

Targeted training refers to any specific, short term training. For example, 6 weeks of apprenticeship math, 3 months of soft skills training, etc. Targeted training may be for specific audiences, for example, OW, youth, or older workers.

**Target Audience** LBS Practitioners/Administrators

**Purpose** To gather information about targeted training programs for use in your classroom

This document is a list of targeted training programs that has been developed by agencies across the province. These developers are willing to discuss and share materials from their programs. If you have an interest in learning more about any of the programs listed here, connect directly with the developer.

To add/remove information from this document please contact

Sara Gill      905-527-2222      [director@abea.on.ca](mailto:director@abea.on.ca)



You can find the list of Targeted Training at [www.learningnetworks.ca](http://www.learningnetworks.ca).

Please provide feedback on the list with this very short survey (open until March 31, 2019)

<https://www.surveymonkey.com/r/8LJLQ9Y>

Type of Training	Program Name	Agency
Academic Upgrading	<u>Budgeting Basics</u>	Avon Maitland DSB
	<u>Budgeting for the 21st Century</u>	Laubach Literacy Ontario
	<u>Credit Preparation</u>	Centre for Lifelong Learning, London District Catholic School Board
	<u>Financial Literacy</u>	Niagara Regional Native Centre
	<u>Financial Literacy Modules</u>	Adult Basic Education Association
	<u>LBS/BOLD</u>	St. Charles Adult and Continuing Education Centres
	<u>Reaching to Succeed</u>	Niagara Regional Native Centre
Computer Training	<u>Basic computer training: 10 week curriculum for beginners</u>	Lakeshore Adult Learning, LAMP CHC
	<u>Computer Basics</u>	Centre for Lifelong Learning, London District Catholic School Board
	<u>Computer Job Readiness</u>	Lambton Kent District School Board
	<u>Computers training (either for seniors or for employment purposes)</u>	Aamjiwnaang Adult Education program
	<u>Desktop Publishing</u>	Valley Adult Learning Association
	<u>Digital Basics</u>	Bridges To Success

Type of Training	Program Name	Agency
	<u>Digital Technology</u>	Niagara Catholic District School Board
	<u>How to Use Your Smartphone</u>	Huntsville YMCA LBS Program
	<u>Introduction to Digital Technology</u>	Valley Adult Learning Association
	<u>Job Searching in the Digital World</u>	Unemployed Help Centre- called
	<u>Presentations</u>	Valley Adult Learning Association
	<u>Reverse Mentoring - Digital Literacy</u>	Literacy Link Niagara
	<u>Social Media 101 (Facebook, Twitter, Pinterest, LinkedIn, YouTube, etc.)</u>	Community Literacy of Ontario
	<u>Word Processing</u>	Valley Adult Learning Association
Soft Skills	<u>Conflict Resolution</u>	Avon Maitland DSB
	<u>Essential Skills for Parenting</u>	Bridges To Success
	<u>Four Directions: Anishinaabe Self-Growth program</u>	Aamjiwnaang Adult Education program
	<u>Gift of Self-Esteem</u>	Niagara Regional Native Centre
	<u>Improve Your Public Speaking Skills</u>	St. Charles Adult & Continuing Education
	<u>Indigenous Women's Roles- Haudenosaunee Perspective</u>	Ontario Native Literacy Coalition
	<u>INTAKE-Action Plan and Level One</u>	Centre for Lifelong Learning, London

Type of Training	Program Name	Agency
	<u>Learning</u>	District Catholic School Board
	<u>Self-Management/Self-Direction</u>	Niagara Regional Native Centre
	<u>Return to Work Upgrading Program</u>	Literacy Link Niagara
	<u>Working on My Own: Managing Myself</u>	Laubach Literacy Ontario
	<u>Working on My Own: Personal Learning Styles and Goal Setting</u>	Laubach Literacy Ontario
	<u>Working on My Own: Problem Solving and Critical Thinking</u>	Laubach Literacy Ontario
	<u>Working on My Own: Time Management and Organization</u>	Laubach Literacy Ontario
Workplace Specific Training	<u>Customer Service Essentials</u>	Avon Maitland DSB
	<u>Introduction to Office Administration</u>	Valley Adult Learning Association
	<u>Apprenticeship Answers</u>	Literacy Link Niagara
	<u>Overview of 15 Occupational Curricula Used in LBS Agencies</u>	Community Literacy of Ontario
	<u>Retail Program</u>	The Literacy Group
	<u>Service à la clientele</u>	Le centre Moi j'apprends
Pre-employment	<u>Apprenticeship Support</u>	Valley Adult Learning Association
	<u>Communications for the Employment</u>	Algonquin College, Smiths Falls Centre

Type of Training	Program Name	Agency
	<u>Pathway</u>	
	<u>Employment and Pre-Apprenticeship</u> <u>Readiness Program</u>	Centre for Lifelong Learning, London District Catholic School Board
	<u>Exploring Apprenticeship</u>	Avon Maitland DSB
Training in French	<u>Online Training (in French it's called F@D)</u>	ABC Communautaire
	<u>Perspective Emploi</u>	Programme de prestation de services d'AFB
Other	<u>Driver's Education</u>	Niagara Regional Native Centre
	<u>G1 Literacy Prep</u>	Hamilton-Wenworth District School Board (HWDSB)

Targeted Training	Financial Literacy Modules
Training Description	The Adult Basic Education Association (ABEA) has released 3 financial literacy modules. These modules are free to use for community practitioners for a wide range of audiences.
Development Details	<p>All materials were developed using the Learning Networks of Ontario Clear Writing Guidelines.</p> <p>The following workshops were developed</p> <ul style="list-style-type: none"> <li>a) Budgeting - You and Your Money</li> <li>b) Credit and Debt</li> <li>c) Banks and Credit Unions Helping You</li> </ul> <p>These materials were piloted by 3 community agencies and are now being delivered again by two of the pilot agencies (one in French, one in English).</p>
Developed by	Regional Network
Contact Information	<p>Adult Basic Education Association</p> <p>Sara Gill</p> <p>905-527-2222</p> <p>director@abea.on.ca</p> <p><a href="https://abea.on.ca/practitioner-resources/">https://abea.on.ca/practitioner-resources/</a></p>
Entrance Criteria	N/A (learners will work through the information with the presenter – activities may need to be completed 1:1 for those not comfortable completing Level 2 tasks).
Audiences for this training	Target audiences could include those who(se)

	<ul style="list-style-type: none"> <li>• are living on social assistance</li> <li>• have low income levels or are on a fixed</li> <li>• struggle with budgeting and debt levels</li> <li>• want to learn more about managing finances</li> <li>• First language is not English</li> </ul>
Delivery details	All materials are available in English and French
Type of delivery	<input checked="" type="checkbox"/> In-class <input checked="" type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input type="checkbox"/> Distance <input type="checkbox"/> Blended
Recommended duration	Budgeting - 6 hours    Credit and Debt - 3 hours Banks and Credit Unions Helping You - 3 hours
Scheduling details	N/A
How to get these materials	You can download all materials from our website or <a href="http://www.learningnetworks.ca">www.learningnetworks.ca</a> and reprint them. You can access our materials without training but training is recommended. Train the Trainer is through webinars available on the website.
Training Details	N/A
Costs that may be associated with training	Printing costs, meeting costs

<b>Targeted Training</b>	<b>Financial Literacy</b>
Training Description	Financial literacy workshop
Developed by	LBS Delivery Program
Contact Information	Niagara Regional Native Centre Tara Yott 905-685-8547 <a href="mailto:literacypc@nrnc.ca">literacypc@nrnc.ca</a>
Entrance Criteria	19 years and older Literacy and basic skills are less Level 3 of the International Adult Literacy and Skills Survey (IALSS) or the Ontario Adult Literacy Curriculum Framework (OALCF) Proficient enough in speaking and listening to English or French
Delivery details	Workshop Style
Type of delivery	<input checked="" type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input type="checkbox"/> Small group <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended
Recommended duration	6 weeks
Scheduling details	# of days: 1 day a week
How to get these materials	Materials are available but not on website, willing to share any resources we have. No training is necessary for most practitioners. Most practitioners can deliver these programs with little or no training since they are already capable.



