

COMMUNITY LITERACY OF ONTARIO MEMBERS' E-COMMUNIQUE APRIL 2010

Dear CLO Members,

Community Literacy of Ontario is pleased to present its **APRIL 2010** Members' E-Communiqué. Topics covered in this E-Communiqué are:

1. [Online Training Opportunity from CLO: "Introduction To Risk Management" with Imagine Canada](#)
2. [Amazing Community-Based Literacy Program Video](#)
3. [Employment Ontario News and Information](#)
4. [HR Check-Up for Not-for-Profit Organizations](#)
5. [Ontario Skills Passport Website – Have You Visited Recently?](#)
6. [Laubach Literacy Ontario's 2010 Conference – "Keys to Success"](#)
7. [Charity Tax Tools – Essential Information for Canada's Charities](#)
8. [OLC's 2010 Conference – "Spotlight on Learning: Becoming Agents of Change"](#)
9. [Online Resource Guide to Coping with Financial Stress](#)

ONLINE TRAINING OPPORTUNITY FROM CLO: "INTRODUCTION TO RISK MANAGEMENT" WITH IMAGINE CANADA

Community Literacy of Ontario is extremely pleased to be partnering with *Imagine Canada* to offer an online workshop on risk management on Centra. This workshop is called: "**Introduction to Risk Management for Nonprofits – How to Motivate Your Leaders and Get Started**".

Imagine Canada is our country's leading expert on the critical topic of risk management in the nonprofit sector. *Imagine Canada* believes in managing risk with confidence and care. *Imagine Canada's* risk management workshops are practical, interesting, and surprisingly fun!

This half day workshop will cover the following topics:

- Risk Is Normal – Losing Sleep is Not
- How to Motivate Your Board, Staff and Volunteers to Manage Risk
- Key Legal Concepts
- Free Experts: Using Your People
- Creating a Culture of Candor
- Three Often Neglected Risks
- Creating a 90-Day Task Force
- How to Find and Map Your Key Risks
- Four Filters to Put Each Risk Through

CLO delivered this online risk management workshop on April 9, 2010. The evaluations were extremely positive. We are pleased to offer a **repeat** online workshop on **Thursday, June 3, 2010** (from 9:30 a.m. to 12:30 p.m. EST).

We have just five spots remaining in this workshop, so if you are an LBS program or literacy network and a member of CLO, please email CLO at clo@bellnet.ca to indicate your interest and we will send you more information. The workshop is free of charge for our members. The remaining spots will be filled on a "first come; first served" basis.

AMAZING COMMUNITY-BASED LITERACY PROGRAM VIDEO

"also" (Alternative Learning Styles and Outlooks) is an innovative community-based literacy agency located in downtown Ottawa. They operate a safe and caring community learning centre serving adults and families. "also" has created a wonderful video about their program. Please see: www.also-ottawa.org/video/

While you are there, be sure to visit "also's" *Amazing Book Race* to learn about a great fundraising idea. See: www.also-ottawa.org/amazing-book-race/

As noted in the video: "also" is certainly *"a small program doing great things"*!

Please email CLO at clo@bellnet.ca with your community-based success story or online resource.

EMPLOYMENT ONTARIO NEWS AND INFORMATION

MTCU's Employment Ontario Partners Gateway (EOPG) website provides a wealth of information on the latest developments. We are please to share information on some recent postings.

- MTCU has created an online self-study course for Employment Ontario service providers who will use the new Employment Ontario Information System (EOIS) Case Management System (CaMS) to administer Employment Service programming. The CaMS Online Orientation course explains how the system will support the service provider's daily case management of Employment Ontario clients. Just visit this link and click on the "Start Course" button:
www.tcu.gov.on.ca/eng/eopg/eotransformation/cams_orientation/index.html
- The program guidelines for service providers delivering "Employment Services" under Employment Ontario have now been finalized and are available online. LBS programming falls under "Training Services"; however, it is wise to keep informed of key developments amongst our EO partners. See:
www.tcu.gov.on.ca/eng/eopg/publications/eopg_sp_guidelines.pdf
- The agenda and background materials of MTCU's Service Delivery Advisory Group (SDAG) from the February 2010 meeting are available online at:
www.tcu.gov.on.ca/eng/eopg/stakeholder/sdag.html
- Check out all the latest news and information about Employment Ontario by clicking on "New Postings" at: www.tcu.gov.on.ca/eng/eopg/newpostings/

HR CHECK-UP FOR NOT-FOR-PROFIT ORGANIZATIONS

The HR Council for the Nonprofit Sector provides a helpful online *“HR Check-Up for Not-for-Profit Organizations”*. They ask a key question: Is your nonprofit's HR Health in danger of flatlining? Take the HR Check-Up to find out.

