

Workshop Inventory

for

Literacy and Basic Skills/
Academic Upgrading
Programs and the
General Public



Inventaire des ateliers pour les programmes
d'alphabétisation et de formation de base des
adultes / les programmes de recyclage
académique et le grand public

Updated March 2009 by



Workshop Inventory for Literacy and Basic Skills/ Academic Upgrading Programs and the General Public

About this inventory -

This inventory was put together to showcase the expertise of practitioners, administrators and contractors in the Literacy and Basic Skills field in Ontario. If you are part of this group, feel free to submit information on workshop/s you deliver by using the form included at the end of the inventory.

QUILL does not have the capacity to support submissions from the general public.

Looking for training -

Many of the workshops listed are beneficial to the general public; some are specific to the literacy field.

Contact the facilitators directly; QUILL is not responsible for negotiating between parties and is not responsible for the facilitators or the content of their workshops.

Feel free to share this information with your colleagues, peers, fellow board members, communities and community partners.

The inventory can be accessed at www.quillnetwork.ca under Resources.

Inventaire des ateliers pour les programmes d'alphabétisation et de formation de base des adultes / les programmes de recyclage académique et le grand public

À propos de cet inventaire -

Cet inventaire a été conçu pour promouvoir l'expertise des praticiens, des administrateurs et des entrepreneurs dans les domaines de l'alphabétisation et de la formation de base de l'Ontario. Si vous faites partie d'un de ces groupes, n'hésitez pas à soumettre des renseignements sur l'atelier/les ateliers que vous offrez en utilisant le formulaire inclus à la fin de l'inventaire.

QUILL n'est pas en mesure de recevoir des soumissions du grand public.

À la recherche de formation -

Plusieurs ateliers mentionnés sont utiles au grand public; certains sont spécifiques au domaine de la littératie.

Communiquez directement avec l'animateur; QUILL n'est pas responsable de la négociation entre les parties et n'est pas responsable des animateurs, ni du contenu de leurs ateliers.

Vous êtes invités à partager l'information avec vos collègues, vos pairs, les membres de votre conseil, les collectivités et vos partenaires communautaires.

L'inventaire est disponible au www.quillnetwork.ca sous Ressources.

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Ateliers en français:

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- **Submission Form**

The ABC's of Clear Writing

Workshop available for the general public

Facilitator: Leah Morris
ABEA 35 King Street E, Suite 7,
Hamilton ON L8N 4A9
905-527-2222
director@abea.on.ca

Brief Description

This workshop will take you through the basic principles of Clear Writing and how to implement the tips into your every day writing.

Full Description:

The workshop is a combination hands-on/lecture style. The preferable length is 3 hours but shorter versions can occur with less hands-on time. Minimum length 90 minutes. Room should be set up with tables and arranged so all can see the screen. I've presented to groups as large as 150 people (lecture style only) but prefer a smaller size for workshops with hands-on opportunities. Size is negotiable depending on agency need. The workshop materials can be adapted to your specific program materials. Participants will leave with a complete packet of information to use following the workshop and will have access for feedback from the facilitator for 3 months following the training.

Fee Details: \$251 – \$500 plus travel and accommodation
 Handouts supplied

Travel costs extra from Hamilton

Equipment needed for delivery:

PowerPoint presentation – can supply my own equipment if necessary however, if available I need LCP projector, laptop, screen

Facilitator Bio:

Leah is the Executive Director of the Adult Basic Education 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.

Board Roles and Responsibilities

Workshop customized to client need after consulting with client and/or conducting needs survey

Facilitator: Gay Douglas Broerse

294 St. Lawrence Drive
Welland ONT L3C 7H7
905-321-6664
Gdouglas5@cogeco.ca

Brief Description:

This presentation is an excellent tool for orienting the Board of Directors. In an expanded time frame, serves as the basis for a ½ day session to help the board self-evaluate. Key focus:

- Define the role of the board of directors
- Outline key roles & responsibilities
- Clarify board relationships with staff
- Review strategies and tools for ensuring excellence
- 2-4 hours dependent on purpose

Full Description:

- Context: the reality of today's non-profit boards.
- Types of non-profits
- Board governance
- Roles of the Officers
- Roles and responsibilities – planning, financial, legal, HR, risk management
- Board recruitment – characteristics of an effective board member
- Types of and typical committees
- Staff vs Board roles
- Tools of the Board
- Evaluating the Board

Fee: \$0 – \$250
\$251 – \$500 (dependent on purpose, length of presentation)
Handouts (template supplied by facilitator)

Travel costs extra from Welland, Ontario: 42 cents/km.

Equipment needed for delivery:

LCD projector, screen, flipchart, markers

Facilitator Bio:

Gay has parlayed twenty years of non-profit management experience into a consulting firm specializing in project management, strategic planning, evaluation and human resource management. Gay shares her expertise as a management consultant and trainer, primarily with not-for-profit and charitable organizations.

As the Executive Director of Literacy Link Niagara since 1996, Gay accumulated significant experience coordinating, planning and managing a complex service system. Gay believes in a values-based, results-oriented approach to her work.

Building a Better Board

Work shop is for any non-profit agency

Facilitator: Anne Ramsay
Project READ Literacy Network
298 Frederick St, Kitchener, ON
519-570-3054
519-570-9510
anne@projectread.ca
www.projectread.ca

Brief Description:

Customized Board Development Training & Facilitation

Full Description:

From exploring staff and board roles and board development, to strategic planning and revising a mission statement, I will facilitate a customized session(s) with board and staff from non-profit agencies. Utilizing various planning and leadership approaches including program logic, appreciative inquiry and constellation theory, together we can develop your agency for future success.

Fee: varies according to time required from \$350 for half day

Travel costs extra from Kitchener
Fees include copies and handouts

Equipment needed for delivery:

Laptop & projector, flip chart, other equipment as needed

Facilitator Bio:

Anne Ramsay has been involved in the adult literacy field since 1989 working as a program coordinator, instructor, project supervisor and currently as Executive Network Director of Project READ Literacy Network. In addition to her work in literacy, Anne offers training and facilitation to the non-profit field through her Learning Tree Consulting. She has facilitated well over a 100 workshops, training sessions, and meetings in Ontario, Canada, United States and Britain. A firm believer in adult education and non-profit growth, Anne brings a dynamic style and passion to her presentations. She holds certificates in Non-Profit & Voluntary Sector Management, Adult & Continuing Education, and Volunteer Management.

Collaboration and Partnership: How to build strong agency relationships

Workshop is for any non-profit agency

Facilitator: Anne Ramsay

Project READ Literacy Network
298 Frederick St, Kitchener, ON
519-570-3054
519-570-9510
anne@projectread.ca
www.projectread.ca

Brief Description:

This workshop is focused on helping participants understand the key structures of collaboration and the partnership development process.

Full Description:

This workshop will provide participants with the keys to strong collaborative relationships. There is a process and structure to productive partnerships that can be applied to any situation or initiative requiring cooperation and mutual understanding. Participants will experience hands on activities to cultivate partnerships and develop a greater knowledge of the strategies for successful collaboration.

Fee: Full Day - \$600

Travel costs extra from Kitchener
Fees include copies and handouts

Equipment needed for delivery:

laptop & projector, flip chart, other equipment as needed

Facilitator Bio:

Anne Ramsay has been involved in the adult literacy field since 1989 working as a program coordinator, instructor, project supervisor and currently as Executive Network Director of Project READ Literacy Network. In addition to her work in literacy, Anne offers training and facilitation to the non-profit field through her Learning Tree Consulting. She has facilitated well over a 100 workshops, training sessions, and meetings in Ontario, Canada, United States and Britain. A firm believer in adult education and non-profit growth, Anne brings a dynamic style and passion to her presentations. She holds certificates in Non-Profit & Voluntary Sector Management, Adult & Continuing Education, and Volunteer Management.

