Get Set PSW Facilitator Guide

The training has been developed to be delivered over 14 sessions. Each session will take 2-3 hours. Each session has a PowerPoint presentation. There is one learner workbook, which is used for all 14 sessions. The workbook can be printed, or distributed online as a fillable PDF. There is an answer key that applies to some sessions. In addition, there is a sample learner plan template with suggested milestones that can be used by Employment Ontario funded programs.

Employment Ontario Literacy and Basic Skills agencies are required to determine a learning style for each learner. This has been referenced in the learner handbook. However, a learning style survey is not provided in the materials. You can use the learning style survey you are currently using at your agency.

All of the materials that have been created can be personalized for your agency with your own logo. They are either Word documents, or PowerPoint presentation files.

The cover graphic file has been included in case you want to use it for marketing materials you create.

You will need to print a workbook for each participant learning in person. You will also need to print the assessment and corresponding answer key. You do not need to print the PowerPoint presentations for the participants, as the material is included in the Workbook. The learner plan template can be personalized and printed for each participant if you are an Employment Ontario funded agency.

To get started, it is recommended that the facilitator print out a copy of each file that is included. Read the workbook and corresponding PowerPoint presentations. Review the answer key that has been included. Please note that the materials have been provided in Word, fillable PDF and PowerPoint presentation, which gives you the option to modify them to meet the needs of your agency.

It is recommended that in the fourteenth session the learners complete a culminating task suitable to their goal path. Suggested culminating tasks include:

- Employment goal path – Home Support Worker A
- Employment goal path – Home Support Worker B
- Employment goal path – Job Readiness
- Independence goal path – Medical
- Independence goal path – Medication Product Label
- Secondary School Credit goal path – Planning for Credit
- Secondary School Credit goal path – Completing a Credit
- Post-Secondary goal path – Postsecondary Admission

The table on page 2 outlines which documents in the zip file correspond to each step and session.

Step	File name and type for each session
Intake and Assessment	• Get Set for PSW Assessment (Word) • Get Set for PSW Learner Plan Template (Word)
Session 1	• Get Set for PSW Session 1 (PowerPoint) • Get Set for PSW Workbook (Word/PDF)
Session 2	• Get Set for PSW Session 2 (PowerPoint) • Get Set for PSW Workbook (Word/PDF)
Session 3	• Get Set for PSW Session 3 (PowerPoint) • Get Set for PSW Workbook (Word/PDF)
Session 4	• Get Set for PSW Session 4 (PowerPoint) • Get Set for PSW Workbook (Word/PDF)
Session 5	• Get Set for PSW Session 5 (PowerPoint) • Get Set for PSW Workbook (Word/PDF)
Session 6	• Get Set for PSW Session 6 (PowerPoint) • Get Set for PSW Workbook (Word/PDF)
Session 7	• Get Set for PSW Session 7 (PowerPoint) • Get Set for PSW Workbook (Word/PDF)
Session 8	• Get Set for PSW Session 8 (PowerPoint) • Get Set for PSW Workbook (Word/PDF)
Session 9	• Get Set for PSW Session 9 (PowerPoint) • Get Set for PSW Workbook (Word/PDF)
Session 10	• Get Set for PSW Session 10 (PowerPoint) • Get Set for PSW Workbook (Word/PDF)
Session 11	• Get Set for PSW Session 11 (PowerPoint) • Get Set for PSW Workbook (Word/PDF)
Session 12	• Get Set for PSW Session 12 (PowerPoint) • Get Set for PSW Workbook (Word/PDF)
Session 13	• Get Set for PSW Session 13 (PowerPoint) • Get Set for PSW Workbook (Word/PDF)
Session 14	• Get Set for PSW Session 14 (PowerPoint) • Get Set for PSW Workbook (Word/PDF)