

TARGETED

TRAINING IDEAS



PROVEN STRATEGIES FROM LBS PROGRAMS



POP UP PD
free webinars for
literacy educators



STATEMENT OF **RECOGNITION**

While we meet today on a virtual platform, let's take a moment to recognize, respect and acknowledge the importance of the lands we occupy and from which we benefit.

Today, let's reaffirm our commitment and responsibility to improve relationships between nations -- and our own understanding of local Indigenous peoples and their cultures.

Let's remind ourselves that, wherever we are, we live on the ancestral and unceded territory of Inuit, Métis, and First Nations people.



POP UP PD
free webinars for
literacy educators



ABOUT POP UP PD FOR LITERACY EDUCATORS

- free webinar series developed by Ontario's LBS Regional Networks & the Provincial Support Organizations for Literacy
- supports LBS practitioners with presentations on topics important to them
- English language webinars presented for LBS practitioners annually since 2015-2016
- **all** webinar presentations, recording links & transcripts here: [Pop Up PD Resources for LBS Educators](#)
- webinar topic ideas welcome at: e-channel@contactnorth.ca



POP UP PD
free webinars for
literacy educators





Learning for Life

St. Charles

Adult & Continuing Education

LBS TARGETED TRAINING

Anita Silva

Cassandra Murphy



Training Computer Programs:

Basic

Job Readiness

Computers for Education

Historical



TARGETED TRAINING OVERVIEW

LEVEL 1 BASIC COMPUTERS

Overview

Our Computer class for Beginners is geared towards individuals who have no/little computer experience. We start from the beginning and cover the basics of using a computer. This course is run in-person, at our St. Charles Mountain location, morning and afternoon options available.

Topics Include:

- Introduction to computers: parts of the computer, how to use a mouse, computer vocabulary
- Brief introduction to Microsoft Windows
- Proper typing technique
- Navigating the internet/how to do a Google search
- Online safety and security
- Introduction to Microsoft Word
- How to create an email address and send an email
- How to use a USB

LEVEL 2 JOB READINESS COMPUTERS

Overview

Our Computer Job Readiness course is geared towards people who have some computer experience but want to learn more and expand their skills. This course is run in-person, at our St. Charles Mountain location, morning and afternoon options available. This course is also offered in an online format; the online format is self-paced.

Topics Include:

- Introduction/Review of Computer Basics
- Microsoft Windows & File Management
- An in-depth look at how to use Microsoft Word
- An in-depth look at how to use Microsoft Excel
- Review of Navigating the Internet
- Using Search Engines (Google & Indeed)
- Understanding Job Postings
- Introduce ES and/or Bring in ES for information/referral

COMPUTERS IN EDUCATION

Overview

Our Computers in Education course is geared towards people who are moving on to Credit courses which are provided in an online format. This course is run in-person, at our St. Charles Mountain location (morning only).

Topics Include:

- Introduction to myCLASS (online course platform)
- Introduction to Microsoft Word
- Navigating your online class
- Introduction to OneDrive
- Submitting assignments
- Using your myCLASS email
- Completing quizzes
- Using your myCLASS calendar

HISTORICALLY

Overview

Previous targeted training programs we have run, have included the following. They have since ceased for various reasons:

- ESL Numeracy
- Skills for Success
- Social Media (Online)

