



## Workplace Materials Developer Workshop Developing Essential Skills Learning Activities

Presented by: *SkillPlan*

### Course Description:

Learn to develop work-related learning activities. Topics that will be covered include:

- Choosing workplace documents
- Developing questions that mimic worker tasks
- Using a thinking strategy to develop answer steps
- Understanding complexity ratings
- Understanding the reprint permission process

### Training & Certification:

#### (5 days of instruction + assignments)

This is a certificate course with four levels of certification:

- Participation Certificate 1: attend all 5 days and complete all daily assignments
- Participation Certificate 2: attend all 5 days, complete all daily assignments and 25-hour final assignment
- Recognition 3: attend all 5 days, complete all daily assignments and 25-hour final assignment that meets standard
- Recognition with distinction 4: attend all 5 days, complete all daily assignments and 25-hour final assignment that exceeds standard

### Who Should Attend?

We welcome participants who are interested in developing learning materials that directly relate transferable reading, document use and numeracy skills to labour market needs. Curriculum developers, instructional designers, classroom teachers, workplace educators, ESL instructors, employment counsellors/job developers and others will find the information useful and transferable to their particular settings.

Although there are no formal pre-requisites for this course, 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).

### When:

**Monday, October 18 to Friday, October 22, 2010**

Times: 9:00 am to 3:30 pm Monday  
8:30 am to 3:30 pm Tuesday to Thursday  
8:30 am to 2:30 pm Friday

Allot time to complete assignments after each day's session.

### Where:

Executive Hotel Vintage Park Downtown  
Portofino B  
1379 Howe Street  
Vancouver, BC  
V6B 2R5, Canada

### Cost:

Course           \$ **1125.00** (+12% HST \$135)  
Certification   \$ **500.00** (+12% HST \$60)

# Workplace Materials Developer

## **Accommodation:**

Reserve your guest room at the Executive Hotel. Rooms are not guaranteed. A small block is being held until Sept. 15. Contact [reservationsd@executivehotels.net](mailto:reservationsd@executivehotels.net) or call 1-800-570-3932 and ask to receive the SkillPlan rate of \$99 per night.

## **Registration & Payment:**

**Registration:** You can submit your completed registration form by fax to (604) 436-1149 or by mail (address below).

**Payment:** Please mail your cheque payable to **SkillPlan** to:

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

## **Facilitators:**

### **Lynda Fownes – CEO, SkillPlan**

- Project manager for various initiatives that have included capacity building within education networks
- Senior test item writer for TOWES (Test of Workplace Essential Skills). This assessment tool measures reading text, using documents and solving problems with numbers based on Essential Skills methodology.
- Consultant, researcher and trainer associated with the HRSDC's Essential Skills Research Project

### **Julia Lew – Workplace Educator, SkillPlan**

- Co-facilitated Workplace Materials Developer Workshops across Canada
- Involved in the development of *Measure Up* activities
- Contributed significant enhancements to the processes of gathering documents and posting activities

## **Contact Us:**

Email: [info@skillplan.ca](mailto:info@skillplan.ca)  
Phone: (604) 436-1126  
Fax: (604) 436-1149

**Register Now!**

## Workplace Materials Developer Workshop

October 18 – 22, 2010  
Vancouver, BC

### REGISTRATION FORM

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

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

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

Address to mail certificate to: \_\_\_\_\_

\_\_\_\_\_

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

Province: \_\_\_\_\_

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

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

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

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

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**Or mail the form with your cheque to:**

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