Competencies: Your Key to Finding and Keeping The Right Person For The Job

Workshop customized to client need after consulting with client and/or conducting needs survey

Facilitator: Gay Douglas Broerse

294 St. Lawrence Drive
Welland ONT L3C 7H7
905-321-6664
Gdouglas5@cogeco.ca

Brief Description:

- This workshop takes participants through the human resources cycle (paid or volunteer) applying a competency-based approach. It provides tools and processes for ensuring that a clear set of job-related competencies is the consistent "red thread" running throughout the planning, recruitment, hiring, monitoring and evaluation of human resources.
- 1/2 or full day depending on agency needs

Full Description:

- Define competencies and the HR management cycle
- Review each stage of the HR cycle with a competencies perspective- job design, recruitment, screening, interview, training, monitoring, performance review
- For each element of the HR cycle, there is an interactive exercise

Fee: \$0 – \$250
\$251 – \$500 Dependent on agency need/length of presentation

Travel costs extra from Welland, Ontario: 42 cents/km

Equipment needed for delivery:

LCD projector, screen, flipchart, markers, handouts (template supplied by facilitator)

Facilitator Bio:

Gay has parlayed twenty years of non-profit management experience into a consulting firm specializing in project management, strategic planning, evaluation and human resource management. Gay shares her expertise as a management consultant and trainer, primarily with not-for-profit and charitable organizations.

As the Executive Director of Literacy Link Niagara since 1996, Gay accumulated significant experience coordinating, planning and managing a complex service system. Gay believes in a values-based, results-oriented approach to her work.

Developing Budgets and Working Within Your Budget

Workshop is for general public or Literacy and Basic Skills (LBS) field

Facilitator: Jane Tuer

298 Frederick Street
Kitchener, ON N2H 2N6
519-570-3054
jane@projectread.ca

Brief Description: For administrators or individuals wishing to learn this skill. This workshop takes how to develop a project or program budget or to estimate your budget for a new year. The process will also show individuals how to monitor budgets and plan to stay within a budget.

Full Description:

If 2 hrs or less – interactive, but limited to more lecture

- Tables in either separated rows or u-shaped or chevron
- Minimum of 10 participants, maximum 50
- Detailed handouts
- No copy of PowerPoint

If 3 hours – interactive with equivalent lecture format

- Tables in either separated rows or u-shaped or chevron
- Minimum of 15 participants, maximum 40
- Detailed handouts
- No copy of PowerPoint

Fee Details: \$0 - \$250
 Handouts extra

Travel costs extra from Waterloo:

If travelling over 75 km in one direction, need compensation for travel

Equipment needed for delivery:

Screen and whiteboard/flipchart (can bring own projector and laptop, but prefer to have one available to use)

Special requirements for deliver:

Helps if they can have access to a computer to work on their own spreadsheets, but not necessary

Facilitator Bio:

Jane Tuer has worked in the adult literacy field since 1990. She has worked in all sectors of LBS programs from frontline to administrative and is currently the Executive Program Director of Project READ Literacy Network. She is also a certified Master Trainer for LLC and has been creating and maintaining budgets and bookkeeping since 1985.

Effective Communication with Client

Anyone working with clients (including EO and community agencies)

Facilitator: Sara Gill
Adult Basic Education Association
35 King St. E., Suite 7, Hamilton, ON L8N 4A9
905-527-2222
905-527-2166
director@abea.on.ca

Brief Description: This workshop identifies skills and strategies that facilitate effective communication between practitioners and clients.

Full Description: This 3 hour workshop addresses communication barriers, rapport building, reading and using body language, using active listening strategies, and considering rate of speech and working environments in facilitating effective communication between practitioners and clients. Clear Writing principles and tips are also discussed. This is an interactive workshop that is best suited for 15-30 participants using a round-table room set-up. Multi-media is used so accessibility to outlets is required.

Fee: \$300

Fees include copies and hand out
Travel costs extra \$0.38 per km depending on fuel rates at time of travel

Equipment needed for delivery:
LCD Projector and screen

Facilitator Bio:
Sara Gill has been involved in adult education for over 10 years. She has been a tutor, small group instructor, assistant program manager, researcher/developer, facilitator/speaker, and is currently an academic assessor and online instructor for the Teaching Adults - Literacy Educator certificate. She has worked in Literacy and Basic Skills programs, as well as workplace essential skills education. She has specific training in such areas as: assessment tools, adult learning principles, literacy partnerships in the community, learning disabilities, and Clear Writing principles. She is currently completing her Masters of Education degree through Brock University.

Effective Listening

Workshop customized to client need after consulting with client and/or conducting needs survey

Facilitator: Gay Douglas Broerse

294 St. Lawrence Drive
Welland ONT L3C 7H7
905-321-6664
Gdouglas5@cogeco.ca

Brief Description:

This workshop focuses on listening techniques as a critical strategy to support effective communications.

(2-4 hour workshop)

Full Description:

- Define the act and the art of listening
- Important listening facts
- Good listeners and poor listeners
- Techniques for improving listening skills
- The 6 steps in effective listening
- Working in small groups, participants will practice a series of listening exercises

Fee: \$0 – \$250
\$251 – \$500 (dependent on length/depth of presentation)

Travel costs extra from Welland, Ontario: 42 cents/km

Equipment needed for delivery:

LCD projector, screen, flipchart, markers, handouts (template supplied by facilitator)

Facilitator Bio:

Gay has parlayed twenty years of non-profit management experience into a consulting firm specializing in project management, strategic planning, evaluation and human resource management. Gay shares her expertise as a management consultant and trainer, primarily with not-for-profit and charitable organizations.

As the Executive Director of Literacy Link Niagara since 1996, Gay accumulated significant experience coordinating, planning and managing a complex service system. Gay believes in a values-based, results-oriented approach to her work.

Essential Skills

Workshop is for general public or Literacy and Basic Skills (LBS) field

Facilitator: Jane Tuer

298 Frederick Street
Kitchener, ON N2H 2N6
519-570-3054
jane@projectread.ca

Brief Description: Beginner - intermediate - knowledge of Essential Skills. Explains E.S., complexity levels, correlation to LBS, how to use as learning materials, other related sites and materials.

Full Description:

If 2 hrs or less – interactive, but limited to more lecture

- Tables in either separated rows or u-shaped or chevron
- Minimum of 10 participants, maximum 50
- Detailed handouts
- No copy of PowerPoint

If 3 hours – interactive with equivalent lecture format

- Tables in either separated rows or u-shaped or chevron
- Minimum of 15 participants, maximum 40
- Detailed handouts
- No copy of PowerPoint

If 6 hours – very interactive

- Tables in either separated rows or u-shaped or chevron
- Minimum of 12 participants, maximum 30
- Detailed handouts
- No copy of PowerPoint

Fee Details: 3 hours or less \$0 - \$250
 6 hours \$251 - \$500
 Handouts extra

Travel costs extra from Waterloo:

If travelling over 75 km in one direction, need compensation for travel

Equipment needed for delivery:

Screen and whiteboard/flipchart (can bring own projector and laptop, but prefer to have one available to use)

Facilitator Bio:

Jane Tuer has worked in the adult literacy field since 1990. She has worked in all sectors of LBS programs from frontline to administrative and is currently the Executive Program Director of Project READ Literacy Network. She is also a certified Master Trainer for Laubach Literacy Canada and has been working closely with the Essential Skills since 2000.

Essential Skills in the Workplace: Hiring and Training Employees

Workshop for general public, employers, human resources staff

Facilitator: Cindy Davidson

Davidson Communications & Training
Civic #63 Concession 4, RR#4
Walkerton, ON N0G 2V0
519-881-0517 (home business) 519-881-6276 (cell)
cindyda@bmts.com

Brief Description:

This is an introductory workshop for employers who are interested in learning more about the Essential Skills and how they can be of value in the workplace. Employers will be introduced to tools and strategies that will assist them in hiring employees with the right skills. Employers will also learn about the return on investment when they provide Essential Skills training to their employees. (1.5 hours)

Workshop Information:

Workshops can be customized to any target audience and agency need
Workshop lengths are as stated, but can be shortened and lengthened when needed

Fee Details: negotiable, but generally they are
½ day \$250.00
Full day \$500.00
Handouts provided to each participant

Travel costs extra from Walkerton:
If facilitator is required to travel more than one hour one way

Facilitator Bio:

After 15 years in the non-profit sector, Cindy started 'Davidson Communications & Training' in 2004, specializing in project management, research, communication and training. Her focus is on issues affecting adult learning and skills development in the workplace. She has written for various publications and been directly involved in writing and publishing several research and training resources.

