

Numeracy at Work ONLINE TRAINING

Numeracy at Work publication

COURSE OVERVIEW

This course introduces practitioners to examples which illustrate on-the-job applications of numeracy: Money Math, Scheduling or Budgeting and Accounting Math, Measurement Math, and Data Analysis Math. Two online sessions, each approximately 2 hours in length, uses SkillPlan's publication, *Numeracy at Work*. Assignments and group discussion will focus on how work applications can be used in instruction.

Training & Certification (2 online sessions, 4 hours + 4 project hours)

Participants are required to attend two scheduled online training sessions. An assignment is required following the first session, to be discussed at the second session. Only the final assignment is submitted.

SkillPlan will issue a *Numeracy at Work Certificate* to those who attend and participate in both 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 numeracy materials into instructional settings. This course has been developed for Practitioners who have access to the resource, *Numeracy at Work*, 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 numeracy using this resource or alternatives.

PRE-REQUISITES

Previous training and/or experience with Essential Skills is strongly recommended. For more information on Essential Skills, visit http://srv108.services.gc.ca/english/general/home_e.shtml.

Participants should be active in the instruction of math or Essential Skills, 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. Technical assistance is available.

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FACILITATOR

Lynda Fownes

Lynda is the Executive Director 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 resource, *Numeracy at Work*. SkillPlan publications can be ordered on-line at www.skillplan.ca. Note that this publication can be returned if it is not suitable. The purchaser is responsible for shipping costs. (Approximately \$100 with taxes, shipping and handling)

Course Fee

Course fee includes 2 training sessions, conference call charges, and certificate. \$95 plus HST = \$106.40

Schedule

Course 08:

Session 1 - October 4, 2011 @ 1:00 pm Pacific Time

Session 2 - October 11, 2011 @ 1:00 pm Pacific Time

Visit www.skillplan.ca for a list of Online Training sessions.

Registration

Please fax the registration form below to SkillPlan at 604.436.1149. Or mail the registration form along with payment to SkillPlan.

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REGISTRATION FORM

Course Dates: October 4 & 11, 2011 @ 1:00 pm Pacific Time

Course Number: 08

Date: _____

Name: _____

Organization: _____

Address to send certificate to:

City: _____

Province: _____ Postal Code: _____

Email: _____

Phone: _____

Fax: _____

Payment by cheque

Registration fee: \$106.40

Please make cheque payable to SkillPlan

Mail to:

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