Targeted Training	Credit Preparation
Training Description	Refine thinking skills, writing, reading, and mathematics strategies for credit. Computer use and research is key. The final task, based on the action plan, is a personal portfolio. Upon registration, counsellors use learner files to determine whether credits toward a Grade 12 diploma may be granted.
Developed by	Centre for Lifelong Learning, London District Catholic School Board 1230 King Street London, ON N5W 2Y2 519-675-4436, ext. 20017
Contact Information	Jill C. Slemon, Ed.D., C.C.C. 1230 King Street London, ON N5W 2Y2 519-675-4436 x 20017
Entrance Criteria	Canadian citizen, newcomer to Canada with Canada Language Benchmark 6 or higher
Audiences for this training	Recommended: LBS Levels 2, 3
Delivery details	OALCF Digital Technology curriculum placed on Desire2Learn learning management platform. Registered adult learners have personal, private email accounts and storage drives.

Type of delivery	X In-class <input type="checkbox"/> One-to-one <input type="checkbox"/> Small group <input type="checkbox"/> Distance <input type="checkbox"/> Blended
Recommended duration	Number of hours may vary based on progress and number of hours in class
Scheduling details	# of hours: 9:00 AM - 11:30 AM and 12:00 PM -2:30 PM # of days: 5 days per week # of weeks: 9 weeks
Training Details	Teacher-facilitated delivery
Costs that may be associated with training	Free

Targeted Training	Budgeting for the 21st Century
Training Description	<p>This module includes Power Points, Learner Workbooks with slides and activities for each session, as well as a draft Learner Plan Template outlining suggested milestones from the Ontario Adult Literacy Curriculum Framework and a sampling of the activities. Learners with basic literacy skills will need support as they work through the module. The files are Word or PowerPoint documents so you can make modifications as necessary. The module was developed to be delivered one-to-one or in a small group setting. The module incorporates self- assessment opportunities, individual activities and activities to build relationships and soft skills. Learners will need to have access to a computer with an Internet connection to complete some of the activities. Many activities encourage group work.</p>
Development Details	<p>This training has been piloted and run by service delivery agencies in the past and will be run again in the future. Available for download from LLO's Online Bookstore.</p>
Developed by	<p>Sector Support Org Laubach Literacy Ontario LBS Delivery Program</p>
Contact Information	<p>Lana Faessler 519 -743-3309 <a href="mailto:literacy@laubach-on.ca">literacy@laubach-on.ca</a></p>

	<a href="http://www.laubach-on.ca/bookstore/book/budgeting-for-the-21st-century-workshop">http://www.laubach-on.ca/bookstore/book/budgeting-for-the-21st-century-workshop</a>
Audiences for this training	English
Type of delivery	<input checked="" type="checkbox"/> In-class <input checked="" type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input type="checkbox"/> Distance <input type="checkbox"/> Blended
Recommended duration	Five 3-4 hour sessions
Scheduling details	# of hours: 15-20 # of days: over 5 days # of weeks: over 3-5 weeks
How to get these materials	You can download all materials from our website and reprint them Available online on LLO's online Moodle classroom TrainingPost
Practitioner Training Details (to use materials)	No training required
Costs that may be Associated with Practitioner Training	Free

Targeted Training	Budgeting Basics
Training Description	Blended learning model - Classroom LBS Practitioner provides support while learners work through the LearningHUB's Managing Your Money short course (on the moodle platform). Workshop covers <ul style="list-style-type: none"> <li>• Building a Budget</li> <li>• Setting Goals</li> <li>• Identifying Money Losses and Areas to Save</li> <li>• SMART Strategies to Stay Ahead of Bills</li> </ul>
Development Details	Developed based on curriculum that already existed with the LearningHUB.
Developed by	Learning HUB (support org), Avon Maitland DSB (LBS Program) and QUILL Learning Network (regional network)
Contact Information	Avon Maitland DSB Courtney Brown 1-844-470-7877 x 1 courtney.brown@ed.amdsb.ca <a href="http://www.learninghub.ca">www.learninghub.ca</a>
Entrance Criteria	Learners are assessed at intake to ensure they are able to perform basic money math functions such as adding, subtracting money amounts, estimating etc.
Audiences for this training	English

Type of delivery	<input checked="" type="checkbox"/> In-class <input checked="" type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input checked="" type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended
Recommended duration	Depending on the ability of the learners to move through the online modules quickly this workshop could run for 5 sessions for 3 hours each. Could be expanded to include more community guests/partners or to allow slower learners to move through the online curriculum.
Scheduling details	Depends on delivery agent, may do 1 or 2 sessions per week One online module covered per session, with the classroom practitioner introducing the concepts to be covered, and scheduling in guest speakers from the community with expertise in the area of budgeting. # of weeks: 4-6 weeks # of hours: 3 hours/week Program is 5 modules of study
How to get these materials	A course outline for Managing your Money can be provided upon request. Curriculum is accessed online after learner's register for the LearningHUB.

<b>Targeted Training</b>	<b>Job Searching in the Digital World</b>
Training Description	4 week Computer Training program to teach people the competencies they need as related to finding and attaining employment.
Development Details	Currently running this training
Developed by	LBS Delivery Program
Contact Information	Unemployed Help Centre Melody Mungar Joan Iatonna 519-944-4900 x 135 lbs@uhc.ca <a href="http://www.uhc.ca">www.uhc.ca</a>
Entrance Criteria	Client has to be seeking employment as a goal path; however, exceptions can be made.
Audiences for this training	English
Type of delivery	<input checked="" type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input type="checkbox"/> Small group <input type="checkbox"/> Distance <input type="checkbox"/> Blended
Recommended duration	4 weeks
Scheduling details	# of days: 5 # of weeks: 4
How to get these materials	You must order our materials from our agency (fees if any, to be determined at the time of the order). You can access our materials without training but training is recommended.

Targeted Training	Computer Basics
Training Description	Teacher-led course helps adults to learn online. Laptops and tablets available for use in class. If you are eligible, we will help you obtain your own computer through the Renewed Computer Technology program.
Developed by	Centre for Lifelong Learning, London District Catholic School Board
Contact Information	Jill C. Slemon, Ed.D., C.C.C. 1230 King Street, London, ON N5W 2Y2 519-675-4436 x 20017
Entrance Criteria	Canadian citizen, newcomer to Canada with Canada Language Benchmark 6 or higher
Audiences for this training	LBS Levels 1, 2, 3
Delivery details	OALCF Digital Technology curriculum placed on Desire2Learn learning management platform. Registered adult learners have personal, private email accounts and storage drives.
Type of delivery	X In-class <input type="checkbox"/> One-to-one <input type="checkbox"/> Small group <input type="checkbox"/> Distance <input type="checkbox"/> Blended
Recommended duration	33 hours per level
Scheduling details	# of hours: 9:00 AM – 11:30 AM and 12:00 PM -2:30 PM # of days: 5 days per week # of weeks: 9 weeks
Costs that may be associated with training	Free



<b>Targeted Training</b>	<b>Basic computer training: 10 week curriculum for beginners</b>
Training Description	<p>Learn to use the computer for</p> <ul style="list-style-type: none"> <li>• Job search</li> <li>• Creating your resume and cover letter</li> <li>• Sending Emails</li> <li>• Internet search</li> </ul> <p>Learn in small groups about</p> <ul style="list-style-type: none"> <li>• Mousing</li> <li>• Keyboarding</li> <li>• Internet</li> <li>• Email</li> <li>• Microsoft Office Word</li> </ul>
Development Details	Currently running this training
Developed by	<p>LBS Delivery Program</p> <p>AlphaPlus assisted and consulted with us to set up resources, and training for staff and volunteers.</p>
Contact Information	<p>Lakeshore Adult Learning, LAMP CHC</p> <p>Johanna Milic, Co-ordinator</p> <p>416-252-9701 x 243</p> <p>johannam@lampchc.org</p>