Give Your Head A Shake: Innovation And Creativity In Your Workplace

Workshop customized to client need after consulting with client and/or conducting needs survey

Facilitator: Gay Douglas Broerse

294 St. Lawrence Drive

Welland ONT L3C 7H7

905-321-6664

Gdouglas5@cogeco.ca

Brief Description:

This interactive workshop explores such diverse elements as brain development, cultural influences and historical perspective on an individual's creativity and ability to innovate. It offers practical solutions for re-discovering personal creativity and fostering an innovative workplace.

(½ to full day workshop dependent on agency needs and timeframe)

Full Description:

- Define creativity and innovation
- Assess participants' natural ability for creativity
- Discuss myths about, barriers to, conditions for creativity
- Discuss the natural occurrence of creativity in children and decline due to social/cultural pressures
- Explore the decline of innovation in an historic context
- Examine the 4 key roles and 4 key competencies of the Innovator
- Explore the most common mental blocks limiting creativity
- Offer practical tips to create an innovative workplace

Define creativity and innovation

Fee: \$251 – \$500
\$500 - \$750 Dependent on agency needs/timeframes

Travel costs extra from Welland, Ontario: 42 cents/km

Equipment Needed:

LCD projector, screen, flipchart, markers, handouts (template supplied by facilitator)

Facilitator Bio:

Gay has parlayed twenty years of non-profit management experience into a consulting firm specializing in project management, strategic planning, evaluation and human resource management. Gay shares her expertise as a management consultant and trainer, primarily with not-for-profit and charitable organizations.

As the Executive Director of Literacy Link Niagara since 1996, Gay accumulated significant experience coordinating, planning and managing a complex service system. Gay believes in a values-based, results-oriented approach to her work.

How Outcomes Can Reinforce Mission and Open Up New Opportunities For Community Agencies

Workshop customized to client need after consulting with client and/or conducting needs survey

Facilitator: Gay Douglas Broerse

294 St. Lawrence Drive
Welland ONT L3C 7H7
905-321-6664
Gdouglas5@cogeco.ca

Brief Description:

This interactive workshop focuses on the benefits of establishing outcomes measurement practices in an organization, an understanding of the logic model and the creation of customized tools.

1/2-day, an excellent follow-up workshop to the workshop, "OUTCOME MEASUREMENT – ARE YOUR PROGRAMS AND SERVICES MAKING A DIFFERENCE?"

This workshop is best for smaller groups with a maximum of 6-8 people.

Full Description:

- Compare and contrast traditional evaluation methods with outcomes measurement (OM)
- Investigate the disconnect between funding and mission
- Discuss the multiple purposes and benefits of OM
- Introduction to the logic model
- Concrete examples of organizations who have embraced OM and the results
- Best practise and examples of effective OM tools
- Participants will work on developing their own OM tools for specific purposes

Fee: \$0 – \$250
 \$251 – \$500

Travel costs extra from Welland, Ontario: 42 cents/km

Equipment needed for delivery:

LCD projector, screen, flipchart, markers, handouts (template supplied by facilitator)

Facilitator Bio:

Gay has parlayed twenty years of non-profit management experience into a consulting firm specializing in project management, strategic planning, evaluation and human resource management. Gay shares her expertise as a management consultant and trainer, primarily with not-for-profit and charitable organizations.

As the Executive Director of Literacy Link Niagara since 1996, Gay accumulated significant experience coordinating, planning and managing a complex service system. Gay believes in a values-based, results-oriented approach to her work.

Insights into Vision Loss and Adult Literacy

Workshop specific to Literacy and Basic Skills (LBS) field

Facilitator: Lee Garrett

CNIB Literacy Central West Region
Literacy Program for Deafblind Adults
115 Parkdale Ave. S.
Hamilton, ON L8K 6K4
Toll Free 1 888 275-5332 or 905-528-8555 Ext 5315
TTY 905-524-5988
Lee.Garrett@cnib.ca

Brief Description:

An introduction to vision loss and its impact on literacy skills.
Includes instructional strategies, practical issues and assistive technology.

Full Description:

In this half day interactive workshop, participants will develop an understanding of the implications of various types and degrees of vision loss on adult learning. We will also discuss; effective teaching strategies for working with adult literacy learners with vision loss, practical considerations in the environment and the role and types of assistive technology currently available.

- Maximum of 25 participants
- Room with tables, but large enough allow for movement during interactive sessions.

Fee Details: \$251 – \$500
 Handouts included

Travel costs extra from Brantford/Hamilton

Equipment needed for delivery:

Facilitator will bring all necessary equipment

Facilitator Bio:

Lee Garrett is the Literacy and Basic Skills instructor at the CNIB Central West Region's Literacy Program for Deafblind Adults in the Hamilton/ Brantford area. She has twenty years experience working with learners who are hearing impaired, visually impaired and deafblind and is passionate about the importance of Literacy in the lives of people with disabilities.

Integrating Essential Skills into LBS Programming

Facilitator: Cindy Davidson

Davidson Communications & Training
Civic #63 Concession 4, RR#4
Walkerton, ON N0G 2V0
519-881-0517 (home business) 519-881-6276 (cell)
cindyda@bmts.com

Description:

Participants will be introduced to strategies and tools to assist them on using Skills Canada's 9 Essential Skills within an LBS program. This will be of interest to practitioners and instructors who work with adult learners who have employment goals. We will explore the integration of Essentials Skills into different aspects of LBS programming including assessment, training plan development and learning activities. (3 hours/Introductory)

Workshop Information:

Workshops can be customized to any target audience and agency need
Workshop lengths are as stated, but can be shortened and lengthened when needed

Fee Details: negotiable, but generally they are
½ day \$250.00
Full day \$500.00
Handouts provided to each participant

Travel costs extra from Walkerton:
If facilitator is required to travel more than one hour one-way

Facilitator Bio:

After 15 years in the non-profit sector, Cindy started 'Davidson Communications & Training' in 2004, specializing in project management, research, communication and training. Her focus is on issues affecting adult learning and skills development in the workplace. She has written for various publications and been directly involved in writing and publishing several research and training resources.

Logic Models for Strategic Planning: What is the Logic in CIPMS?

Workshop is for general public

Facilitator: Anne Ramsay

298 Frederick Street
Kitchener, ON N2H 2N6
519-570-3054
anne@projectread.ca

Brief Description:

An overview of Program Logic Models for planning programs and services and continuous improvement.

Program Logic models are the basis for continuous improvement and a method for measuring results. Developed by the for-profit sector, they have been used by nonprofits and the public sector for that past 10 years. This workshop will show how this dynamic planning approach can benefit your agency and the people you serve.

Travel costs extra from Kitchener

Equipment needed for delivery:

Screen, flipcharts and markers

Facilitator Bio:

Anne Ramsay has been involved in the adult literacy field since 1989 working as a program coordinator, instructor, project supervisor and currently as Executive Network Director of Project READ Literacy Network. In addition to her work in literacy, Anne offers training and facilitation to the non-profit field through her *Learning Tree Consulting*. She has facilitated well over a 100 workshops, training sessions, and meetings in Ontario, Canada, United States and Britain. A firm believer in adult education and non-profit growth, Anne brings a dynamic style and passion to her presentations. She holds certificates in Non-Profit & Voluntary Sector Management, Adult & Continuing Education, and Volunteer Management.

