

Hamilton LCP Workshop Inventory

| Workshop Name | Agency | Facilitator | Page # |
|---|---------------|--------------------|---------------|
| The ABC's of Clear Writing | ABEA | Leah Morris | 2 |
| Communicating Effectively with Clients | ABEA | Sara Gill | 3 |
| Learning Challenges Assessment Tool (LCAT) Training | ABEA | Sara Gill | 4 |

The ABC's of Clear Writing

Audience General Public

Facilitator Leah Morris, Adult Basic Education Association
35 King St. E., Suite 7
Hamilton, ON L8N 4A9
905-527-2222
director@abea.on.ca

Description

Workshops typically range from 2-3 hours but can be customized based on the organization's needs.

In a workshop you will learn to

- use Clear Writing tips and principles
- present your thoughts clearly
- design your written materials so your audience understands them
- incorporate Clear Writing into your workplace and everyday life

You should take this workshop if you

- write for the general public
- present projects and reports
- develop presentations
- take minutes for meetings
- use email

Participants will leave with a complete packet of information to use following the workshop and will have access to feedback from the facilitator for 3 months following the training.

Fee \$500 plus printing/mileage (outside Hamilton)
Charitable Organizations \$300 plus printing/mileage

Equipment Needed PowerPoint presentation (laptop/projector/screen)
can supply if necessary

Facilitator Biography

Leah is the Executive Director of the Adult Basic Education Association with 20 years of literacy experience. She has presented her workshop internationally, provincially and locally to health, education, social service and business sectors since 1988 and has trained several networks to provide Clear Writing Services in their regions.

Communicating Effectively with Clients

Audience Anyone working with clients

Facilitator Sara Gill, Adult Basic Education Association
35 King St. E., Suite 7
Hamilton, ON L8N 4A9
905-527-2222
edassist@abea.on.ca

Description

The focus of this 3 hour workshop is to assist practitioners to further develop communication strategies for use with clients.

Specifically the workshop addresses

- interviewing skills and best practices
- developing a rapport
- reading body language
- active listening
- identifying barriers to learning/ next steps
- clear Writing principles

Fee \$300 plus printing/mileage (outside Hamilton)
Handouts included

Equipment Needed PowerPoint presentation (laptop/projector/screen)
can supply if necessary

Facilitator Biography

Sara Gill has been involved in the adult literacy field since 1996. She has been a tutor, small group instructor, assistant program manager, researcher/developer, instructor team leader, speaker, and currently the Assistant Executive Director/ educational assessor with ABEA. She is also an online instructor for OntarioLearn - Teacher of Adults-Literacy Educator. She has worked in Literacy and Basic Skills programs, as well as in workplace essential skills education. She is a certified Laubach Literacy Tutor, and has specific training in such areas as: adult learning principles, learning disabilities, CAMERA and Clear Writing principles. She has an Honours Bachelor of Arts degree from Guelph University and a Masters of Education degree through Brock University.

Learning Challenges Assessment Tool (LCAT) Training

Audience Learning Networks of Ontario

Facilitator Sara Gill, Adult Basic Education Association
35 King St. E., Suite 7
Hamilton, ON L8N 4A9
905-527-2222
edassist@abea.on.ca

Description

Training includes a 2-day workshop and mentoring/assessment review. The workshop trains participants to use the Learning Challenges Assessment Tool for Adult Literacy Learners. This resource is an informal, complete assessment tool that documents learner's Literacy and Basic Skills (LBS) levels for Reading, Writing and Math, as well as their strengths and learning challenges. Trainees are then required to submit reports until the mentor feels they use the tool effectively.

Fee \$1,000 for 2 days of training plus \$300 per participant for mentoring
Handouts included

Equipment Needed PowerPoint presentation (laptop/projector/screen)
can supply if necessary

Facilitator Biography

Sara Gill has been involved in the adult literacy field since 1996. She has been a tutor, small group instructor, assistant program manager, researcher/developer, instructor team leader, speaker, and currently the Assistant Executive Director/ educational assessor with ABEA. She is also an online instructor for OntarioLearn - Teacher of Adults-Literacy Educator. She has worked in Literacy and Basic Skills programs, as well as in workplace essential skills education. She is a certified Laubach Literacy Tutor, and has specific training in such areas as: adult learning principles, learning disabilities, CAMERA and Clear Writing principles. She has an Honours Bachelor of Arts degree from Guelph University and a Masters of Education degree through Brock University.

Note: This training is on hold until the Ontario Adult Literacy Curriculum Framework has been implemented.