	<a href="http://www.lampchc.org">www.lampchc.org</a>
Entrance Criteria	For computer curriculum, learners need to be at functional level 1 in reading and writing
Audiences for this training	English
Delivery details	Many learners move on to distance learning, e.g. Learning Hub, and still attend the drop-in support group
Type of delivery	<input checked="" type="checkbox"/> In-class <input checked="" type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input checked="" type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended
Recommended duration	3-4 months 4-6 months All learners must commit to their goal plans - in a once weekly community program, small group, volunteer led format, and learners need over 3 months for the curriculum program.
Scheduling details	# of hours: 2-3 # of days: 1 time/week # of weeks: 10
How to get these materials	You must order our materials from our agency (fees if any, to be determined at the time of the order).
Practitioner Training Details (to use materials)	Face-to-face sessions, and we would need to have staff funding resources for flexibility to train city or province wide.
Costs that may be associated with training	a) Face-to-face training b) Travel costs c) Accommodations/meals

	d) Materials e) Facilitation
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Targeted Training	Essential Skills for Parenting
Training Description	Learners that want to improve parenting skills and learn about child development.
Developed by	LBS Delivery Program
Contact Information	Bridge to Success Robyn Cook-Ritchie 519-759-0000 x 277312 <a href="mailto:robyn.cookritchie@granderie.ca">robyn.cookritchie@granderie.ca</a>
Audiences for this training	OW target group English
Type of delivery	<input type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input type="checkbox"/> Distance <input type="checkbox"/> Blended
Recommended duration	2 weeks - 4 weeks
Scheduling details	# of hours: 24-32 total # of days: over 8 sessions # of weeks: 4-8 depending on learner group
How to get these materials	You can download and use our materials without training Zip file can be provided to agency who requests it
Practitioner Training Details (to use materials)	N/A
Costs that may be Associated	Possible printing costs

Targeted Training	Digital Basics
Training Description	Developed specifically to support learners referred from Employment Services that need to upgrade digital literacy and communication skills to support job search.
Development Details	We have run this session continuously and successfully for the past three years.
Developed by	LBS Delivery Program
Contact Information	Bridge to Success Robyn Cook-Ritchie 519-759-0000 x 277312 <a href="mailto:robyn.cookritchier@granderie.ca">robyn.cookritchier@granderie.ca</a>
Entrance Criteria	None
Audiences for this training	English
Type of delivery	<input type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input type="checkbox"/> Distance <input type="checkbox"/> Blended
Recommended duration	2-4 weeks
Scheduling details	# of hours: 18-24 # of days: 6 # of weeks: 3
How to get these materials	You can download and use our materials without training Zip file can be emailed to an agency if requested

Targeted Training	Communications for the Employment Pathway
Training Description	For individuals that wish to improve their computer skills, over 19 and looking for work. Communications for the Employment Pathway will broaden their employment opportunities with up-to-date communications skills. Learners will become more employable by learning relevant computer skills through engaging activities that explore today's workplace and their part in it. At the same time, learners will discover the type of work that is right for them. This is an 8-week course.
Development Details	Currently running this training.
Developed by	Ottawa Community Coalition for Literacy (OCCL)
Contact Information	Algonquin College, Smiths Falls Centre Anne Davis 613-727-4723 x 3537 davis@algonquincollege.com <a href="http://www.algonquincollege.com/access/smithsfalls/">www.algonquincollege.com/access/smithsfalls/</a>
Entrance Criteria	Learners need to be able complete tasks at OALC level 2. A minimum score of 220 on the ESEE reading test is required.
Audiences for this training	English
Delivery details	<input checked="" type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input type="checkbox"/> Small group <input type="checkbox"/> Distance <input type="checkbox"/> Blended
Recommended duration	1-2 months
Scheduling details	# of hours: 3

	# of days: 2 # of weeks: 8
How to get these materials	This training will be available to other LBS agencies, just not at this time.

<b>Targeted Training</b>	<b>Computer Training - Essential Skills of Computer Use</b>
Training Description	<p>This computer training offers Understanding the Windows Environment, Introduction to Word, Excel, Email and the Internet.</p> <p>Specifically it includes</p> <ul style="list-style-type: none"> <li>• locating information or products</li> <li>• communicating with customers, colleagues or companies through email</li> <li>• creating documents for companies, job searching or community clubs</li> <li>• using a spreadsheet to create contact lists, budgets or calendars</li> <li>• using Email to send information through attachments.</li> </ul>
Developed by	Developed by Trent Valley Literacy Association
Contact Information	<p>Lesley Hamilton - <a href="mailto:progammanager@tvla.ca">progammanager@tvla.ca</a></p> <p>Lisa Marinzel - <a href="mailto:instructor@tvla.ca">instructor@tvla.ca</a></p> <p>Trent Valley Literacy Association (TVLA)</p> <p>825 Chemong Road, Peterborough, ON K9H 5Z5</p> <p>Phone: 705-749-0777</p>
Entrance Criteria	<p>Must be:</p> <ul style="list-style-type: none"> <li>• an Ontario resident</li> <li>• at least 19 years old</li> <li>• an adult whose literacy and basic skills are assessed at intake as being less than the end of level 3 of the IALSS, or the OALCF</li> </ul>



Audiences for this training	This training is suitable for a variety of learners including those who are planning to enter the workforce for the first time, people who are changing careers.
Type of delivery	<input checked="" type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input type="checkbox"/> Small group <input type="checkbox"/> Distance <input type="checkbox"/> Blended
Recommended duration	24 hours
Scheduling details	3 hours per day for 8 sessions
How to get these materials	Contact TVLA at 705-749-0777 General email - <a href="mailto:info@tvla.ca">info@tvla.ca</a>
Costs that may be associated with training	Printing of the computer manual A USB key for each learner

<b>Targeted Training</b>	<b>Four Directions: Anishinaabe Self-Growth program</b>
Training Description	This self-growth resource was created by the ONLC called Self-Management, Self-Direction: Back to Basics. This resource is used as a supplemental resource between facilitator lead topics. We have an outline of topics for class presentations but not the direct material to be covered in the sessions.
Development Details	A text entitled, "Self-Management, Self-Direction-Back to the Basics-Student Workbook," can be utilized with-in the delivery of services. A bit of the context is utilized in the services of delivery. There is also another Resource available that can help Literacy and Basic Skills programs, regarding tasks and lesson plans. It is called "Including Elders," A Guide for Indigenous Literacy Programs. This Resource is available through the Ontario Native Literacy Coalition at a small cost.
Developed by	LBS Delivery Program Aboriginal Support Org Elder assisted in creation of program and will facilitate program
Contact Information	Aamjiwnaang Adult Education program Terry Plain/Emily Williams 519-336-8410 x 285 <a href="mailto:terryplain@aamjiwnaang.ca">terryplain@aamjiwnaang.ca</a> / <a href="mailto:ewilliams@aamjiwnaang.ca">ewilliams@aamjiwnaang.ca</a>
Entrance Criteria	Must be at least 19 years of age, with no post-secondary schooling and currently unemployed, less than a skills level 3/Ontario Adult Literacy Curriculum Framework.

Audiences for this training	Persons looking for mental, emotional, and spiritual growth in order to build confidence and self-esteem
Type of delivery	<input type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input type="checkbox"/> Distance <input type="checkbox"/> Blended
Recommended duration	6 weeks
Scheduling details	# of hours: 10 # of days: 2 # of weeks: 6
How to get these materials	Contact the Ontario Native literacy Coalition for materials/resources aforementioned in the Development Details of this form.

