

INTEGRATING LITERACY AND COMPUTERS IN THE WORKPLACE

A Training Package for Workplace Literacy Practitioners

Integrating Literacy and Computers in the Workplace (ILCW) is a project funded by Essential Skills branch of Human Resources Development Canada to develop a Workplace Literacy Practitioner training package, using the handbook, "Computers in the Classroom: A Collaborative Approach." This package will include a workshop and a facilitator guide that both demonstrates the methodology and allows participants to acquire computer skill-sets.

The instructional workshop will support practitioners in using this approach effectively, and provide excellent suggestions on how to integrate computers into their day-to-day teaching practice. The facilitator guide will allow for the delivery of this workshop training across the country. Through the ILCW Project, workplace practitioners will have opportunities to enhance and develop their skills and confidence in using the computer as a teaching and learning tool.

The ILCW Project will refer to the handbook, "Computers in the Classroom" which integrates meaningful adult education philosophy with practical teaching ideas. The theme of each lesson is applicable to the students' real life needs or interests. The lessons provide learners with opportunities to develop Essential Skills in computer use, reading text, writing, document use, oral communications, and thinking skills. Overall, learners become more confident in problem solving situations as they use their newly acquired computer skills in their day-to-day work.

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