

COMMUNITY LITERACY OF ONTARIO MEMBERS' E-COMMUNIQUE OCTOBER 2011

Dear CLO Members,

Community Literacy of Ontario is pleased to present its **OCTOBER 2011 CLO Members' E-Communiqué**. Topics covered in this E-Communiqué are:

1. CLO's New Facebook Page!
2. CLO's "Guide to Technologies for Online Staff Training"
3. Our Annual Report and Website
4. Employment Ontario News and Information
5. People, words and change – "Make the Call for Literacy"
6. Simcoe/Muskoka Literacy Network's Compendium of Adaptive Technologies
7. Financial Literacy Week and ABC Life Literacy Canada's Website
8. Sample Violence and Harassment Checklist



CLO'S NEW FACEBOOK PAGE!

The Board of Directors and staff of Community Literacy of Ontario are excited to announce the launch of our new **Facebook page!** Come and be our friend at: www.facebook.com/CommunityLiteracyOntario

On Facebook, we will be sharing resources and tools, hosting guest speakers on a variety of topics, profiling member agencies, and providing a forum for learning, connecting and sharing.

We have five main goals for CLO's Facebook page:

1. To promote literacy and lifelong learning
2. To support community-based literacy agencies
3. To share resources, tools and information
4. To provide a forum to learn and share with our members
5. To have a bit of fun with social media!



Our Facebook page will be facilitated by CLO staff with the support of board members and guest speakers. We will also be joined by Ollie, CLO's resident owl, literacy promoter and social media guy. He'll be announcing contests, guest speakers and sharing his "hoot of the week" (a cool resource, tip or tool).

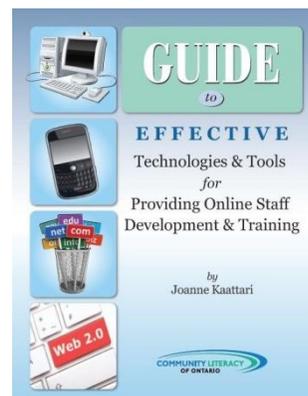
Have you heard of SHARK WEEK? (<http://dsc.discovery.com/tv/shark-week/>). Well, since live sharks are in short supply in literacy, CLO has had to turn to another kind of week: **INSTRUCTOR WEEK**. Yes, during the week of **November 14 to 18, 2011**, we will hold a week-long discussion on Facebook about tools and resources for instructors and volunteer tutors. Our guest facilitator will be LBS instructor (and CLO board member) **Keith Harford**. Sharks beware – the literacy instructors are coming!

CLO'S "GUIDE TO TECHNOLOGIES FOR ONLINE STAFF TRAINING"

We are pleased and frankly amazed to know that Community Literacy of Ontario's newly-released "Guide to Effective Technologies for Online Staff Training" was downloaded from our website an **INCREDIBLE 30,000** times in **ONE WEEK**.

We put a great deal of effort into the research and writing of this innovative guide and we are pleased it has had such great value for Employment Ontario programs and beyond.

See: www.nald.ca/clo/resource/guide_to_online_staff_training.pdf



CLO'S WEBSITE AND ANNUAL REPORT

To learn all about CLO's activities, here is the link to CLO's online version of our **Annual Report** for 2010-2011: www.nald.ca/clo/annual_report.htm. One item of interest is the heavy use of CLO's online resources.

Although CLO has launched our Facebook page, that doesn't mean we've forgotten our old faithful standby: our website. Community Literacy of Ontario's website (www.nald.ca/clo) is an extremely valuable resource as evidenced by our statistics from April 1, 2010 to March 31, 2011:

- **80,846** PDF files were downloaded from CLO's website
- **73,816** html files were downloaded from CLO's website
- **Most downloaded CLO resources:**
 - Capacity Plus: Organizational Capacity Resource Guide (**20,795 downloads**)
 - Popular Resources—Supporting the Transitioning of Adult Learners with Independence or Employment Goals (**11,041 downloads**)
 - Online Presentation on "What is Literacy?" (**5,079 downloads**)
 - Literacy: A Great Investment (**4,527 downloads**)
 - The ABCs of CIPMS (**3,451 downloads**)
 - Online Presentation on "Literacy and Employment" (**1,829 downloads**)
 - Board Governance Resource Guide (**1,376 downloads**)
 - Guide to the Development of Policies and Procedures – Volume 1 (**1,359 downloads**)
 - CLO's Focus on E-Learning newsletter (**1,345 downloads**)
 - Developing Job Descriptions in Ontario's Community Literacy Agencies (**1,032 downloads**)



EMPLOYMENT ONTARIO NEWS AND INFORMATION

Attached please find the October 2011 update from MTCU to LBS Service Delivery Organizations. Updates include:

- *Literacy Services Planning*
- *Learner Satisfaction Mid-Year Reporting*
- *OALCF Fall Training and Online Survey*



And, as always, also be sure to check out MTCU's Employment Ontario Partners Gateway website for information on the latest developments. See: www.tcu.gov.on.ca/eng/eopg/newpostings

PEOPLE, WORDS AND CHANGE –“MAKE THE CALL FOR LITERACY”

People, Words & Change, a community-based literacy agency based in Ottawa, created this wonderful video called “Make the Call for Literacy”. Six adult learners share their stories of courage and the importance of learning. You can view this inspirational video at:

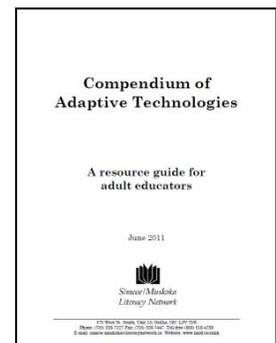
www.youtube.com/watch?v=HTL2C09gQNk

SIMCOE/MUSKOKA LITERACY NETWORK'S COMPENDIUM OF ADAPTIVE TECHNOLOGIES

Simcoe/Muskoka Literacy Network recently published a consolidated list of adaptive technology to help people with learning and other challenges that may affect their learning.

The guide, titled *Compendium of Adaptive Technologies: A resource guide for adult educators*, provides information on free and for purchase adaptive technology software, hardware and practitioner training related to learning disabilities and other challenges. You can download this helpful resource at:

www.nald.ca/library/learning/simcoe_muskoka/compendium/compendium.pdf



FINANCIAL LITERACY WEEK AND ABC LIFE LITERACY CANADA'S WEBSITE

Financial Literacy Week is a national awareness and engagement campaign that seeks to increase the financial literacy and math skills of Canadians through access to tools, resources and community events. It will be celebrated from **October 30 to November 5, 2011**.

ABC Life Literacy Canada has created a website to share resources and information on financial literacy at: <http://abclifeliteracy.ca/flw/financial-literacy-main>



SAMPLE VIOLENCE CHECKLIST

The Ontario's Government's Bill 168, the Occupational Health and Safety Amendment Act (Violence and Harassment in the Workplace), came into force in June 2010. It requires employers with five or more employees to assess the risk for workplace violence and harassment; develop and implement appropriate policies to protect employees; and create a process for reporting and responding to incidents of violence and harassment.

To support our members, Community Literacy of Ontario created a sample *"Preventing Workplace Violence and Harassment"* policy in 2010. It is available in our May 2010 e-communiqué at: www.nald.ca/clo/communiquemay_2010.pdf

More recently, CLO's Board of Directors also approved the following *Workplace Violence and Harassment Prevention Checklist* at our October 2011 meeting. We hope that this newly-minted sample checklist will be helpful to our members.

You can also learn about this bill on the Ministry of Labour's website at www.labour.gov.on.ca/english/hs/pubs/wpvh/

As well, here is the link to a helpful toolkit: www.labour.gov.on.ca/english/hs/pdf/wvps_toolbox.pdf

**COMMUNITY LITERACY OF ONTARIO'S
WORKPLACE VIOLENCE AND HARASSMENT PREVENTION CHECKLIST**
(This checklist is to help CLO implement its violence and harassment policy)

VIOLENCE and HARASSMENT PREVENTION CHECKLIST	YES	NO	ACTION REQUIRED
CLO:			
1. Has written violence prevention policies and procedures.			
2. Has written harassment prevention policies and procedures.			
3. Has all policies approved by the Board of Directors.			
4. Has violence and harassment prevention policies reviewed by the Board of Directors annually.			

5. Completes a workplace risk assessment annually.			
6. Posts violence and harassment prevention policies where they can be viewed by staff and volunteers.			
7. Reviews CLO's Violence and Harassment Policy annually with staff in order to protect their safety. Documentation of this annual review is kept in the Personnel files.			
8. Takes precautions for the protection of the staff in situations where domestic violence that may occur in the workplace.			
9. Ensures that information is provided to staff where they could be expected to encounter a person with a history of violent behaviour during the course of their work and likely to be exposed to physical injury.			
10. Has developed and implemented workplace violence and harassment prevention policies and measures to control risks of workplace violence.			
11. Has developed procedures to inform staff of their right to refuse work if they perceive violence is likely to occur.			
12. Has developed procedures to summon immediate assistance when violence and/or harassment occur.			
13. Has developed measures and procedures for staff to report incidents of violence and/or harassment.			
14. Has developed measures and procedures for incidents or complaints to be investigated and dealt with.			