<b>Targeted Training</b>	<b>Computers training (either for seniors or for employment purposes)</b>
Training Description	Internet training based on individual skill level and goals. Offered for job seekers and seniors. Internet banking, Job bank, emails and sending attachments.
Development Details	Ran it in the past but currently don't run it in our agency
Developed by	LBS Delivery Program
Contact Information	Aamjiwnaang Adult Education program Terry Plain 519-336-8410 x 285 <a href="mailto:terryplain@aamjiwnaang.ca">terryplain@aamjiwnaang.ca</a>
Entrance Criteria	19 years or older Open to the Aamjiwnaang First Nation and the surrounding community
Audiences for this training	Aboriginal Specific
Type of delivery	<input checked="" type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input type="checkbox"/> Small group <input type="checkbox"/> Distance <input type="checkbox"/> Blended
Recommended duration	1 month to 2 months
Scheduling details	Usually the program runs twice a week, in 2 hour segments each, for about 4-6 weeks. # of hours: 2 # of days: 2 # of weeks: 4-6

Targeted Training	Computer Job Readiness
Training Description	8 week course 9 hours per week. Offered for those looking for employment with few/ no computer skills. Keyboarding, Excel, PowerPoint, Internet search/ Job bank.
Development Details	This program is taught on site, a trainer is on hand. The program is often referred to by employment services. This program can help learners bridge to high school credits.
Developed by	LBS Delivery Program
Contact Information	Lambton Kent District School Board Trish Daubs 519-383-8787 <a href="mailto:Patricia.Daubs@lkdsb.net">Patricia.Daubs@lkdsb.net</a> <a href="http://www.lkdsb.net/AdultEd/Upgrading/Pages/default.aspx">http://www.lkdsb.net/AdultEd/Upgrading/Pages/default.aspx</a>
Entrance Criteria	Must be assessed and fall within the OALCF levels - Course is designed for those with little or no computer experience
Audiences for this training	English Aboriginal Specific Laid off workers
Delivery details	Can be delivered on site in an action centre
Type of delivery	<input checked="" type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input type="checkbox"/> Small group <input type="checkbox"/> Distance <input type="checkbox"/> Blended
Recommended duration	1 month to 2 months
Scheduling details	# of hours: 3

	<p># of days: 3</p> <p># of weeks: 8</p>
How to get these materials	You can access our materials without training but training is recommended
Training Details	Train the Trainer training is through face-to-face sessions
Costs that may be associated with training	<ul style="list-style-type: none"> <li>a) Face-to-face training</li> <li>b) Travel accommodations</li> <li>c) Meals</li> <li>d) Materials</li> <li>e) Facilitation</li> </ul>

<b>Targeted Training</b>	<b>Social Media 101 (Facebook, Twitter, Pinterest, LinkedIn, YouTube, etc.)</b>
Training Description	Free self-directed online learning modules for social media marketing.
Development Details	Currently running this training
Developed by	Community Sector Support Org
Contact Information	Community Literacy of Ontario Joan Beaudry 705-733-2312 clo@bellnet.ca <a href="http://www.communityliteracyofontario.ca/">http://www.communityliteracyofontario.ca/</a>
Entrance Criteria	English
Delivery details	Self-directed online training available at: <a href="http://www.communityliteracyofontario.ca/social-media-marketing/">http://www.communityliteracyofontario.ca/social-media-marketing/</a>
Type of delivery	<input type="checkbox"/> In-class <input checked="" type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input checked="" type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended
Recommended duration	short term - 3 hours or less
How to get these materials	<a href="http://www.communityliteracyofontario.ca/social-media-marketing/">http://www.communityliteracyofontario.ca/social-media-marketing/</a>
Practitioner Training Details (to use materials)	Offered both online via a series of webinars and via face-to-face training sessions
Costs that may be Associated with Practitioner Training	Free

<b>Training</b>	<b>Digital Technology</b>
Training Description	<p>This Digital Technology Training is specifically designed for learners that lack the required computer related skills for our society. This training enables learners to develop the OALCF competencies to succeed in the world of work, Apprenticeship, Secondary School Credit, Post -Secondary or Independence.</p> <p>Topics include introduction to the following areas of study: Computer Basics, Using Windows, Excel, Internet and Email, and Keyboarding Skills.</p>
Development Details	Continuous Intake
Developed by	<p>Niagara Catholic District School Board</p> <p>LBS Delivery Program</p>
Contact Information	<p>Mr. Mario DiVittorio</p> <p>Acting Principal - Continuing Catholic Education Centres</p> <p>905-734-4495</p> <p><a href="mailto:mario.divittorio@ncdsb.com">mario.divittorio@ncdsb.com</a></p> <p><a href="http://niagaracatholic.ca">niagaracatholic.ca</a></p>
Entrance Criteria	<p>Very little to no computer experience</p> <p>English</p>
Audiences for this training	Minimum - 19yrs of age
Delivery details	Offered at all Continuing Catholic Education Centres



Type of delivery	<input checked="" type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input type="checkbox"/> Small group <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended
Recommended duration	1 month to 2 months
Scheduling details	# of hours: 3 # of weeks: 5-6 weeks
How to get these materials	Any materials would require board approval Printed copies only

Targeted Training	INTAKE-Action Plan and Level One Learning
Training Description	Participate in group discussions and individual work to establish entry level. Form this material, learners will create a Personal Life Timeline. Recording completed tasks helps them check progress. Adults working at Level 1 complete basic tasks in English, mathematics and self-management to prepare for advanced training. Teacher provides directed instruction initially for this group.
Developed by	Centre for Lifelong Learning, London District Catholic School Board
Contact Information	Jill C. Slemon, Ed.D., C.C.C. 1230 King Street London, ON N5W 2Y2 519-675-4436 x 20017
Entrance Criteria	At least 18 years of age; out of high school for more than 1 year, ESL students are welcome and will need to be at CLB of 6 or higher in listening and speaking
Audiences for this training	LBS Levels 1, 2, 3
Type of delivery	X In-class <input type="checkbox"/> One-to-one <input type="checkbox"/> Small group <input type="checkbox"/> Distance <input type="checkbox"/> Blended
Recommended duration	25-50 hrs
Scheduling details	# of hours: 9:00 AM – 11:30 AM and 12:00 PM -2:30 PM # of days: 5 days per week # of weeks: 9 weeks
How to get these materials	Provided

<b>Targeted Training</b>	<b>Employment and Pre-Apprenticeship Readiness Program</b>
Training Description	OALCF Digital Technology curriculum placed on Desire2Learn learning management platform.
Developed by	Centre for Lifelong Learning, London District Catholic School Board
Contact Information	Jill C. Slemon, Ed.D., C.C.C. 1230 King Street London, ON N5W 2Y2 519-675-4436 x 20017
Entrance Criteria	Canadian citizen, newcomer to Canada with Canada Language Benchmark 6 or higher
Audiences for this training	LBS 2, 3
Delivery details	Registered adult learners have personal, private email accounts and storage drives.
Type of delivery	<input checked="" type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input type="checkbox"/> Small group <input type="checkbox"/> Distance <input type="checkbox"/> Blended
Recommended duration	Number of hours may vary based on progress and number of hours in class
Scheduling details	# of hours: 9:00 AM – 11:30 AM and 12:00 PM -2:30 PM # of days: 5 days per week # of weeks: 9 weeks