Making the Case for Essential Skills

Workshop is appropriate for general public, front-line staff

Facilitator: Cindy Davidson

Davidson Communications & Training
Civic #63 Concession 4, RR#4
Walkerton, ON N0G 2V0
519-881-0517 (home business) 519-881-6276 (cell)
cindyda@bmts.com

Brief Description:

In this workshop participants will be introduced to Skills Canada's 9 Essential Skills. Agency staff will benefit from learning about the value of Essential Skills for their programs and well as their clients. You will hear the 'case' for integrating Essential Skills into all types and levels of programming. (3 hours/Introductory)

Workshop Information:

Workshops can be customized to any target audience and agency need
Workshop lengths are as stated, but can be shortened and lengthened when needed

Fee Details: negotiable, but generally they are
½ day \$250.00
Full day \$500.00
Handouts provided to each participant

Travel costs extra from Walkerton:
If facilitator is required to travel more than one hour one-way

Facilitator Bio:

After 15 years in the non-profit sector, Cindy started 'Davidson Communications & Training' in 2004, specializing in project management, research, communication and training. Her focus is on issues affecting adult learning and skills development in the workplace. She has written for various publications and been directly involved in writing and publishing several research and training resources.

Maximizing Your Marketing Potential

Workshop customized to client need after consulting with client and/or conducting needs survey

Facilitator: Gay Douglas Broerse

294 St. Lawrence Drive

Welland ON L3C 7H7

905-321-6664

Gdouglas5@cogeco.ca

Brief Description:

Participants will leave the workshop with:

Familiarity with marketing terms and elements of the marketing cycle

The link between outcomes and marketing

Marketing tips and trends

A process for planning and evaluating your marketing efforts

Ideas for developing a marketing mindset for the Council

3-5 hour workshop (flexible)

Full Description:

- Define Marketing
- Discuss an integrated marketing approach
- Examine agency activities to determine role of marketing
- Explain marketing mindset and branding
- Review marketing trends and how the agency might take advantage of them
- Discuss each phase of the marketing cycle in detail
- The 5 Ps and 5 Ws of marketing
- Examine the tools and the real costs of marketing
- Making the vital link between outcomes (results) and marketing strategy
- The importance of clear language and design in conveying the message
- Tracking and evaluating the results of strategic marketing

Fee: \$251 – \$500

\$500 - \$750 (flexible dependent on length of workshop)

Travel costs extra from Welland, Ontario: 42 cents/km

Equipment needed for delivery:

LCD projector, screen, flipchart, markers, handouts (template supplied by facilitator)

Facilitator Bio:

Gay has parlayed twenty years of non-profit management experience into a consulting firm specializing in project management, strategic planning, evaluation and human resource management. Gay shares her expertise as a management consultant and trainer, primarily with not-for-profit and charitable organizations.

As the Executive Director of Literacy Link Niagara since 1996, Gay accumulated significant experience coordinating, planning and managing a complex service system. Gay believes in a values-based, results-oriented approach to her work.

Orientation to Opening Doors: How to Market Your Essential Skills to Employers

Workshop is for LBS practitioners, employment counsellors, and anyone else who works with youth & adults preparing to enter or re-enter the job market

Facilitator: Debera Flynn/Karen Coutts

QUILL Learning Network
PO Box 1148, 104 Catherine St
Walkerton, ON N0G 2V0
Phone: 519-881-4655
Fax: 519-881-4638
executivedirector@bmts.com

Brief Description:

Participants will be oriented to the workshop kit - "Opening Doors: How to Market Your Essential Skills to Employers" and learn how to effectively implement or integrate it into their programs.

Full Description:

Participants will be introduced to the five workshop modules, receive tips and strategies for delivering the workshop, and experience first-hand some activities they in turn can use with clients. The kit is designed for frontline workers to help clients learn how to articulate and demonstrate to employers the essential skills they have that will make them ideal candidates for entry-level positions. Samples of the resource will be available for reference, and copies will also be available for sale: \$40/binder, \$20/CD.

Room setup: tables are required, meeting style set-up preferred for best interaction
Ideal time frame is 3-4 hours, but can be shortened if necessary.

6-15 participants works well for hands-on involvement.

Fee: \$0-\$100, plus travel & accommodation costs (if required)

Travel costs extra from Walkerton, Ontario

Equipment needed for delivery:

Screen, flipchart, markers

Facilitator Bio:

Debera Flynn has worked in the literacy field for 15 years. She has a wide range of experience working one-on-one with adults, delivering pre-employment training for parents re-entering the workforce, along with facilitating college courses for practitioners. Presently, Debera is the Executive Director of QUILL Learning Network, where she works with programs which focus on people who have literacy barriers to employment. As a 4-H lifeskills leader, active Kinette member, owner of a bookkeeping business and mother of three, Karen Coutts understands the word "busy." Karen presents Clear Writing workshops on behalf of the QUILL Learning Network, in addition to her office administrator duties.

Outcome Measurement – Are Your Programs and Services Making a Difference?

Workshop customized to client need after consulting with client and/or conducting needs survey

Facilitator: Gay Douglas Broerse

294 St. Lawrence Drive
Welland ONT L3C 7H7
905-321-6664
Gdouglas5@cogeco.ca

Brief Description:

This comprehensive workshop serves as an introduction to the concepts and design of outcome measurement practices. With a strong emphasis on interactive exercises throughout the workshop, participants will leave the workshop with a clear understanding of the value of outcomes measurement related to their organization, and a step by step process to help them develop their own measurement tools. (full day workshop)

Full Description:

- Traditional evaluation methods and the benefit of outcome measurement
- The reality of today's not for profit environment
- How do we currently measure results?
- How outcomes can satisfy broad stakeholders' needs for results
- What is an outcome and how does it differ from an output?
- The 3 levels of outcomes – costs and challenges
- Examine a sector that has focused on outcomes
- Review a selection of outcomes measurement tools – design and purpose
- Outcomes and indicators – best practices
- A step by step process for creating program-specific outcomes measurement tools

Fee: \$500 - \$750
\$751 – \$1000 (dependent on depth of presentation and agency need)
Travel costs extra from Welland, Ontario: 42 cents/km

Equipment needed for delivery:

LCD projector, screen, flipchart, markers, handouts (template supplied by facilitator)

Facilitator Bio:

Gay has parlayed twenty years of non-profit management experience into a consulting firm specializing in project management, strategic planning, evaluation and human resource management. Gay shares her expertise as a management consultant and trainer, primarily with not-for-profit and charitable organizations. As the Executive Director of Literacy Link Niagara since 1996, Gay accumulated significant experience coordinating, planning and managing a complex service system. Gay believes in a values-based, results-oriented approach to her work.

Powerful Planning for Extraordinary Events

Workshop is for the general public

Facilitator: Anne Ramsay

298 Frederick Street
Kitchener, ON N2H 2N6
519-570-3054
anne@projectread.ca

Brief Description:

Need to plan an event for your agency or department? Anne will guide you through a comprehensive step-by-step planning process and will provide foolproof advice and tools that will help ensure your event is a success. This workshop is essential for anyone with responsibility for planning an annual general meeting, open house, reception, public education function or fundraising event.

Full Description:

Participants will learn how to:

- set realistic event goals and impacts
- create accurate timelines
- prepare a budget and identify necessary resources (human and material)
- develop a communication plan for promoting your event or meeting
- select speakers, venues and caterers that relate to the event goals

The workshop will be interactive with individual, small group and large group exercises. A strong emphasis is placed on adapting the information to fit the individual agency or situation. Participants will take home information and tools that they can immediately apply.

Min participants – 10 and Max - 40

Room set-up – round tables of 6–8 with room for screen, facilitator will bring projector and laptop and handouts.

Full day workshop – 6 hours

Fee Details: \$251 – \$500
 Handouts extra

Travel costs extra from Kitchener

Equipment needed for delivery:

Screen, flipcharts and markers

Facilitator Bio:

Anne Ramsay has been involved in the adult literacy field since 1989 working as a program coordinator, instructor, project supervisor and currently as Executive Network Director of Project READ Literacy Network. In addition to her work in literacy, Anne offers training and facilitation to the non-profit field through her *Learning Tree Consulting*. She has facilitated well over a 100 workshops, training sessions, and meetings in Ontario, Canada, United States and Britain. A firm believer in adult education and non-profit growth, Anne brings a dynamic style and passion to her presentations. She holds certificates in Non-Profit & Voluntary Sector Management, Adult & Continuing Education, and Volunteer Management.

