

## Numeracy at Work Online Training

*Numeracy at Work publication*

### COURSE OVERVIEW

This course introduces practitioners to examples which illustrate on-the-job applications of numeracy: Money Math, Scheduling or Budgeting and Accounting Math, Measurement Math, and Data Analysis Math. Two online sessions, each approximately 2 hours in length, uses SkillPlan's publication, *Numeracy at Work*. Assignments and group discussion will focus on how work applications can be used in instruction.

### Training & Certification (2 online sessions, 4 hours + 4 project hours)

Participants are required to attend two scheduled online training sessions. An assignment is required following the first session, to be discussed at the second session. Only the final assignment is submitted.

SkillPlan will issue a *Numeracy at Work Certificate* to those who attend and participate in both sessions and successfully complete the post session assignment. This course qualifies for (TBA) credits for Essential Skills credentials in some jurisdictions.

### WHO SHOULD ATTEND?

We welcome participants who are interested in introducing work-related numeracy materials into instructional settings. This course has been developed for Practitioners who have access to the resource, *Numeracy at Work*, but have not yet used them or have limited experience using them with learners. Practitioners who have been thinking about trying something new but just haven't found the time to do the research will find this course an easy way to kick start workplace numeracy using this resource or alternatives.

### PRE-REQUISITES

Previous training and/or experience with Essential Skills is strongly recommended. For more information on Essential Skills, visit [http://www.hrsdc.gc.ca/eng/workplaceskills/essential\\_skills/general/home.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/home.shtml).

Participants should be active in the instruction of math or Essential Skills, although program directors and interested parties are also welcome.

### TECHNICAL REQUIREMENTS

Participants need to have a Windows or Mac computer with high speed Internet connection and telephone access. Headsets for the phone are useful for hands free use. Participants will be provided with instructions by email one day prior to course start. Technical assistance is available.

# Numeracy at work ONLINE

## FACILITATOR

Lynda Fownes

Lynda is the Chief Executive Officer of SkillPlan. Her involvement with Essential Skills began in 1994 when she was invited to join the advisory committee for the first data collection pilot for the extensive research project undertaken by Human Resources and Skills Development Canada. Relating Essential Skills to the workplace is a particular interest of Lynda's. Under her leadership, SkillPlan has produced Essential Skills publications such as *Reading at Work*, *Writing at Work*, *Numeracy at Work* and *Document Use at Work*.

Lynda holds two degrees, a Bachelor and Master of Education from the University of British Columbia, Canada.

## COURSE DETAILS

### Cost

Participants must have access to the resource, *Numeracy at Work*. SkillPlan publications can be ordered on-line at [www.skillplan.ca](http://www.skillplan.ca). Note that this publication can be returned if it is not suitable. The purchaser is responsible for shipping costs. (Approximately \$85 with taxes, shipping & handling).

### Course Fee

Course fee includes 2 training sessions, conference call charges, and certificate. \$95 plus HST = \$106.40

### Schedule

All sessions are on Thursdays  
Approximate time per session is 90 to 120 mins

### Course 07:

Session 1 – September 30, 2010, 10:00 am Pacific  
Session 2 – October 7, 2010, 10:00 am Pacific

Visit [www.skillplan.ca](http://www.skillplan.ca) for a list of Online Training sessions.

### Registration

Please fax your registration form to SkillPlan at (604) 436-1149

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Course Dates: September 30 & October 7, 2010 @ 10:00 am

Course Number: 07

REGISTRATION FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address to mail certificate to:

\_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Payment by cheque

Registration fee: \$106.40

Please make cheque payable to SkillPlan

Mail to:

SkillPlan  
Suite 405, 3701 Hastings Street  
Burnaby, BC  
V5C 2H6