Targeted Training	Working on My Own: Managing Myself
Training Description	<p>This module includes PowerPoints, Learner Workbooks with slides and activities for each session, as well as a draft Learner Plan Template outlining suggested milestones from the Ontario Adult Literacy Curriculum Framework and a sampling of the activities. The milestones that have been suggested are not leveled or Level 1. Learners with basic literacy skills will need support as they work through the module. The files have been provided to you as Word or PowerPoint documents so you can make modifications as necessary. The module was developed to be delivered one-on-one or in a small group setting. The module incorporates self-assessment opportunities, individual activities and activities to build relationships and soft skills. Learners will need to have access to a computer with an Internet connection to complete some of the activities. Many activities encourage group work.</p>
Developed by	<p>Sector Support Org - Laubach Literacy Ontario TCU funded project field tested by service delivery agencies.</p>
Contact Information	<p>Lana Faessler 519-743-3309 <a href="mailto:literacy@laubach-on.ca">literacy@laubach-on.ca</a> <a href="http://www.laubach-on.ca/bookstore/book/managing-myself-module-a-and-b">http://www.laubach-on.ca/bookstore/book/managing-myself-module-a-and-b</a></p>
Audiences for this training	English
Type of delivery	<input checked="" type="checkbox"/> In-class <input checked="" type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input checked="" type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended

Recommended duration	Seven session workshop. Each session 3-4 hours
Scheduling details	# of hours: 21-28 # of days: 7 # of weeks: 3-7 depending on how scheduled
How to get these materials	You can download all materials from our website and reprint them. Available online on LLO's online Moodle classroom TrainingPost

Targeted Training	Working on My Own: Problem Solving and Critical Thinking
Training Description	<p>This module includes PowerPoints, Learner Workbooks with slides and activities for each session, as well as a draft Learner Plan Template outlining suggested milestones from the Ontario Adult Literacy Curriculum Framework and a sampling of the activities. The milestones that have been suggested are not leveled or Level 1. Learners with basic literacy skills will need support as they work through the module. The files have been provided to you as Word or PowerPoint documents so you can make modifications as necessary. The module was developed to be delivered one-on-one or in a small group setting. The module incorporates self-assessment opportunities, individual activities and activities to build relationships and soft skills. Learners will need to have access to a computer with an Internet connection to complete some of the activities. Many activities encourage group work.</p>
Developed by	<p>Sector Support Org - Laubach Literacy Ontario TCU funded project field tested by service delivery agencies. Available May 2015.</p>
Contact Information	<p>Lana Faessler 519 -743-3309 <a href="mailto:literacy@laubach-on.ca">literacy@laubach-on.ca</a> <a href="http://www.laubach-on.ca/bookstore/book/problem-solving-module">http://www.laubach-on.ca/bookstore/book/problem-solving-module</a></p>
Audiences for this training	English
Type of delivery	<input checked="" type="checkbox"/> In-class <input checked="" type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input checked="" type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended

Recommended duration	Seven session workshop. Each session 3-4 hours
Scheduling details	# of hours: 21-28 # of days: 7 # of weeks: 3-7 depending on how scheduled
How to get these materials	You can download all materials from our website and reprint them Available online on LLO's online Moodle classroom TrainingPost

Targeted Training	Working on My Own: Time Management and Organization
Training Description	<p>This module includes PowerPoints, Learner Workbooks with slides and activities for each session, as well as a draft Learner Plan Template outlining suggested milestones from the Ontario Adult Literacy Curriculum Framework and a sampling of the activities. The milestones that have been suggested are not leveled or Level 1. Learners with basic literacy skills will need support as they work through the module. The files have been provided to you as Word or PowerPoint documents so you can make modifications as necessary. The module was developed to be delivered one-on-one or in a small group setting. The module incorporates self-assessment opportunities, individual activities and activities to build relationships and soft skills. Learners will need to have access to a computer with an Internet connection to complete some of the activities. Many activities encourage group work.</p>
Developed by	<p>Sector Support Org - Laubach Literacy Ontario TCU funded project field tested by service delivery agencies</p>
Contact Information	<p>Lana Faessler 519- 743-3309 <a href="mailto:literacy@laubach-on.ca">literacy@laubach-on.ca</a> <a href="http://www.laubach-on.ca/bookstore/book/organization-and-time-management-module">http://www.laubach-on.ca/bookstore/book/organization-and-time-management-module</a></p>
Audiences for this training	English
Type of delivery	<input checked="" type="checkbox"/> In-class <input checked="" type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input checked="" type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended



Recommended duration	Six session workshop. Each session 3-4 hours
Scheduling details	# of hours: 18-24 # of days: 6 # of weeks: 3-6 depending on how scheduled
How to get these materials	You can download all materials from our website and reprint them Available online on LLO's online Moodle classroom TrainingPost

<b>Targeted Training</b>	<b>Working on My Own: Personal Learning Styles and Goal Setting</b>
Training Description	<p>This module includes PowerPoints, Learner Workbooks with slides and activities for each session, as well as a draft Learner Plan Template outlining suggested milestones from the Ontario Adult Literacy Curriculum Framework and a sampling of the activities. The milestones that have been suggested are not leveled or Level 1. Learners with basic literacy skills will need support as they work through the module. The files have been provided to you as Word or PowerPoint documents so you can make modifications as necessary. The module was developed to be delivered one-on-one or in a small group setting. The module incorporates self-assessment opportunities, individual activities and activities to build relationships and soft skills. Learners will need to have access to a computer with an Internet connection to complete some of the activities. Many activities encourage group work.</p>
Developed by	<p>Sector Support Org - Laubach Literacy Ontario TCU funded project field tested by service delivery agencies</p>
Contact Information	<p>Lana Faessler 519- 743-3309 <a href="mailto:literacy@laubach-on.ca">literacy@laubach-on.ca</a> <a href="http://www.laubach-on.ca/bookstore/book/personal-learning-styles-and-goal-setting-">http://www.laubach-on.ca/bookstore/book/personal-learning-styles-and-goal-setting-</a></p>

	<a href="#">module</a>
Audiences for this training	English
Type of delivery	<input checked="" type="checkbox"/> In-class <input checked="" type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input checked="" type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended
Recommended duration	Four session workshop. Each session 3-4 hours
Scheduling details	# of hours: 12-16 # of days: 4 # of weeks: 2-4 depending on how scheduled
How to get these materials	You can download all materials from our website and reprint them Available online on LLO's online Moodle classroom TrainingPost

Targeted Training	Indigenous Women's Roles-Haudenosaunee Perspective
Training Description	This webinar will present information on how to use the Indigenous Women's Roles Edu-Kit-An Iroquoian, Anishinaabe and Cree Perspective.
Development Details	ONLC has developed the materials and made an educational kit that is available through ONLC but the delivery will be done through the 23 Service Delivery agencies throughout Ontario.
Developed by	Ontario Native Literacy Coalition (Aboriginal Support Organization)
Contact Information	Ontario Native Literacy Coalition Michelle Davis 519-445-1539 <a href="mailto:onlxd@gmail.com">onlxd@gmail.com</a> <a href="http://www.onlc.ca">www.onlc.ca</a>
Entrance Criteria	Aboriginal Specific
Type of delivery	<input checked="" type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended
Recommended duration	2 weeks - 4 weeks 1 month to 2 months
Scheduling details	Varied across Ontario at ONLC member organizations
How to get these materials	Available from the provider

Targeted Training	Customer Service Excellence
Training Description	<p>Formally Retail Program, now Customer Service Excellence</p> <p>POS training</p> <ol style="list-style-type: none"> <li>1. Customer Service Training</li> <li>2. Money Math</li> <li>3. Shelf Stocking Soft Skills Training</li> </ol> <p>Basic Math Program</p> <ol style="list-style-type: none"> <li>1. All basic short and long operations</li> <li>2. Money Use</li> <li>3. Time Measurement</li> </ol>
Developed by	LBS Delivery Program
Contact Information	<p>The Literacy Group</p> <p>Chris Prosser</p> <p>519-743-6090</p> <p><a href="mailto:chris@theliteracygroup.com">chris@theliteracygroup.com</a></p> <p><a href="http://theliteracygroup.com/customer-service-excellence-and-point-of-sale/">http://theliteracygroup.com/customer-service-excellence-and-point-of-sale/</a></p>
Entrance Criteria	<p>19 years or older; no post-secondary education in Canada; post-secondary education outside of Canada but in English; ESL students are welcome but must have a minimum CLB level of 6 in speaking and listening</p>

