

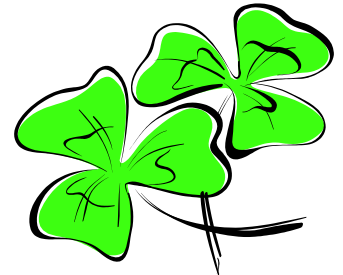
## COMMUNITY LITERACY OF ONTARIO MEMBERS' E-COMMUNIQUE MARCH 2013

Dear CLO Members,

Community Literacy of Ontario is pleased to present our **March 2013 Members' E-Communiqué**.

Topics covered in this e-communiqué are:

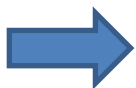
1. Safety and Security: Links to CLO's Newsletter and Recorded Webinar
2. New CLO Resource: "Reducing Risk/Protecting People: An Annotated Guide to Risk Management Resources"
3. Canada's First-ever Chief Economist for the Charitable and Nonprofit Sector Announced by Imagine Canada
4. Congratulations to the Literacy Networks of Ontario on their New Website!
5. Nonprofits a Major Source of Employment Growth Globally says New Johns Hopkins Report
6. Count Me In! A National Survey of Literacy and Essential Skills Practitioners
7. Employment Ontario Leadership Summit 2013 – Registration Information
8. Employment Ontario News and Information



### SAFETY AND SECURITY: LINKS TO CLO'S RECORDED WEBINAR AND NEWSLETTER

It's almost St. Patrick's Day but as you know by now, CLO doesn't like to rely on luck (Irish or otherwise!) so on February 26, 2013 we delivered a webinar on the important topic of safety and security.

In this one-hour webinar, CLO overviewed issues to consider and shared sample policies, procedures, real-life examples and promising practices to help literacy agencies create and maintain safe physical work environments. This was the third webinar from CLO's *Reducing Risk/Protecting People* project series. Our Safety and Security webinar was delivered by Vicki Trottier and co-facilitated by Joanne Kaattari.



You can access the recorded version of our Safety and Security webinar here:

<https://vimeo.com/60569824>

We are also pleased to share the link to our Safety and Security online newsletter:

[www.communityliteracyofontario.ca/newslet/feb\\_2013\\_our\\_voice\\_safety\\_security.pdf](http://www.communityliteracyofontario.ca/newslet/feb_2013_our_voice_safety_security.pdf)

Topics covered in this newsletter include:

- Creating safe spaces
- Sample office risk assessment policy
- Sample pandemic policy
- Sample security plan
- Sample health and safety policy



## NEW CLO RESOURCE: "REDUCING RISK/PROTECTING PEOPLE: AN ANNOTATED GUIDE TO RISK MANAGEMENT RESOURCES"

In March 2013, Community Literacy of Ontario was thrilled to release our newest resource: *Reducing Risk/Protecting People: An Annotated Guide to Risk Management Resources*.

Literacy and Basic Skills agencies and employment service providers care deeply about reducing risk and protecting people. However, it can be difficult to find the time to locate the information, training, resources, samples and tools required to tune-up risk management practices. To help with this process, CLO's new guide shares tools, resources and online training opportunities designed to help agencies improve their risk management processes and policies.

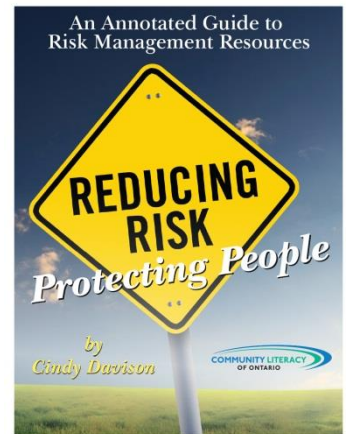
Our *Reducing Risk/Protecting People* guide is focused on the following areas of risk management: cyber risks; finance; governance; human resources; privacy; safety and security; and risk to reputation.

CLO's guide contains 42 different resources that reflect a wide range of learning styles. It includes websites, articles, handbooks, videos, webinars and podcasts. The resources contained in our annotated guide are:

1. Relevant to literacy and employment agencies
2. Relevant to the non-profit sector
3. Accessible via the internet
4. Available free of charge
5. Produced in the last 5 years
6. Full of practical and clearly written information

CLO's *Reducing Risk/Protecting People: An Annotated Guide to Risk Management Resources* was researched and written by Cindy Davidson. It was funded by the Ontario Ministry of Training, Colleges and Universities as part of CLO's *Reducing Risk/Protecting People* project. This resource guide was circulated in print format to all community-based literacy agencies, literacy support organizations and MTCU. It is also freely available online to any interested stakeholder at:

[www.communityliteracyofontario.ca/resource/pdfs/reducing\\_risk\\_annotated\\_guide.pdf](http://www.communityliteracyofontario.ca/resource/pdfs/reducing_risk_annotated_guide.pdf)



## CANADA'S FIRST-EVER CHIEF ECONOMIST FOR THE CHARITABLE AND NONPROFIT SECTOR ANNOUNCED BY IMAGINE CANADA

Hurrah! Canada's first-ever Chief Economist for the Charitable and Nonprofit Sector, Brian Emmett, was announced by Imagine Canada on February 26, 2013! Mr. Emmett will measure the impact of the sector and seek to bring economic issues facing nonprofits to the forefront of public policy decision makers. In addition, Mr. Emmett will analyze and provide advice about related policies, programs and legislation.

