn the ease in which numeracy can be enhanced in family literacy programming. They will find out just how prevalent numbers are in stories, rhymes and daily activities.
- Participants will take part in many of the activities that are part of the Fun With Numbers program and will also learn more about how the program was developed and why.
- Participants will learn more about this new emergent numeracy program and how to get in contact with the developers.

**Intended Audience:** Family Literacy Program Staff, Other



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### Essential Skills Through an Indigenous Lens Breakout session (D7) 2:50 – 4:20

**Presenter:** Ningwakwe George

This workshop will provide an overview of the Employment and Social Development Canada (ESDC) framework, Essential Skills. Participants will be introduced to teachings that provide the foundation for the Indigenous worldview, which encompasses Essential Skills. They will hear authentic scenarios in the workplace and daily life where people use each of the Essential Skills. There will be a time of reflection and sharing about how participants are using the Essential Skills and/or Indigenous worldview, as well as how they can integrate them even more into their daily lives.

**Learning Objectives:**

- To understand the practical application of Essential Skills in literacy programming.
- Through reflection and sharing, participants will comprehend how they are using Essential Skills and/or an indigenous worldview in their programming.
- Participants will be given a list of resources to help themselves further explore Essential Skills.

**Intended Audience:** Community Adult Learning Program (CALP) Operational Staff, Adult Literacy Program Staff, Family Literacy Program Staff, Volunteer Tutor