Audiences for this training	<ul style="list-style-type: none"> <li>a) Learners who have a CLB Level of 6 or above in Speaking and Listening</li> <li>b) Learners aged 19 and above</li> <li>c) Learners working at no higher than OALCF level 2</li> <li>d) Canadian citizen or permanent resident</li> <li>e) English</li> </ul>
Type of delivery	<input checked="" type="checkbox"/> In-class <input checked="" type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended
Recommended duration	4-5 weeks, 4 hours per week
How to get these materials	All materials provided

Targeted Training	Apprenticeship Support
Training Description	Support for people looking to acquire a trade or help with an apprenticeship.
Developed by	LBS Delivery Program Valley Adult Learning Association
Contact Information	Barb Duguay 1-807-274-3553 <a href="mailto:vala@jam21.net">vala@jam21.net</a> <a href="http://www.vala.ca">www.vala.ca</a>
Audiences for this training	Aboriginal Specific
Type of delivery	<input checked="" type="checkbox"/> In-class <input checked="" type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended

Targeted Training	Apprenticeship Answers
Training Description	Apprenticeship Answers
Development Details	Exploratory Apprenticeship curriculum developed with funding from MAESD
Developed by	Literacy Link Niagara
Contact Information	Ashley Hoath-Murray, Literacy Link Niagara, operation@literacylinkniagara.ca
Entrance Criteria	Level 2-3, Learners interested in Apprenticeship or unsure of career pathway
Audiences for this Training	Practitioners
Delivery Details	Overview of curriculum, facilitated discussion on how to support and encourage Apprenticeship in specific communities
Type of Delivery	<input type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input type="checkbox"/> Small group <input type="checkbox"/> Distance <input type="checkbox"/> Blended
Recommended Duration	2-3 hours
Scheduling Details	Flexible
How to get these materials	<a href="http://www.literacylinkniagara.ca/about-us/projects/apprenticeship-answers-curriculum/">http://www.literacylinkniagara.ca/about-us/projects/apprenticeship-answers-curriculum/</a>
Practitioner Training Details (to use materials)	Materials are free to use and can be adapted
Costs that may be Associated with Practitioner Training	Travel, Accommodation, Food



<b>Targeted Training</b>	<b>Introduction to Computers for Employment</b>
Training Description	This is a computer course for beginners who are looking to increase their employability skills. Course includes introduction to hardware, the mouse, typing, Internet, email and word processing.
Developed by	LBS Delivery Program Valley Adult Learning Association
Contact Information	Barb Duguay 1-807-274-3553 <a href="mailto:vala@jam21.net">vala@jam21.net</a> <a href="http://www.vala.ca">www.vala.ca</a>
Audiences for this training	Aboriginal Specific
Type of delivery	<input checked="" type="checkbox"/> In-class <input checked="" type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input type="checkbox"/> Distance <input type="checkbox"/> Blended
Recommended duration	6 sessions

<b>Targeted Training</b>	<b>Introduction to Office Administration</b>
Training Description	Introductory course to reception and office administration that includes Microsoft Word and Excel or Power Point, typing, theory, workshops and a 30 hour practicum at the VALA office. (These classes can be done as independent studies.)
Developed by	LBS Delivery Program Valley Adult Learning Association
Contact Information	Barb Duguay 1-807-274-3553 <a href="mailto:vala@jam21.net">vala@jam21.net</a> <a href="http://www.vala.ca">www.vala.ca</a>
Audiences for this training	Aboriginal Specific
Type of delivery	<input checked="" type="checkbox"/> In-class <input checked="" type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended
Recommended duration	10 weeks

Targeted Training	Introduction to Digital Technology
Training Description	<p>Learn how to</p> <ul style="list-style-type: none"> <li>• Use your digital camera and Google's Picasa for sharing.</li> <li>• Use different Social Media platforms</li> <li>• Text using your smartphone</li> <li>• Discover multiple digital media services</li> <li>• Create music with your computer</li> <li>• Become more familiar with Tablet computers, along with a host of other options.</li> </ul> <p>Spreadsheets</p> <p>This course will provide an introduction to spreadsheets and includes spreadsheet setup, editing, formatting, formulas and functions, conditional formatting and if-then statements.</p>
Developed by	<p>LBS Delivery Program Valley Adult Learning Association</p>
Contact Information	<p>Barb Duguay 1-807-274-3553 <a href="mailto:vala@jam21.net">vala@jam21.net</a> <a href="http://www.vala.ca">www.vala.ca</a></p>
Audiences for this training	<p>Aboriginal Specific</p>
Type of delivery	<p><input checked="" type="checkbox"/> In-class    <input checked="" type="checkbox"/> One-to-one    <input checked="" type="checkbox"/> Small group    <input type="checkbox"/> Distance    <input checked="" type="checkbox"/> Blended</p>

Targeted Training	Presentations
Training Description	This course will provide an introduction to presentations and includes slide setup, editing, formatting, graphics, transitions and animations.
Developed by	LBS Delivery Program Valley Adult Learning Association
Contact Information	Barb Duguay 1-807-274-3553 <a href="mailto:vala@jam21.net">vala@jam21.net</a> <a href="http://www.vala.ca">www.vala.ca</a>
Audiences for this training	Aboriginal Specific
Type of delivery	<input checked="" type="checkbox"/> In-class <input checked="" type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended

Targeted Training	Desktop Publishing
Training Description	This course will provide an introduction to desktop publishing and includes document setup, editing, formatting, graphics, and much more.
Developed by	LBS Delivery Program Valley Adult Learning Association
Contact Information	Barb Duguay 1-807-274-3553 <a href="mailto:vala@jam21.net">vala@jam21.net</a> <a href="http://www.vala.ca">www.vala.ca</a>
Audiences for this training	Aboriginal Specific
Type of delivery	<input checked="" type="checkbox"/> In-class <input checked="" type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended

<b>Targeted Training</b>	<b>Word Processing</b>
Training Description	This course will provide an introduction to word processing and includes editing, formatting, page setup, graphics, clip art and templates.
Developed by	LBS Delivery Program Valley Adult Learning Association
Contact Information	Barb Duguay 1-807-274-3553 <a href="mailto:vala@jam21.net">vala@jam21.net</a> <a href="http://www.vala.ca">www.vala.ca</a>
Audiences for this training	Aboriginal Specific
Type of delivery	<input checked="" type="checkbox"/> In-class <input checked="" type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended

Targeted Training	Gift of Self Esteem
Training Description	Anishnabee based training.
Developed by	LBS Delivery Program
Contact Information	Niagara Regional Native Centre Tara Yott 905-685-8547 <a href="mailto:literacypc@nrnc.ca">literacypc@nrnc.ca</a>
Audiences for this training	Aboriginal Specific English
Delivery details	Workshop Style
Type of delivery	<input checked="" type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input type="checkbox"/> Small group <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended
Recommended duration	6 weeks
Scheduling details	# of days: 1 days a week
How to get these materials	Program was purchased and copywritten. Materials are available but not on website, willing to share any resources we have.
Practitioner Training Details (to use materials)	No training is necessary for most practitioners. Most practitioners can deliver these programs with little or no training since they are already capable.