Right Or Risky? Are You Ready For Fee-For-Service

Workshop customized to client need after consulting with client and/or conducting needs survey

Facilitator: Gay Douglas Broerse

294 St. Lawrence Drive
Welland ONT L3C 7H7
905-321-6664
Gdouglas5@cogeco.ca

Brief Description:

This workshop examines the elements of successful fee for service initiatives and assists participants in identifying if their organization is ready to conduct them successfully.
(1/2 day)

Full Description:

- The key differences between fee for service and social entrepreneurship
- Trends and issues
- Examples of successful fee for service (FFS) initiatives
- Challenges, opportunities and barriers
- The critical roles of values and culture in FFS
- 10 Steps in developing FFS
- What can I sell and what do I charge?
- Is my organization ready? A self-assessment
- A checklist for FFS

Fee: \$0 – \$250
\$251 – \$500 (dependent on length/depth of presentation)

Travel costs extra from Welland, Ontario: 42 cents/km

Equipment needed for delivery:

LCD projector, screen, flipchart, markers, handouts (template supplied by facilitator)

Facilitator Bio:

Gay has parlayed twenty years of non-profit management experience into a consulting firm specializing in project management, strategic planning, evaluation and human resource management. Gay shares her expertise as a management consultant and trainer, primarily with not-for-profit and charitable organizations.

As the Executive Director of Literacy Link Niagara since 1996, Gay accumulated significant experience coordinating, planning and managing a complex service system. Gay believes in a values-based, results-oriented approach to her work.

Strategic Planning Made Simple

Workshop customized to client need after consulting with client and/or conducting needs survey

Facilitator: Gay Douglas Broerse

294 St. Lawrence Drive
Welland ONT L3C 7H7
905-321-6664
Gdouglas5@cogeco.ca

Brief Description:

This workshop examines the critical elements of the strategic planning process. Using a step by step approach, the workshop may be used for “train the trainer” purposes or to facilitate an actual strategic planning exercise.

(1/2 to full day presentation based on needs of client)

Full Description:

- Define strategic planning
- Critical step 1 – build a foundation
- Clarify mission and vision
- Define outcomes
- SWOT analysis
- Identify needs and gaps
- Who will partner?
- Conduct an environmental scan
- The action plan – functions and formats
- Monitor and evaluate

Fee: \$0 – \$250
 \$251 – \$500
 \$500 - \$750 dependent on client need and depth/length of presentation

Travel costs extra from Welland, Ontario: 42 cents/km

Equipment needed for delivery:

LCD projector, screen, flipchart, markers, handouts (template supplied by facilitator)

Facilitator Bio:

Gay has parlayed twenty years of non-profit management experience into a consulting firm specializing in project management, strategic planning, evaluation and human resource management. Gay shares her expertise as a management consultant and trainer, primarily with not-for-profit and charitable organizations.

As the Executive Director of Literacy Link Niagara since 1996, Gay accumulated significant experience coordinating, planning and managing a complex service system. Gay believes in a values-based, results-oriented approach to her work.

Successful Meetings

Workshop customized to client need after consulting with client and/or conducting needs survey

Facilitator: Gay Douglas Broerse

294 St. Lawrence Drive
Welland ONT L3C 7H7
905-321-6664
Gdouglas5@cogeco.ca

Brief Description:

This workshop serves as an excellent orientation tool for board of directors or an informative guide to planning meetings for any group. It examines the elements of successful and not so successful meetings and discusses the value of incorporating the fundamental practices of Robert's Rules of Order.

(2-4 hours depending on depth of presentation and client need)

Full Description:

- A history of meetings
- The importance of preparation
- The critical role of Chair
- Ideal environments for successful meetings
- Don't undervalue refreshments
- Innovative meeting practices
- Tips on keeping meetings lively, effective, on schedule, on topic and well attended
- The basics of Robert's Rules
- Typical meeting agendas and minutes
- Depending of client need, workshop can move into development of more effective meeting practices for the organization.

Fee: \$0 – \$250
 \$251 – \$500
 \$500 - \$750 depending on client need

Travel costs extra from Welland, Ontario: 42 cents/km

Equipment needed for delivery:

LCD projector, screen, flipchart, markers, handouts (template supplied by facilitator)

Facilitator Bio:

Gay has parlayed twenty years of non-profit management experience into a consulting firm specializing in project management, strategic planning, evaluation and human resource management. Gay shares her expertise as a management consultant and trainer, primarily with not-for-profit and charitable organizations.

As the Executive Director of Literacy Link Niagara since 1996, Gay accumulated significant experience coordinating, planning and managing a complex service system. Gay believes in a values-based, results-oriented approach to her work.

Teamwork

Workshop is for general public or Literacy and Basic Skills (LBS) field

Facilitator: Jane Tuer

298 Frederick Street
Kitchener, ON N2H 2N6
519-570-3054
jane@projectread.ca

Brief Description: can vary from developing teamwork skills in an office environment to teaching learners how to develop teamwork skills as part of LBS curriculum. Teaching it as an Essential Skill and an Employability Skill.

Full Description

If 2 hrs or less – interactive, but limited to more lecture

- Tables in either separated rows or u-shaped or chevron
- Minimum of 10 participants, maximum 50
- Detailed handouts
- No copy of PowerPoint

If 3 hours – interactive with equivalent lecture format

- Tables in either separated rows or u-shaped or chevron
- Minimum of 15 participants, maximum 40
- Detailed handouts
- No copy of PowerPoint

Fee Details: \$0 - \$250
 Handouts extra

Travel costs extra from Waterloo:

If travelling over 75 km in one direction, need compensation for travel

Equipment needed for delivery:

Screen and whiteboard/flipchart (can bring own projector and laptop, but prefer to have one available to use)

Facilitator Bio:

Jane Tuer has worked in the adult literacy field since 1990. She has worked in all sectors of LBS programs from frontline to administrative and is currently the Executive Program Director of Project READ Literacy Network. She is also a certified Master Trainer for LLC and has developed a manual on Teamwork activities/curriculum.

Through the Worker's Eyes - Developing Authentic Learning Activities

Workshop for Literacy & Basic Skills (LBS) practitioners

Facilitator: Cindy Davidson

Davidson Communications & Training
Civic #63 Concession 4, RR#4
Walkerton, ON N0G 2V0
519-881-0517 (home business) 519-881-6276 (cell)
cindyda@bmts.com

Description:

Participants will be provided with tools, tips and strategies to assist them in the development of learning activities for adults who have employment goals. The workshop will address collecting and using authentic materials, developing learning activities based on different complexity levels in the Essential Skills areas of Reading text and Document Use. This will be of interest to practitioners who are integrating Essential Skills material and curriculum into their existing programs but are struggling to come up with authentic tasks and activities. Ideally a full day workshop but can be tailored to a 3-hour session. (3-6 hours/Intermediate)

Workshop Information:

Workshops can be customized to any target audience and agency need
Workshop lengths are as stated, but can be shortened and lengthened when needed

Fee Details: negotiable, but generally they are
½ day \$250.00
Full day \$500.00
Handouts provided to each participant

Travel costs extra from Walkerton:
If facilitator is required to travel more than one hour one way

Facilitator Bio:

After 15 years in the non-profit sector, Cindy started 'Davidson Communications & Training' in 2004, specializing in project management, research, communication and training. Her focus is on issues affecting adult learning and skills development in the workplace. She has written for various publications and been directly involved in writing and publishing several research and training resources.

Training with Impact: Designing Effective Training for Volunteers & Staff

Workshop is for general public

Facilitator: Anne Ramsay

298 Frederick Street
Kitchener, ON N2H 2N6
519-570-3054
anne@projectread.ca

Brief Description:

Research tells us that training significantly increases job satisfaction and morale, reduces employee turnover and is a key factor in providing quality services to clients. If you're responsible for staff or volunteer development, join this workshop to learn the practical skills and strategies you need to be a more effective trainer. This workshop will provide you with key approaches to adult learning, time-saving tools and templates, and an understanding of how training fits into an overall cycle of professional development.

