

## Reading at Work Online Training

### *Workplace Reader and Facilitator's Guide*

#### COURSE OVERVIEW

This is an introductory course that will assist practitioners interested in linking instruction to workplace applications, in particular, thinking about reading as information processing. The Reading at Work course consists of three on-line sessions (up to 2 hours each) that review transferable reading strategies by using SkillPlan publications, *Reading at Work: Workplace Reader* and *Facilitator's Guide*. The sessions will include a detailed orientation to both publications and topics of interest to the participants.

#### **Training & Certification** (3 on-line sessions, 6 hours + 4 project hours)

Participants are required to attend three scheduled online training sessions. An assignment is required following each session, to be discussed at the next session. Only the third assignment is submitted.

SkillPlan will issue a *Reading at Work Certificate* to those who attend and participate in all three 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 reading materials into instructional settings. This course has been developed for Practitioners who have access to the resources, *Reading at Work: Workplace Reader and Facilitator's Guide*, 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 reading using these resources.

#### 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 reading, 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.

# Reading 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 resources, *Reading at Work: Workplace Reader* and *Facilitator's Guide*. These publications can be ordered on-line at [www.skillplan.ca](http://www.skillplan.ca). Note that both publications can be returned if they are not suitable. The purchaser is responsible for shipping costs. (Approximately \$155 with taxes, shipping & handling).

### Course Fee

Course fee includes 3 training sessions, conference call charges, and certificate. \$135 plus HST = \$151.20

### Schedule

Approximate time per session is 60 to 90 mins

### Course 10:

Session 1 – Tuesday, August 3, 2010, 9:00 am Pacific Time  
Session 2 – Monday, August 9, 2010, 9:00 am Pacific Time  
Session 3 – Monday, August 16, 2010, 9:00 am Pacific Time

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

**Reading at Work Online Training**  
*Workplace Reader and Facilitator's Guide*

Course Dates: \_\_\_\_\_

Course Number: \_\_\_\_\_

REGISTRATION FORM

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

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

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

Address to mail certificate to:

\_\_\_\_\_

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

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

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

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

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

Payment by cheque

Registration fee: \$151.20

Please make cheque payable to SkillPlan

Mail to:

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