<b>Targeted Training</b>	<b>G1 Literacy Prep</b>
Training Description	G1 Driver's Ed/Test Preparation
Development Details	Completed
Developed by	HWDSB -Community & Continuing Education LBS Program (Hill Park Learning Centre)
Contact Information	Angela Parkin - LBS Program Manager 905-561-2190 <a href="mailto:aparkin@hwdsb.on.ca">aparkin@hwdsb.on.ca</a> Trevor Blanchette - Instructor 905-561-2190 x 4791 <a href="mailto:tjblanch@hwdsb.on.ca">tjblanch@hwdsb.on.ca</a>
Entrance Criteria	English or Canadian Language Benchmark 5 (Reading & Writing)
Audiences for this Training	Anyone / 19 Years or older
Delivery Details	Variety of approaches - presentation, digital, video, workshop, speakers
Type of Delivery	<input checked="" type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input type="checkbox"/> Distance <input type="checkbox"/> Blended
Recommended Duration	6 Sessions
Scheduling Details	Offered day & night # of hours: 5:30 Pm - 7:30 PM # of days: 2 days (Tuesday and Thursday) Next Session: Feb 12 - Feb 28, 2019
How to get these materials	Contact Information above



Practitioner Training Details (to use materials)	No training required
Costs that may be Associated with Practitioner Training	Free

Targeted Training	Reaching to Succeed
Training Description	Employment/Post-Secondary Transition Course.
Developed by	LBS Delivery Program
Contact Information	Niagara Regional Native Centre Tara Yott 905-685-8547 <a href="mailto:literacypc@nrnc.ca">literacypc@nrnc.ca</a>
Audiences for this training	Aboriginal Specific English
Delivery details	Workshop Style
Type of delivery	<input checked="" type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input type="checkbox"/> Small group <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended
Recommended duration	Usually 8 weeks
Scheduling details	# of days: 2 days a week
How to get these materials	Materials are available but not on website, willing to share any resources we have.
Practitioner Training Details (to use materials)	N/A
Costs that may be Associated with Practitioner Training	Printing and meeting costs

Targeted Training	Reverse Mentoring - Digital Literacy
Training Description	Reverse Mentoring
Development Details	Digital mentoring program where youth (under 29) mentor people to increase digital skills, funded by Ontario Trillium Foundation, materials may be suitable for digital upgrading in non-mentoring environments
Developed by	Literacy Link Niagara
Contact Information	Ashley Hoath-Murray, Literacy Link Niagara, operation@literacylinkniagara.ca
Entrance Criteria	Desire to upgrade digital skills in provided curriculum modules
Audiences for this Training	Practitioners
Delivery Details	Overview of materials, review of the construction, best practices and challenges of this unique program with focus on how to engage, monitor and support the youth population
Type of Delivery	<input type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input type="checkbox"/> Small group <input type="checkbox"/> Distance <input type="checkbox"/> Blended
Recommended Duration	One day
Scheduling Details	Flexible
How to get these materials	<a href="http://www.literacylinkniagara.ca/about-us/projects/reverse-mentoring/">http://www.literacylinkniagara.ca/about-us/projects/reverse-mentoring/</a>
Practitioner Training Details (to use materials)	Materials are free to use and can be adapted
Costs that may be Associated	Travel, Accommodation, Food

Targeted Training	Return to Work Upgrading Program
Training Description	Return to Work
Development Details	4-5 week curriculum package that helps women who have been out of the workforce (usually caregiving) for 3+ years refresh their skills for employment or training
Developed by	Literacy Link Niagara and Adult Basic Education Association
Contact Information	Ashley Hoath-Murray, Literacy Link Niagara, <a href="mailto:operation@literacylinkniagara.ca">operation@literacylinkniagara.ca</a>
Entrance Criteria	Women who have been out of the workforce for 3+ years
Audiences for this Training	Practitioners
Delivery Details	Webinar or in-person training to learn how to build a program specific to your clients from the tool box
Type of Delivery	<input type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input type="checkbox"/> Small group <input type="checkbox"/> Distance <input type="checkbox"/> Blended
Recommended Duration	One day
Scheduling Details	Flexible
How to get these materials	<a href="http://www.literacylinkniagara.ca/about-us/projects/return-to-work/">http://www.literacylinkniagara.ca/about-us/projects/return-to-work/</a>
Practitioner Training Details (to use materials)	Materials are free to use and can be adapted
Costs that may be Associated with Practitioner Training	Travel, Accommodation, Food

Targeted Training	Self-Management/Self-Direction
Training Description	Anishnabee based training, good for anyone.
Developed by	LBS Delivery Program
Contact Information	Niagara Regional Native Centre Tara Yott 905-685-8547 literacypc@nrnc.ca
Audiences for this training	Aboriginal Specific English
Delivery details	Workshop Style
Type of delivery	<input checked="" type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input type="checkbox"/> Small group <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended
Recommended duration	6 weeks
Scheduling details	# of days: 1 day a week
How to get these materials	Materials are available but not on website, willing to share any resources we have.
Practitioner Training Details (to use materials)	No training is necessary for most practitioners. Most practitioners can deliver these programs with little or no training since they are already capable.

Targeted Training	LBS/BOLD
Training Description	When literacy gaps have been identified by a credit counsellor a referral is made to the LBS/BOLD program. The LBS/BOLD program ensures skills are upgraded to ensure success and preparedness by providing PLAR support preparation. Learners have the opportunity to upgrade their skills to enter the Credit program as well have the opportunity to do an online course delivered by a Credit teacher in order to obtain one Credit.
Developed by	LBS Delivery Program
Contact Information	Contact information: St. Charles Adult and Continuing Education Centres David Grilli 905-577-0555 <a href="mailto:grillid@hwcdsb.ca">grillid@hwcdsb.ca</a> <a href="http://www.stcharles.ca">www.stcharles.ca</a>
Entrance Criteria	Open to youth, LBS levels 1-3, CLB 5+, Ontario Works clients and others looking to prepare for credits
Audiences for this training	English
Type of delivery	<input type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended
Recommended duration	6 months
Scheduling details	# of hours: 27 # of days: 4.5 # of weeks: 24

Targeted Training	Perspective Emploi
Training Description/ Nom de la formation à la carte	Nous l'avons déjà offerte, mais nous ne l'offrons pas actuellement
Development Details/ Cette formation a été élaborée	Programme de prestation de services d'AFB Mid North Network (MNN)
Contact Information/ Coordonnées	Le centre de formation du Nipissing Denyse De Bernardi 705-472-6673 ppedenyse@yahoo.ca <a href="http://www.formationnipissing.ca">www.formationnipissing.ca</a>
Entrance Criteria/ Critères d'admissibilité	Femmes 40 ans et plus pouvoir s'exprimer en français Sans employ ou sous employée client d'Ontario au travail
Audiences for this training/ Public cible pour cette formation à la carte	Groupe culturel francophone
Delivery details/ Détails de livraison	En petit groupe
Recommended duration Durée recommandée	Courte durée – trois heures ou moins, De un à deux mois
Scheduling details/ Détails	Hours/Nbre d'heures      3

du calendrier	Days/Nbre de jours3 Weeks?Nbre de semaines 6
How to get these materials/ Détails concernant les documents pour la formation à la carte	Vous devez avoir suivi une formation sur l'utilisation de nos documents avant d'y avoir accès.
Training Details/ Détails de la formation	Pour des groupes de toutes les tailles.