This is GREAT news for the nonprofit sector! The Chief Economist for the Charitable and Nonprofit Sector can showcase both the economic and social contributions of the nonprofit sector (which are many) and tell government and business (in their language) how much we contribute. Hurrah indeed! For more information see: [www.imaginecanada.ca/node/2356](http://www.imaginecanada.ca/node/2356)



## CONGRATULATIONS TO THE LITERACY NETWORKS OF ONTARIO ON THEIR NEW WEBSITE

To learn all about regional literacy network projects, initiatives, resources and publications you can visit the new website of the Learning Networks of Ontario at: [www.learningnetworks.ca/](http://www.learningnetworks.ca/). On this website, you can also find out more about the clear writing services and the online course offered by the Learning Networks of Ontario. Congratulations from CLO on your new website!

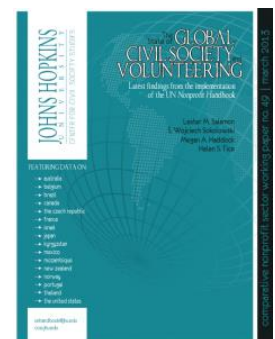


## NONPROFITS A MAJOR SOURCE OF EMPLOYMENT GROWTH GLOBALLY SAYS NEW JOHNS HOPKINS REPORT

A new report from the Johns Hopkins Center for Civil Society Studies reveals that nonprofit organizations are major employers and major sources of employment growth in sixteen countries throughout the world.

This report, called *The State of Global Civil Society & Volunteering – Latest findings from the implementation of the UN Nonprofit Handbook*, reveals that the nonprofit sector is:

- An effective deliverer of **community services**
- An important **employer**
- A significant contributor to **GDP**
- A **growing, dynamic** sector
- A key driver of **social innovation**
- A critical contributor to a **civil society**



You can download this exciting report here: <http://ccss.jhu.edu/new-report-the-state-of-global-civil-society-volunteering-latest-findings-from-the-implementation-of-the-un-nonprofit-handbook>

## COUNT ME IN! A NATIONAL SURVEY OF LITERACY AND ESSENTIAL SKILLS PRACTITIONERS

The Canadian Literacy and Learning Network (CLLN) has launched a National Survey of the Literacy and Essential Skills Workforce. This study will allow CLLN to provide a picture of the demographics of literacy practitioners as well as the kind of work they do, where they do it and how they do it. CLLN will analyze the data to inform policy-makers and literacy practitioners about key human resources issues affecting the literacy field. CLLN will share the findings broadly. Social Research and Demonstration Corporation will conduct the survey.



Visit this website to learn more about CLLN's National Literacy and Essential Skills Labour Market Study: <http://lesworkforce.ca/>

**You can access this important survey here: <https://websurvey.srdc.org/s/SLESW/>**



## REGISTRATION INFORMATION FOR THE EMPLOYMENT ONTARIO LEADERSHIP SUMMIT 2013

*Employment Ontario Leadership Summit: Leading Through Change* will be held on May 13-14, 2013 at the Delta Chelsea Hotel in Toronto. The summit will include the following:

- Opening remarks from David Fulford, Assistant Deputy Minister, MTCU
- A Q&A session with MTCU staff
- A keynote address from Rick Miner
- Dynamic workshops, including:
  - Sarah Delicate: *ES + LBS = ?*
  - David Hartley: *Managing Risk Confidently in any Size Nonprofit/Charity in Canada*
  - Fred Nesrallah: *Customer Centric Online Tools for Job Seekers and Employers*
  - John Poirier: *The Ontario College of Trades: Past Present and Future*
  - Lisa Sansom: *Positive Psychology and Leadership*
- Networking with the opportunity to discuss needs and successes with fellow delegates

All Senior Management/Executive Directors providing Employment Services and Literacy and Basic Skills programming are invited to attend. The cost to register is \$399. This fee includes all Leadership Summit activities and coffee breaks on May 13<sup>th</sup> and all activities, breaks, continental breakfast and lunch on May 14<sup>th</sup>. Travel and accommodation costs will be the responsibility of each registrant. The Summit is coordinated and hosted by First Work on behalf of the Service Delivery Advisory Group.



The Leadership Summit registration details are available online at: [www.firstwork.org/wp/2013/03/employment-ontario-leadership-summit-2013/](http://www.firstwork.org/wp/2013/03/employment-ontario-leadership-summit-2013/)

## EMPLOYMENT ONTARIO NEWS AND INFORMATION

MTCU's Employment Ontario Partners Gateway (EOPG) website provides a wealth of important information for LBS agencies. See: [www.tcu.gov.on.ca/eng/eopg/newpostings](http://www.tcu.gov.on.ca/eng/eopg/newpostings)

Recent news on the EOPG includes:

- March 8, 2013: LBS Performance Management System (PMS) Training
  - [LBS Performance Management System \(PMS\) Training Memo](#)
  - [LBS PMS Participant Guide](#)
  - [LBS PMS Training Slides](#)
  - [Appendix 1: LBS Service Plan – EOIS CaMS Data Entry Tool](#)
  - [Appendix 2: EOIS Case Management System: Reporting](#)
  - [Appendix 3: Detailed Service Quality Report 64: Example](#)
  - [LBS PMS Client Pathway Document](#)
- March 1, 2013: [2013-14 Agreement Templates Memo](#)
- March 1, 2013: [Sample 2013-2014 LBS Service Delivery Organization Agreement Template](#)
- February 28, 2013: [Revised 2012-13 Audit and Accountability Requirements Memo](#)
- February 28, 2013: [2012-2013 LBS Service Provider Audit and Accountability Requirements – REVISED](#)

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Ontario's employment & training network