Full Description:

Participants will learn:

- how to identify staff and volunteer training needs
- how to plan effective and supportive training sessions
- evaluation methods for continuous improvement and impact on staff development
- adult learning

The workshop will be interactive with individual, small group and large group exercises. A strong emphasis is placed on adapting the information to fit the individual agency or situation. Participants will take home information and tools that they can immediately apply.

Min participants – 10 and Max - 40

Room set-up – round tables of 6–8 with room for screen, facilitator will bring projector and laptop and handouts.

Full day workshop – 6 hours

Fee Details: \$251 – \$500
 Handouts extra

Travel costs extra from Kitchener

Equipment needed for delivery:

Screen, flipcharts and markers

Facilitator Bio:

Anne Ramsay has been involved in the adult literacy field since 1989 working as a program coordinator, instructor, project supervisor and currently as Executive Network Director of Project READ Literacy Network. In addition to her work in literacy, Anne offers training and facilitation to the non-profit field through her *Learning Tree Consulting*. She has facilitated well over a 100 workshops, training sessions, and meetings in Ontario, Canada, United States and Britain. A firm believer in adult education and non-profit growth, Anne brings a dynamic style and passion to her presentations. She holds certificates in Non-Profit & Voluntary Sector Management, Adult & Continuing Education, and Volunteer Management.

Tutor Training

Workshop specific to the Literacy and Basic Skills (LBS) field

Facilitator: Jane Tuer

298 Frederick Street
Kitchener, ON N2H 2N6
519-570-3054
jane@projectread.ca

Brief Description: Train volunteer tutors on how to work with low literate adults while using self-directed, learner-centred training.

Full Description:

If 3 hours – interactive with equivalent lecture format

- Tables in either separated rows or u-shaped or chevron
- Minimum of 15 participants, maximum 40
- Detailed handouts
- No copy of PowerPoint

If 6 hours – very interactive

- Tables in either separated rows or u-shaped or chevron
- Minimum of 12 participants, maximum 30
- Detailed handouts
- No copy of PowerPoint

Fee Details: 3 hours \$0 - \$250
 6 hours \$251 - \$500
 Handouts extra

Travel costs extra from Waterloo:

If travelling over 75 km in one direction, need compensation for travel

Equipment needed for delivery:

Screen and whiteboard/flipchart (can bring own projector and laptop, but prefer to have one available to use) and TV with either VCR or DVD.

Facilitator Bio:

Jane Tuer has worked in the adult literacy field since 1990. She has worked in all sectors of LBS programs from frontline to administrative and is currently the Executive Program Director of Project READ Literacy Network. She is also a certified Master Trainer for LLC and a Master Tutor and has worked in combining Laubach training and context-based training formats.

Working with Difficult People and What are Employment Laws?

Workshop available for the general public

Facilitator: Jane Tuer

298 Frederick Street
Kitchener, ON N2H 2N6
519-570-3054
jane@projectread.ca

Brief Description: This workshop suggests strategies that can be used in successfully working with others you deem “difficult”. It also highlights the various employment laws and the rights and responsibilities of both the employer/employee/private contractor.

Full Description:

If 2 hrs or less – interactive, but limited to more lecture

- Tables in either separated rows or u-shaped or chevron
- Minimum of 10 participants, maximum 50
- Detailed handouts
- No copy of PowerPoint

If 3 hours – interactive with equivalent lecture format

- Tables in either separated rows or u-shaped or chevron
- Minimum of 15 participants, maximum 40
- Detailed handouts
- No copy of PowerPoint

Fee Details: If 2 hours or less \$0 - \$250
 If 3 hours \$251 - \$500
 Handouts extra

Travel costs extra from Waterloo:

If travelling over 75 km in one direction, need compensation for travel

Equipment needed for delivery:

Screen and whiteboard/flipchart (can bring own projector and laptop, but prefer to have one available to use)

Facilitator Bio: Jane Tuer has worked in the adult literacy field since 1990. She has worked in all sectors of LBS programs from frontline to administrative and is currently the Executive Program Director of Project READ Literacy Network. She is also a certified Master Trainer for LLC; has been an employment supervisor since 1985 and has had certified training in Employment Law.

You've Been Trained in Learning Disabilities... Now What? A Learning Challenges Assessment Tool for Adult Literacy Practitioners and Learners

Workshop is for general public or Literacy and Basic Skills (LBS) field

Facilitator: Sara Gill
ABEA 35 King Street E, Suite 7,
Hamilton ON L8N 4A9
905-527-2222
director@abea.on.ca

Brief Description: A training session to use an informal, intensive complete assessment tool that documents learner's learning challenges and LBS levels.

Full Description: Interactive/lecture

- All participants need tables and able to see screen
- 6 hours workshop time (7.5 with lunch and break)
- Max number of participants 25

This tool is to be used by:

Adult Literacy Assessors – for the initial assessment for the presence of learning challenges in learners

Adult Literacy Practitioners – for initial and ongoing strategy development ideas

Fee Details: Full-day (recommended) = \$500 + travel/accommodation
\$30 per person for tool, participants supply binder
Handouts included

Travel costs extra from Hamilton

Equipment needed for delivery:

Flipchart, LCD equipment (can bring laptop and projector if necessary)

Facilitator Bio:

Sara Gill has been involved in the adult literacy field for 10 years. She has been a tutor, small group instructor, assistant program manager, researcher/developer, instructor team leader, speaker, workshop facilitator and an academic assessor. She has worked in LBS programs, as well as in workplace essential skills education. She is currently working on her M. Ed through Brock University where she is specializing in adults with learning disabilities.

Des livres dans mon baluchon, programme de littératie familiale intégrant les littératies multiples

Formateur : Marc Bissonnette
Centre La Route du Savoir
711, avenue Dalton, bureau 187
Kingston, Ontario K7M 8N6
Téléphone : (613) 544-7447
Télécopieur : (613) 544-0431
Courriel : marcbissonnette@laroutedusavoir.org

Brève description : Cet atelier propose aux participants et participantes de se familiariser avec le concept des littératies multiples développées par Diana Masny et voir comment ce concept a été intégré au sein d'un programme de littératie familiale.

Durée : ½ journée

Description:

L'atelier présente l'approche philosophique, andragogique et pédagogique du programme Des livres dans mon baluchon, ainsi que les champs d'intervention, les buts, les objectifs et les contenus du programme. Les participants se familiarisent avec les divers types d'activités et le matériel (fiches pédagogiques, trousse parent, baluchons) offerts aux parents et aux enfants.

Selon Diana Masny, la littératie est un acte de construction de sens qui tient compte du contexte social et culturel entourant la personne qui parle, lit, écrit et agit dans son monde. Selon Mme Masny, les littératies sont au nombre de quatre: les littératies culturelle, scolaire, communautaire et critique. Le programme Des livres dans mon baluchon, développé par La Route du Savoir, est le seul programme de littératie familiale qui comprend des éléments pour faire valoir l'importance du développement de ces quatre littératies.

Note biographique:

Détenteur de deux maîtrises, la première en sociologie de l'Université d'Ottawa et la seconde en andragogie de l'Université de Montréal, Monsieur Bissonnette possède plus de 20 ans d'expérience comme formateur et gestionnaire d'un centre de formation des adultes. Il est coauteur du programme Des Livres dans mon baluchon.

Développement organisationnel

Formatrice: Julie Bourbonnais
2300, rue Duvernay
Montréal, Québec H3J 2X1
Téléphone: (514) 791-6253
Télécopieur: (514) 931-1321
Courriel: julie.bourbonnais@videotron.ca

Brève description: Cet atelier permet aux participants de trouver des façons de présenter leur vision et leur mission au moyen d'une image corporative attrayante.