Targeted Training	Service à la clientèle
Development Details/ Cette formation a été élaborée	Nous prévoyons d'offrir cette formation à la carte à l'avenir. Programme de prestation de services d'AFB
Developed by/ Cette formation a été élaborée	Le centre Moi j'apprends
Contact Information/ Coordonnées	Louise Lalonde 613-446-5312 moijapprends@bellnet.ca <a href="http://www.mojapprends.ca">www.mojapprends.ca</a>
Audiences for this training/ Public cible pour cette formation à la carte	Groupe culturel francophone
Delivery details/ Détails de livraison	En petit groupe
Recommended duration Durée recommandée	De un à deux mois
Scheduling details/ Détails du calendrier	Nbre d'heures      24 heures Nbre de jours      4 jours @semaine Nbre de semaines   6 semaines

Targeted Training	Online Training (in French it's called F@D)
Training Description	Online; small group and one on one depending on the learner's needs.
Developed by	Francophone Support Org
Contact Information	ABC Communautaire Normand Savoie 905- 788-3711 <a href="mailto:normand@abccommunautaire.ca">normand@abccommunautaire.ca</a> <a href="http://www.abccommunautaire.ca">http://www.abccommunautaire.ca</a>
Entrance Criteria	Learners have to be French speaking
Type of delivery	<input checked="" type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input checked="" type="checkbox"/> Distance <input type="checkbox"/> Blended <input type="checkbox"/> Online
Scheduling details	Varies
Training Details	Train the Trainer training is through webinars

Targeted Training	How to Use Your Smartphone
Training Description	<p>Topics: Smartphone Basics, Phone Plan Choices, Cell Phone Safety and What Can My Phone Do?</p> <p>By the end of the course, students should be able to use their phone to its full potential, know how to keep it running smoothly, feel more confident and aware of the things to consider when making future smartphone decisions.</p>
Developed by	Huntsville YMCA LBS Program
Contact Information	<p>Rebecca Smith, Program Coordinator</p> <p>705-789-1850 ext. 33</p> <p><a href="mailto:rebecca.smith@sm.ymca.ca">rebecca.smith@sm.ymca.ca</a></p>
Entrance Criteria	Students bring their own smartphone and charger to class
Audiences for this Training	English
Type of Delivery	<input checked="" type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input type="checkbox"/> Distance <input type="checkbox"/> Blended
Recommended Duration	2 weeks
Scheduling Details	2 hour classes, twice/week
How to get these materials	<p>Rebecca Smith, Program Coordinator</p> <p>705-789-1850 ext. 33</p> <p><a href="mailto:rebecca.smith@sm.ymca.ca">rebecca.smith@sm.ymca.ca</a></p>
Practitioner Training Details (to use materials)	Smartphone technology knowledge
Costs Associated	None

Targeted Training	Conflict Resolution
Training Description	The Conflict Resolution Skills & Strategies course offers helpful advice and activities on stress management and communication skills. It explains conflict and how different people deal with conflict in their lives. It explains the 4 P's of Conflict Resolution; Preparedness, Perception, Personality and Practice. The information in this course will help with the understanding and use of conflict resolution skills.
Development Details	Developed based on existing curriculum from the LearningHUB.
Developed by	The LearningHUB
Contact Information	Avon Maitland DSB Courtney Brown 1-844-470-7877 x 1 courtney.brown@ed.amdsb.ca <a href="http://www.learninghub.ca">www.learninghub.ca</a>
Entrance Criteria	Learners are assessed at intake to ensure they have the reading comprehension skills, technology and/or support in place to complete the course.
Audiences for this Training	English
Delivery Details	Online (Moodle)
Type of Delivery	<input type="checkbox"/> In-class <input checked="" type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input checked="" type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended
Recommended Duration	20-25 hours or 2-5 weeks

Scheduling Details	This course can be offered independently or as a supplement in a workshop series. Blended learning referrals can be coordinated in advance for larger groups using the LearningHUB's <a href="#">Blended learning referral form</a> .
How to get these materials	Course outline is available upon request. Online course can be accessed following registration and intake assessment.
Practitioner Training Details (to use materials)	Course material is marked by a LearningHUB practitioner.
Costs that may be Associated with Practitioner Training	None

Targeted Training	Customer Service Essentials
Training Description	This course will explore the definition of customer service and the most common occupations that require good customer service skills. Among the content covered will be; workplace expectations, communication skills, being prepared for a career in customer service, and how to have a positive attitude for workplace success. This course will empower participants to deal effectively with difficult customers and make sure that customers have a good service experience.
Development Details	Developed based on existing curriculum from the LearningHUB.
Developed by	The LearningHUB
Contact Information	Avon Maitland DSB Courtney Brown 1-844-470-7877 x 1 courtney.brown@ed.amdsb.ca <a href="http://www.learninghub.ca">www.learninghub.ca</a>
Entrance Criteria	Learners are assessed at intake to ensure they have the reading comprehension skills, technology and/or support in place to complete the course.
Audiences for this Training	English
Delivery Details	Online (Moodle)
Type of Delivery	<input type="checkbox"/> In-class <input checked="" type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input checked="" type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended
Recommended Duration	20-25 hours or 2-5 weeks

Scheduling Details	This course can be offered independently or as a supplement in a workshop series. Blended learning referrals can be coordinated in advance for larger groups using the LearningHUB's <a href="#">Blended learning referral form</a> .
How to get these materials	Course outline is available upon request. Online course can be accessed following registration and intake assessment.
Practitioner Training Details (to use materials)	Course material is marked by a LearningHUB practitioner.
Costs that may be Associated with Practitioner Training	None

Targeted Training	Exploring Apprenticeship
Training Description	<p>This course was created for learners who would like to explore the options available to them through apprenticeship, and features content developed by Literacy Link South Central (LLSC). Divided into three parts, this course allows learners to 1. Get an Overview of Apprenticeship, including the individual trades and trade sectors; 2. Investigate Specific Trades related to the Construction, Automotive and Food Services sectors; and 3. Understand the Credentials available through apprenticeship and prepare for the tests they may encounter during the credentialing phase. You will be required to complete an intake assessment before starting this course.</p>
Development Details	Developed based on existing curriculum from the LearningHUB.
Developed by	The LearningHUB
Contact Information	<p>Avon Maitland DSB  Courtney Brown  1-844-470-7877 x 1  courtney.brown@ed.amdsb.ca  <a href="http://www.learninghub.ca">www.learninghub.ca</a></p>
Entrance Criteria	Learners are assessed at intake to ensure they have the reading comprehension skills, technology and/or support in place to complete the course.
Audiences for this Training	English
Delivery Details	Online (Moodle)



Type of Delivery	<input type="checkbox"/> In-class <input checked="" type="checkbox"/> One-to-one <input checked="" type="checkbox"/> Small group <input checked="" type="checkbox"/> Distance <input checked="" type="checkbox"/> Blended
Recommended Duration	20-25 hours or 2-5 weeks
Scheduling Details	This course can be offered independently or as a supplement in a workshop series. Blended learning referrals can be coordinated in advance for larger groups using the LearningHUB's <a href="#">Blended learning referral form</a> .
How to get these materials	Course outline is available upon request. Online course can be accessed following registration and intake assessment.
Practitioner Training Details (to use materials)	Course material is marked by a LearningHUB practitioner.
Costs that may be Associated with Practitioner Training	None

Targeted Training	Overview of 15 Occupational Curricula Used in LBS Agencies
Training Description	A summary of how various literacy practitioners are working with occupational curriculum in different LBS agencies. Occupational curricula are particularly popular with learners that have employment goals. This guide provides a tool for practitioners to use in their own programs.
Development Details	Research was conducted using the internet, surveys of LBS organizations, focus groups, and key informant interviews.
Developed by	Community Literacy of Ontario
Contact Information	Joanne Kaattari & Catherine Toovey, Community Literacy of Ontario <a href="mailto:info@communityliteracyofontario.ca">info@communityliteracyofontario.ca</a>
Entrance Criteria	Learners with employment goals
Audiences for this Training	Practitioners
Delivery Details	Overview of materials
Type of Delivery	<input type="checkbox"/> In-class <input type="checkbox"/> One-to-one <input type="checkbox"/> Small group <input type="checkbox"/> Distance <input type="checkbox"/> Blended
Recommended Duration	One day
Scheduling Details	Flexible
How to get these materials	<a href="http://www.communityliteracyofontario.ca/wp/wp-content/uploads/Occupational-Curricula-Listing-Dec-10-2018.pdf">http://www.communityliteracyofontario.ca/wp/wp-content/uploads/Occupational-Curricula-Listing-Dec-10-2018.pdf</a>
Practitioner Training	Materials are free to use and can be adapted

Details (to use materials)	
Costs that may be Associated with Practitioner Training	Free