RESOURCES

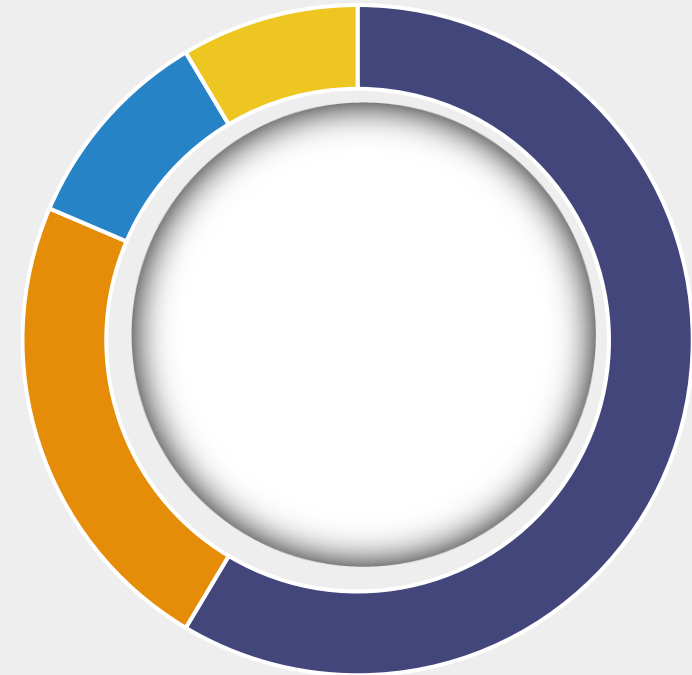
The targeted training initial framework was initially based on the CESBA Digital Literacy frameworks. Since then, it has been modified to suit the needs of our diverse learners.

Link – [cesba Resources for Digital Literacy](#)

OUR SOURCE OF LEARNERS

Learner demographic are 18+ individuals who are interested in increasing their communication and digital literacy skills. Often **Newcomers**, **Job Seekers**, and **Independent Learners**.

- St. Charles registered Learners (Internal)
- Partnerships (External)
- Word of Mouth



WHY COMPUTER TARGETED TRAINING?

Increased Demand



Increasing technology within modern society, there is a demand for digital literacy competency

Internal & External Feedback



Based on learner and referral agencies, learners want to obtain these skills for personal growth

Employability Skills



Increased technology in the workforce requires individuals to be computer literate

CHALLENGES WE FACE

- **Time-Intensive Service Delivery:** Providing comprehensive support to learners requires significant time investment. ie. Case management, developing customized learning plans, and adapting curriculum to meet diverse needs.
- **Learner Barriers Beyond Education:** We often address a range of external challenges that learners face, such as socio-economic hardships, mental health concerns, and personal responsibilities.
- **High Demand with Limited Capacity:** The increasing demand for LBS services often exceeds available capacity.
- **Intensive Instructional Needs Learners:** Learners at foundational levels require highly personalized, intensive instruction to develop essential literacy skills, which can be resource-intensive.
- **Challenges of Large Class Sizes:** Large classrooms can limit the effectiveness of instruction, making it difficult to provide the individualized attention some learners require.
- **Inter-Ministerial Collaboration:** Coordinating efforts across multiple government ministries can create complexities.
- **Funding Constraints:** Limited financial resources pose significant challenges in meeting the growing demand for LBS programs, affecting the availability of instructional materials, staffing, and needed program expansion efforts.

SUCCESS STORIES

- A student aiming for a government job improved their computer skills through our program and successfully secured a position with Service Canada.
- Independent learners who bridge the technology gap through our program, gaining essential skills to navigate daily life with confidence.
- Newcomers with no prior experience, successfully learning to navigate in digital spaces enhancing their personal growth opportunity.



**“THE MORE YOU READ THE
MORE THINGS YOU’LL KNOW.
THE MORE YOU LEARN THE
MORE PLACES YOU’LL GO”**

- DR. SEUSS



Thank you!

Questions?

CONTACT INFORMATION

St.Charles Academic Upgrading & Targeted Training

Phone: (905) 577-0555

Email: info@stcharles.ca

Website: www.stcharles.ca

Facebook: @stcharlesadultandconed

Twitter: @stcharlesace & @stcharleslbs

Instagram: @stcharleshamilton



Learning for Life

St. Charles

Adult & Continuing Education



LBS – TARGETED TRAINING

Presented by: Chantal Makela



MISSION

To provide quality, accessible services responsive to the needs of job seekers & employers through individualized solutions & mutually beneficial partnerships.

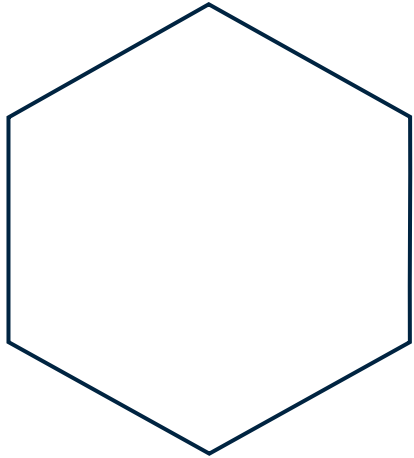
VISION

A dynamic and prosperous community.