Durée : 1 jour

Description

Cet atelier comprend un volet de présentation de la matière appuyée par des activités concrètes ayant pour but de faire émerger la créativité. Les points suivants sont adressés :

- Revue de la vision et de la mission;
- Revue des outils de communication utilisés;
- Brainstroming sur les messages-clés;
- Exercice de visionnement;
- Travail d'application.

Note biographique

Détentrice d'un doctorat en psychologie organisationnelle, Madame Bourbonnais possède près de 13 ans d'expérience comme conseillère, formatrice, coach et facilitatrice. Au fil des ans, elle a acquis une expertise solide auprès d'une clientèle diversifiée. Elle travaille présentement tant auprès d'entreprises des secteurs privé et public que d'organismes à but non lucratif. Ses interventions clés sont : création et mise en œuvre de projets organisationnels (planification stratégique, alignement d'équipe, élaboration de mission, vision, valeurs, objectifs); planification et gestion du changement, gestion de conflit et amélioration de climat de travail, accompagnement de gestionnaires et de leaders visionnaires. Enfin, Madame Bourbonnais est membre de l'Ordre des psychologues du Québec et de la Société Québécoise de Psychologie du Travail.

Êtes-vous Tintin, Haddock ou Milou?

Formateur: Marc Bissonnette
Centre La Route du Savoir
711, avenue Dalton, bureau 187
Kingston, Ontario K7M 8N6
Téléphone: (613) 544-7447
Télécopieur: (613) 544-0431
Courriel: marcbissonnette@laroutedusavoir.org

Brève description : Cet atelier permet de découvrir cinq formes de logiques qui sont associés aux personnages de Hergé pour permettre de mieux se connaître et d'optimiser les forces qui résident au sein d'une équipe de travail.

Durée : ½ jour

Description

Cet atelier propose aux participants et participantes de se familiariser avec l'approche développée par le groupe ReGain, une approche unique et vivante qui sert à mobiliser les équipes de travail en utilisant la magie de l'œuvre de Hergé. En effet, grâce à la complicité de Tintin et de ses acolytes, vous découvrez la logique interne des personnages et des personnes. La métaphore rend explicites leurs valeurs, leurs motifs et leurs manières de fonctionner. Il est clair qu'Hergé, à travers son œuvre, fournit un moyen andragogique puissant.

Note biographique

Détenteur de deux maîtrises, la première en sociologie de l'Université d'Ottawa et la seconde en andragogie de l'Université de Montréal, Monsieur Bissonnette possède plus de 20 ans d'expérience comme formateur et gestionnaire d'un centre de formation des adultes.

Intégrer les compétences essentielles dans la programmation

Formatrice: Debbie Grier

Téléphone: 705.560.6673, poste 3140

Courriel: Debbie.Grier@borealc.on.ca

Brève description : Cet atelier vise à appuyer les formateurs et les formatrices à mieux comprendre les concepts associés à l'intégration des compétences essentielles dans leur programmation.

Durée : une demi-journée

Description

Pendant cet atelier, les participants:

- prendront connaissance des 9 compétences essentielles par des activités interactives ;
- exploreront des moyens d'intégrer les compétences essentielles en atelier par différentes activités d'apprentissage ;
- pourront faire la distinction entre une connaissance (niveaux AFB) et une compétence (niveaux de complexité associés aux tâches en compétences essentielles) ;
- prendront connaissance des ressources disponibles ;
- travailleront avec les profils d'emploi afin d'identifier des activités d'apprentissage possible pour le domaine concerné.

Note biographique

Mme Grier est certifiée analyste en compétences essentielles par Bow Valley College. Elle peut donc élaborer un profil d'emploi axé sur les compétences essentielles qui sera reconnu par les comités sectoriels. Sa formation sur les compétences essentielles, de pair avec son expérience en formation des adultes, lui permettent d'offrir un atelier d'une grande utilité sur le terrain. De plus, Mme Grier a été membre du comité national d'experts en compétences essentielles avec l'Association des Collèges Communautaires du Canada et elle participe activement à des comités et groupes de travail sur les compétences essentielles.

La collecte de fonds

Formateur: Marc Bissonnette
Centre La Route du Savoir
711, avenue Dalton, bureau 187
Kingston, Ontario K7M 8N6
Téléphone: (613) 544-7447
Télécopieur: (613) 544-0431
Courriel: marcbissonnette@laroutedusavoir.org

Brève description : Cet atelier propose aux participants et participantes de se familiariser avec la collecte de fonds et ses principes, mais surtout comment planifier et organiser une collecte de fonds qui sera efficace et lucrative.

Durée : ½ journée

Description

Au moyen de situations variées, les participantes et les participants apprennent à tirer profit d'exemples concrets d'activités réussies. En effet, ils ont la chance de faire l'autopsie de ces exemples pour découvrir les éléments qui en ont fait une réussite. L'approche par la découverte est très efficace pour mieux intégrer les apprentissages et les appliquer chez soi.

Note biographique

Détenteur de deux maîtrises, la première en sociologie de l'Université d'Ottawa et la seconde en andragogie de l'Université de Montréal, Monsieur Bissonnette possède plus de 20 ans d'expérience comme formateur et gestionnaire d'un centre de formation des adultes.

La gestion du rendement et l'amélioration continue

Formatrice : Jacinthe Bergevin
Bergevin Cloutier et associés
2360, rue Duvernay, bureau 200
Montréal, Québec H3J 2X1
Téléphone : (514) 931-6679
Télécopieur : (514) 931-1321
Courriel : jacinthe.bergevin@sympatico.ca

Brève description: Cet atelier permet aux participants de se familiariser avec les principes et les composantes associées au Système de gestion du rendement et d'amélioration continue appliquée à des organismes à but non lucratif.

Durée : 2 jours

Description

Cet atelier comprend un volet de présentation de la matière appuyée par des activités concrètes basées sur des situations authentiques. Les points suivants sont adressés :

- Description des principes de base et des composantes du Système de gestion du rendement et d'amélioration continue;
- Description de l'importance de recueillir et d'utiliser des données pour améliorer la performance des organismes;
- Exploration des applications du Système;
- Identification des étapes requises et des outils utiles pour recueillir et analyser efficacement les données.

Note biographique

Détentrice d'une Maîtrise en développement organisationnel du School of Business and Management de l'Université Pepperdine à Los Angeles et d'un baccalauréat en sciences sociales de l'Université d'Ottawa, madame Bergevin possède 25 ans d'expérience comme conseillère, formatrice et animatrice. Elle travaille présentement comme conseillère en développement organisationnel tant auprès d'entreprises des secteurs privé et public que d'organismes à but non lucratif. Ses interventions clés en développement organisationnel se situent dans les domaines suivants: gestion et implantation du changement, élaboration de mission et de vision, planification stratégique et opérationnel, restructuration organisationnelle et redesign de travail.

La gestion par objectifs

Formateur: Marc Bissonnette
Centre La Route du Savoir
711, avenue Dalton, bureau 187
Kingston, Ontario K7M 8N6
Téléphone: (613) 544-7447
Télécopieur: (613) 544-0431
Courriel: marcbissonnette@laroutedusavoir.org

Brève description: Cet atelier a pour objectifs de présenter ce qu'est la gestion par objectifs, ses avantages sur les plans individuels et organisationnels.

Durée : ½ jour

Description

Dans cet atelier les participantes et les participants se familiarisent avec les objectifs SMART: **S**pécifique, **M**esurable, **A**tteignable, **R**éaliste, **T**emporels. Ils apprennent à construire un plan d'action à partir d'exemples pertinents. Enfin, ils passent en revue quelques pièges à éviter dans la gestion par objectifs.

Note biographique

Détenteur de deux maîtrises, la première en sociologie de l'Université d'Ottawa et la seconde en andragogie de l'Université de Montréal, Monsieur Bissonnette possède plus de 20 ans d'expérience comme formateur et gestionnaire d'un centre de formation des adultes.

