

## **Get Set for Family Literacy Facilitator Guide**

The training has been developed to be delivered over 10-14 sessions. Each session will take 2-3 hours. Each session has a PowerPoint presentation. There is one learner workbook, which is used for all 10-14 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.

The training has been designed to include children. It is recommended that multiple staff members facilitate this learning series as a team as you will need additional supports to engage with the children. Some of the content is directed specifically at parents. Therefore, the children will need to be supported while participating in their own activity. You have the option of facilitating some sessions for parents only and only inviting the children to select sessions that can involve them completely. All materials can be adapted. Therefore, you can facilitate this learning series using any format that works best for your program.

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 through 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 tenth session the learners complete a culminating task suitable to their goal path. An additional session can be added to accommodate the completion of the culminating task if necessary. Suggested culminating tasks include:

- Independence goal path – Medical Registration Task
- Independence goal path – Personal Budget
- Independence goal path – Medication Product Label
- Secondary School Credit goal path – Growth Mindset Task
- Employment goal path – Fire Safety
- Employment goal path – Use Digital Technology to Search for Jobs

There are 10 sessions of content provided. It is recommended that you include additional sessions for guest speakers. Suggestions for guest speakers include:

- Fire Department
- Police Officer
- Local library staff member
- Local health unit staff member
- Dental practitioner, such as a hygienist to talk about oral health
- Nutritionist

Throughout this learning series there are some activities that are directed at just the parents. It is suggested that you have activities for the children to participate in while the parents are doing their activities. For example:

- Calendars to decorate and write special events on
- Colouring pages
- Items to sort
- Money or counting sheets
- Puzzles

Some of the activities learners are asked to complete will require basic arts and crafts supplies. The following supplies will do:

- Glue
- Scissors
- Markers
- Bristol board
- Magazines they can cut up

Before the tenth session, prepare the learners for the project by asking them to bring pictures and information to the tenth class. These things will be used to decorate their family tree or memory board.

Throughout the learning series it is recommended that you incorporate breaks into your schedule to do something active. This will allow the children to move around and burn some energy. Some suggestions include:

- Simon Says
- Stretching
- Red Light, Green Light
- Balloon tennis
- Dance contest

The table on page 4 outlines which documents in the zip file correspond to each step and session.

Step	File name and type for each session
Intake and Assessment	<ul style="list-style-type: none"> <li>• Get Set for Family Literacy Assessment (Word)</li> <li>• Get Set for Family Literacy Learner Plan Template (Word)</li> </ul>
Session 1	<ul style="list-style-type: none"> <li>• Get Set for Family Literacy Session 1 (PowerPoint)</li> <li>• Get Set for Family Literacy Workbook (Word/PDF)</li> </ul>
Session 2	<ul style="list-style-type: none"> <li>• Get Set for Family Literacy Session 2 (PowerPoint)</li> <li>• Get Set for Family Literacy Workbook (Word/PDF)</li> </ul>
Session 3	<ul style="list-style-type: none"> <li>• Get Set for Family Literacy Session 3 (PowerPoint)</li> <li>• Get Set for Family Literacy Workbook (Word/PDF)</li> </ul>
Session 4	<ul style="list-style-type: none"> <li>• Get Set for Family Literacy Session 4 (PowerPoint)</li> <li>• Get Set for Family Literacy Workbook (Word/PDF)</li> </ul>
Session 5	<ul style="list-style-type: none"> <li>• Get Set for Family Literacy Session 5 (PowerPoint)</li> <li>• Get Set for Family Literacy Workbook (Word/PDF)</li> </ul>
Session 6	<ul style="list-style-type: none"> <li>• Get Set for Family Literacy Session 6 (PowerPoint)</li> <li>• Get Set for Family Literacy Workbook (Word/PDF)</li> </ul>
Session 7	<ul style="list-style-type: none"> <li>• Get Set for Family Literacy Session 7 (PowerPoint)</li> <li>• Get Set for Family Literacy Workbook (Word/PDF)</li> </ul>
Session 8	<ul style="list-style-type: none"> <li>• Get Set for Family Literacy Session 8 (PowerPoint)</li> <li>• Get Set for Family Literacy Workbook (Word/PDF)</li> </ul>
Session 9	<ul style="list-style-type: none"> <li>• Get Set for Family Literacy Session 9 (PowerPoint)</li> <li>• Get Set for Family Literacy Workbook (Word/PDF)</li> </ul>
Session 10	<ul style="list-style-type: none"> <li>• Get Set for Family Literacy Session 10 (PowerPoint)</li> <li>• Get Set for Family Literacy Workbook (Word/PDF)</li> </ul>