VALUES

- Inclusivity
- Empowerment
- Compassion
- Respect





SPARK SERVICES

Here's how we can help!



SKILLS FOR SUCCESS (SFS)



**Conversational
Confidence
Course**



**Budgeting,
Organization and
Time Management**



**Workplace
Wellness Course**



**Better Jobs
ON**



**Career
Confidence for
Adults 45+**

Career Confidence For Adults 45+

Duration: 4 weeks

Target Audience:

Adults 45+ seeking to regain confidence in their career paths

Key Learning Areas:

- Identifying and leveraging **transferrable skills** for today's workplace
- Recognizing the **value of past experience** and building confidence
- Understanding **Internet's role** in job searching



Testimonial

Career Confidence For
Adults 45+

Before joining this program, I found myself at the lowest point in my life. As an older adult seeking change, I felt hopeless about my prospects. However, I was guided to this class, and I can confidently say it has been a transformative experience for me. Overall, I would rate this class a perfect 10 out of 10. Thanks to my instructor's guidance, I have not only gained a new perspective on life and work but also feel empowered to navigate the challenges ahead with confidence.



Power Skills & Construction Mathematics

Duration: 1–2 week

Partner: LiUNA Local 493 (Laborer's Union of North America)

Key Learning Areas:

- Workplace communication & etiquette
- Written communication & job interview prep
- Attitude, motivation, & professionalism
- Measurement, fractions & decimals
- Geometry & word problems

Success Story

Skills for Success
Program (SFS)

Targeted Training proved fruitful for two participants already employed at **E360**, a waste and recycling company here in Greater Sudbury. One of Spark's training facilitators ventured to their workplace to teach these employees, one from Ukraine and the other from Chile, about Canadian workplace culture, English idioms, and basic workplace terminology.

After the training was completed, both the employees and the management at 360 admitted that they gained valuable knowledge and insight from this instruction.

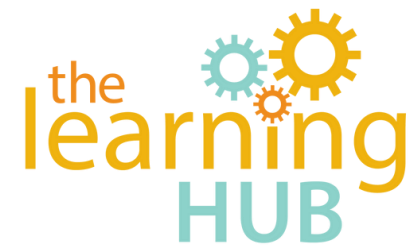
Thank You





DOORS

Digital Outreach for Obtaining Resources & Skills





Beth Israel Deaconess
Medical Center



HARVARD MEDICAL SCHOOL
TEACHING HOSPITAL



Digital Outreach for Obtaining Resources and Skills (DOORs)

ADULT LITERACY EDUCATION

WINTER 2023

<http://doi.org/10.35847/SPerret.NAlon.JTorous.5.1.49>

Forum: Supporting Mental Health

(Part 2 of 3)

I

A Digital Literacy Program for Adults with Mental Health Conditions

Sarah Perret, Noy Alon, and John Torous

Beth Israel Deaconess Medical Center, Harvard Medical School

Limited literacy has a large impact on the U.S. population; about half of adults lack sufficient literacy proficiency (Rothwell, 2020). However, not all populations are impacted equally, as there is a significant comorbidity between low literacy and mental illness (Sentell & Shumway,

have the potential to increase access to care in scalable, cost-effective, and innovative ways. Due to this potential, internet connectivity and digital literacy have been named super social determinants of health as they both contribute to other social determinants of health (Sieck et

FIGURE 1: DOORs Curriculum



Fall 2024





Session 1 – Registration and Workshop Introduction

- Complete Registrations and Intake assessments.
- Connect to Wi-Fi and understand cellular data and using a mobile hotspot.
- Accessing email account.
- Passwords about Password Managers.
- Updating device and apps.
- Download Zoom and join a session.