Mise en place d'une entreprise d'entraînement

Formateur: Marc Bissonnette
Centre La Route du Savoir
711, avenue Dalton, bureau 187
Kingston, Ontario K7M 8N6
Téléphone: (613) 544-7447
Télécopieur: (613) 544-0431
Courriel: marcbissonnette@laroutedusavoir.org

Brève description : Cet atelier a pour objectif de présenter les avantages et les étapes de la mise sur pied d'une entreprise d'entraînement.

Durée: ½ jour

Description

Lors de cet atelier, les participants voient les différents aspects de l'entreprise d'entraînement, dont ses origines, son fonctionnement, ses composantes et son financement. L'entreprise d'entraînement simule parfaitement l'ensemble des activités commerciales d'une entreprise réelle, sauf la production. À la suite de l'atelier, les participants comprennent mieux ce qu'est une entreprise d'entraînement et savent comment leur clientèle et leur communauté peuvent en profiter.

Note biographique

Détenteur de deux maîtrises, la première en sociologie de l'université d'Ottawa et la seconde en andragogie de l'Université de Montréal, Monsieur Bissonnette possède plus de 20 ans d'expérience comme formateur et gestionnaire d'un centre de formation des adultes. Toujours à la recherche de nouveaux défis, il a été le premier à ouvrir une entreprise d'entraînement en Ontario.

Partenariats en formation

Formateur: Donald Lurette
3452, Route Principale
Wentworth Nord, Québec J0T 1Y0
Téléphone: (450) 226-8470
Courriel: donald.lurette@sympatico.ca

Brève description: Cet atelier vise à aider les participants œuvrant dans un centre communautaire de formation pour adultes à reconnaître l'utilité et la pertinence de créer des partenariats avec les institutions de formation.

Durée: 1 jour

Description

Pendant cet atelier, les participants se familiarisent avec les différentes formes de partenariats entre les centres communautaires de formation pour adultes et les écoles pour adultes gérées par les conseils scolaires et les collèges permettant de créer des modèles novateurs de programmes menant à la certification ou à l'accès à des programmes d'apprentissage.

Ces programmes présentent les caractéristiques suivantes:

- Ils sont intensifs et d'une durée limitée.
- Ils mènent à un stage en milieu de travail facilitant l'insertion en emploi.
- Ils sont offerts en partenariat, c'est-à-dire que le recrutement, la planification, et la livraison sont conjoints et intégrés.

Note biographique

Détenteur d'un diplôme d'études supérieures spécialisées en andragogie de l'Université du Québec à Hull, Monsieur Lurette possède près de 20 ans d'expérience comme formateur, gestionnaire et concepteur de programmes. Il travaille présentement comme consultant dans le domaine de la formation des adultes.

Perfectionnement des formatrices et formateurs

Titre du cours 1 : La formation des adultes : de la pratique à la théorie

Formatrice : Célinie Russell

Agente de projets

Coalition ontarienne de formation des adultes

235 chemin Montréal, pièce 201

Ottawa (Ontario) K1L 6C7

Téléphone : (613) 842-5369

Courriel : crussell@coalition.on.ca

Brève description du programme : Améliorer les compétences professionnelles des formatrices œuvrant auprès d'adultes engagés dans une démarche de formation.

Brève description du cours : Ce cours de base présente la formation des adultes dans le contexte de l'Ontario.

Durée : 8 ateliers de deux heures chacun

Description

Ce cours traite des grandes théories de l'apprentissage, de la psychologie de l'apprentissage et des « comment » et des « quoi » en formation des adultes. Les participants doivent concevoir une démarche de formation andragogique étape par étape. Les points suivants sont adressés:

- Les trois grandes théories de l'apprentissage
- La composante intellectuelle de l'apprentissage
- La composante affective de l'apprentissage
- Des obstacles à l'apprentissage
- La lecture
- L'écriture
- La communication orale
- Le calcul :
- D'autres compétences essentielles
- Les approches générales en éducation des adultes
- L'approche axée sur les résultats d'apprentissage
- Les méthodes en éducation des adultes
- Les techniques andragogiques en éducation des adultes
- Le matériel d'enseignement et d'apprentissage
- Le transfert des apprentissages

Note biographique

Madame Russell a une longue expérience comme travailleuse sociale. Elle est agente de projet à la Coalition francophone depuis près de cinq ans.

Perfectionnement des formatrices et formateurs

Titre du cours 2: Comment confirmer le progrès des adultes en formation

Formatrice : Célinie Russell

Agente de projets

Coalition ontarienne de formation des adultes

235 chemin Montréal, pièce 201

Ottawa (Ontario) K1L 6C7

Téléphone: (613) 842-5369

Courriel: crussell@coalition.on.ca

Brève description du programme : Améliorer les compétences professionnelles des formatrices œuvrant auprès d'adultes engagés dans une démarche de formation.

Brève description du cours : Ce cours propose une façon d'évaluer les acquis des adultes en formation en passant en revue les étapes d'une évaluation.

Durée: 8 ateliers de deux heures chacun

Description

Ce cours traite de cinq étapes du processus de l'évaluation et discute de l'évaluation formative et de l'évaluation sommative. Les participantes construiront une activité de démonstration ensemble. Les points suivants sont adressés:

- L'intention: le pourquoi de l'évaluation
 - L'évaluation formative
 - L'évaluation sommative
- L'objet ou les objets de l'évaluation des acquis : le quoi
 - Les grandes catégories d'objets d'évaluation
- La cueillette de données: Le comment
 - Les outils de mesure
 - Les outils d'observation
 - Les outils d'auto-évaluation
- Le jugement professionnel en formation des adultes
 - Les critères d'évaluation
 - Un seuil de réussite
- La décision et l'action
 - Consigner les résultats

Note biographique

Madame Russell a une longue expérience comme travailleuse sociale. Elle est agente de projet à la Coalition francophone depuis près de cinq ans.

Perfectionnement des formatrices et formateurs

Titre du cours 3: La sélection, l'adaptation et la création de matériel d'enseignement et d'apprentissage

Formatrice : Célinie Russell

Agente de projets

Coalition ontarienne de formation des adultes

235 chemin Montréal, pièce 201

Ottawa (Ontario) K1L 6C7

Téléphone: (613) 842-5369

Courriel: crussell@coalition.on.ca

Brève description du programme : Améliorer les compétences professionnelles des formatrices œuvrant auprès d'adultes engagés dans une démarche de formation.

Brève description du cours : Ce cours discute du matériel d'enseignement et d'apprentissage.

Durée: 7 ateliers de deux heures chacun

Description

Ce cours traite du matériel d'enseignement et d'apprentissage : comment le choisir, comment l'adapter et comment le créer lorsque nécessaire. Les points suivants sont adressés :

- Le matériel d'enseignement et d'apprentissage de base
- Le matériel authentique
 - Comment intégrer des documents authentiques dans le processus de formation
- La sélection du matériel didactique: trois éléments à considérer
 - Le contenu
 - Le contenant
 - La mise en pages
 - Des grilles d'analyse
- L'adaptation du matériel didactique
- La création de matériel didactique
- Les compétences essentielles

Note biographique

Madame Russell a une longue expérience comme travailleuse sociale. Elle est agente de projet à la Coalition francophone depuis près de cinq ans.

Quel est votre style d'apprentissage?

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Courriel: marcbissonnette@laroutedusavoir.org

Brève description: Cet atelier propose aux participants et participantes de découvrir leur style d'apprentissage.

Durée : ½ jour

Description

À l'aide d'un bref questionnaire les participantes et les participants découvrent s'ils sont de style accommodateur, divergeur, assimilateur ou convergeur. Une fois leur style d'apprentissage découvert, ils sont en mesure d'apprécier les caractéristiques propres à chacun des styles d'apprentissage, les préférences, les attentes et les stratégies d'enseignement pour chacun des styles d'apprentissage, ainsi que les besoins de la personne apprenante selon son style d'apprentissage.

Note biographique

Détenteur de deux maîtrises, la première en sociologie de l'Université d'Ottawa et la seconde en andragogie de l'Université de Montréal, Monsieur Bissonnette possède plus de 20 ans d'expérience comme formateur et gestionnaire d'un centre de formation des adultes.