This self-diagnostic tool will allow you to evaluate your nonprofit's current performance in a number of HR areas. It takes just 10 minutes to complete. The tool will not only help you to analyze your HR strengths and weaknesses, it will give you your own personalized “prescription” - recommendations and links to specific resources that address your individual areas of HR need. This is a wonderful resource and comes highly recommended by CLO!

And, as an added bonus, the first 500 people to complete an HR Check-Up for their nonprofit organization will be entered into a draw to win Apple iPad.

You can also register for upcoming E-Clinics or webinars, or, you could read the HR Council's informative articles and check out their HR Advisor's blog for information, tips and answers to nonprofit HR questions.

See: <http://checkup.hrcouncil.ca/index.cfm>

THE UPDATED ONTARIO SKILLS PASSPORT WEBSITE

Have you visited the Ontario Skills Passport (OSP) website recently? Their updated and user-friendly site contains helpful content, information resources and tools for literacy agencies.

See: <http://skills.edu.gov.on.ca/OSPWeb/jsp/en/login.jsp>

Topics covered on the OSP website include:

- Ontario Skills Passport Action Plan for Job Seekers.
- A set of audio tips on how job seekers can use the OSP to assess and build their Essential Skills and work habits and transfer them to a job or further education or training.
- An Essential Skills guide that outlines a two-step process for identifying and analyzing Essential Skills in classroom activities.
- Three different self-assessment tools to help learners assess their Essential Skills and work habits. Results can be used to compare occupations learners are interested in and to identify real workplace learning activities to help learners build their Essential Skills.
- Tools to help adult learners create an OSP Training Plan for occupations they want to enter. This plan will help practitioners create learning opportunities that focus on the Essential Skills and work habits needed for these occupations. This plan can also help learners to track and demonstrate learning and to plan for further skills development.

The Ministry of Education has asked CLO to give feedback from member agencies on the Ontario Skills Passport website and how it might be further improved. Please share your input (even just to tell us why you don't use this site) in this brief four question online survey:

www.surveymonkey.com/s/W5Q63S9

LAUBACH LITERACY ONTARIO'S 2010 CONFERENCE – "KEYS TO SUCCESS"

Laubach Literacy Ontario is hosting its 2010 Conference called "**Keys to Success**". It will be held from Friday, June 25 to Sunday, June 27, 2010 at Wilfrid Laurier University in Waterloo.

This conference will include workshops on a wide variety of interesting and valuable topics, contests, roundtable discussions and networking. LLO is currently looking for workshop presenters.

Visit the LLO website for more information at: www.laubach-on.ca/teach/news/conference

CHARITY TAX TOOLS - ESSENTIAL INFORMATION FOR CANADA'S CHARITIES

"Charity Tax Tools – Essential Information for Canada's Charities" was developed by Imagine Canada to help registered charities understand what they must do in order to meet the requirements of the Canada Revenue Agency.

The site contains information on the basic legal requirements for all Canadian charities that are registered with CRA and entitled to issue tax receipts for charitable donations. It provides examples and links to additional information for those who wish to know more.

See: <http://charitytax.imaginecanada.ca/>

OLC'S 2010 CONFERENCE "SPOTLIGHT ON LEARNING: BECOMING AGENTS OF CHANGE"

The Ontario Literacy Coalition is pleased to announce its 2010 conference, "**Spotlight on Learning: Becoming Agents of Change.**" This conference will be held on October 18-20, 2010 in Toronto.

Conference themes include: Developing Partnerships; Embracing Technology; Learning for Work; Linking Literacy and Society; Marketing Literacy; Profiling Success Stories; and Recognizing the Profession. OLC is currently looking for workshop presenters.

Stay tuned to OLC website for more information: www.theconstellation.ca/olc/news.shtml?x=222507

ONLINE RESOURCE GUIDE TO COPING WITH FINANCIAL STRESS

Consolidated Credit Counseling Services of Canada has produced a free and helpful resource called: "*Online Resource Guide to Coping with Financial Stress.*" This guide is written in plain language and contains useful tips, resources and tools to help people cope with financial stress in these trying times.

See: www.nald.ca/library/learning/ccsc/coping_stress_en/coping_stress_en.pdf