Session 2 – Use core settings, camera and register for Connect my Health

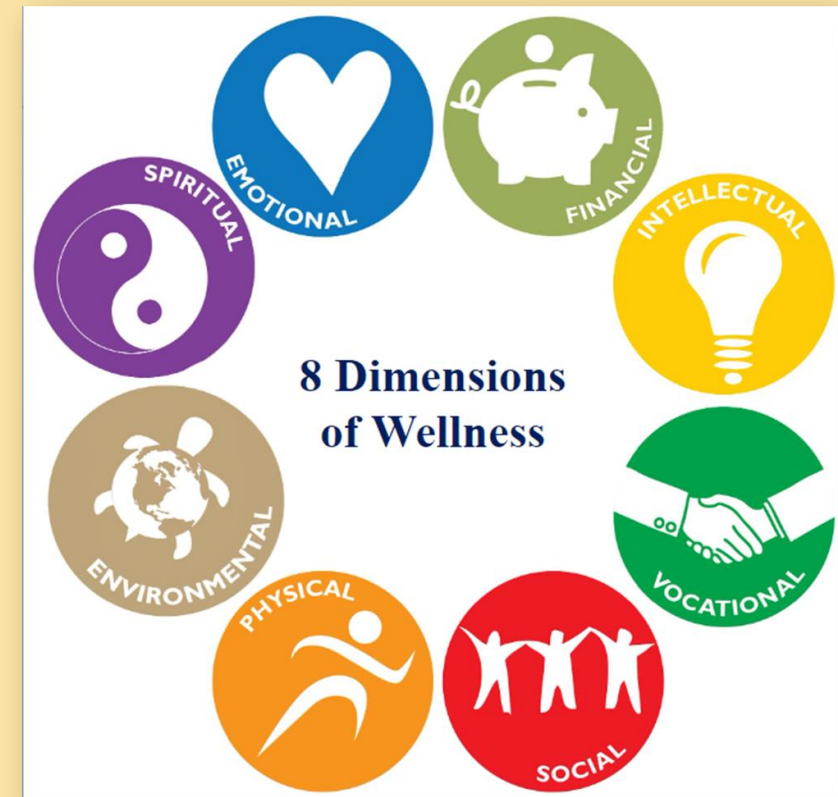
- understand difference between mobile devices and PC operating systems and cloud storage
- use settings menu to adjust brightness, night mode, font size, sleep mode, etc.
- use your camera to take photos, use flash, flip your camera, take a video, scan a QR code, screen capture
- register for Connect my Health patient portal





Session 3 – Wellness Apps and App security

- explore the 8 dimensions of wellness
- learn how to evaluate apps for privacy, security, and app reviews and install wellness apps
- view step count apps on mobile devices
- review and monitor screen time
- login to your new Connect My Health account using 2 step verification





Session 4 – Staying connected

- Learn about different apps to stay connected with friends and family.
- Setting up voicemail greetings and adding contacts.
- Accessing email from your mobile device.
- Practice texting and video calling.
- Understand the pros and cons of social media.





Session 5 – Managing responsibilities

- Explore using a digital calendar to track daily responsibilities.
- Use a digital map on a smartphone.
- Learn how to find park car, or your devices.
- Review popular weather apps and 511 road conditions app and cameras.
- Use a flyer shopping app to save money.

flipp



Session 6 – Expanding your knowledge and enjoying downtime.

- Using search engines, understanding how to identify safe websites, and what to do when asked to accept cookies.
- Finding help online and using bookmarking, bookmark 211 Ontario.
- Expand your knowledge with YouTube
- Enjoy downtime with music by creating playlists, playing games and reading on library apps

Reflection

Equip clients with digital health
knowledge, skills and resources

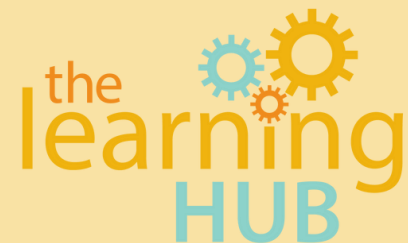




Thank you!

1-844-470-7877

info.learninghub@ed.amdsb.ca



Webinar resources: [Pop Up PD Resources for LBS Educators](#)

Webinar evaluation: <https://tinyurl.com/4sd868dn>

THANK
YOU



POP UP PD
free webinars for
literacy educators



POP UP PD
free webinars for
literacy educators

