

# Skill-Building Activities Training Module

## Tips and Suggestions for Facilitators

Here are some tips and suggestions for facilitators who plan on presenting the Skill-Building Activities Training Module - PowerPoint Presentation to a group.

Participants who are familiar with Essential Skills will be more comfortable with material on Essential Skills and skill-building activities. Please consider presenting the **Essential Skills Introduction PowerPoint Presentation** first or emailing it to participants so they have a chance to review the material prior to attending your workshop.

### Before the Presentation

- Go to the OSP website at [www.ontario.ca/skillspassport](http://www.ontario.ca/skillspassport) and click on **Introduction and Tips**.
- There are tips sheets which provide an overview of the OSP website for different stakeholders such as teachers (on the Ministry of Education version of the site) and employment specialists (on the Ministry of Training, Colleges and Universities version of the site).
- Review key sections of the site including the sections below which are featured in the PowerPoint presentation.
- **Search for Sample Tasks by Occupation and In Work, Learning and Life.** This can help learners see how they have demonstrated these skills in different contexts and gather information to include in their résumés.
- Go to **Skills Zone** and click on **Sample Activity Database**.
- Review key sections of ***A Guide to Linking Essential Skills and the Curriculum*** that are referenced in the PowerPoint.
- Search for sample activities that would interest your audience.
- Go to **Skills Zone** and click on **Interactive Learning Resources**. Click on the interactive wheel Linking Essential Skills, skill building activities and the curriculum.
- Go to the **Resources** section on the OSP website to access the OSP Action Plans, OSP Tracker and other resources designed for use in a wide range of educational and training contexts.
- If you have Internet access, consider visiting some of these sections of the OSP site as you progress through the presentation.
- Review the PowerPoint to see if you would like to enhance any sections by referencing specific programs or resources that would be of interest to the group. Facilitators are encouraged to adapt the presentation to meet the needs of the group.

## Materials/Handouts for Participants

- Click on **Resources** to order free copies of the **OSP Promotional Materials** for participants such as the OSP Tracker and the OSP Brochure. Orders should be received at least 2 to 3 weeks before the presentation to ensure that the materials arrive on time.
- Bring decks of cards to the presentation. You can use the “card game” to review Essential Skills complexity levels with participants. Instructions for the card game are in the Essential Skills Introduction PowerPoint or you can refer to Appendix 6 in *A Guide to Linking Essential Skills and the Curriculum*.

### Print copies of the following for each participant:

- **Essential Skills and Work Habits Reference Sheets** from the Resources section on the OSP website. Please choose reference sheets with the short description of each skill.
- **Quick Reference Sheet** (a copy is included on the next page) – Participants can use this Quick Reference Sheet to work through the 2-step process of identifying and analyzing Essential Skills tasks during or after the presentation.
- **Task Descriptions Sheet (For Slide 36)**
- OSP Action Plan for Learners or OSP Action Plan for Job Seekers and Learners (depending on the group). These action plans are located in the Resources section of the OSP website. They provide an overview of OSP tools and resources.
- **Placemat** – Participants can refer to this during the presentation and it also provides a nice review.

## Post Presentation Activity Ideas

- Choose Practice Activities from *A Guide to Linking Essential Skills and the Curriculum* so that participants can practice identifying and analysing Essential Skills tasks (see Appendix 2 page 23). If participants do not have access to the Internet, provide copies of the Essential Skills reference sheets with definitions of each skill. Participants will also need copies of the skill level descriptions in order to analyze levels of complexity. To access descriptions of the Essential Skills, go to the Essential Skills section and click on any skill title to view and print the skill level descriptions.
- Included at the end of this document are blank templates for teachers and facilitators to develop linkages with Essential Skills Tasks and their own curriculum.
- Go to **Skills Zone** and ask participants to click on **Interactive Learning Resources**. The interactive wheel **Linking Essential Skills and the Curriculum** has sample skill-building activities.

# A Guide to Linking Essential Skills and the Curriculum

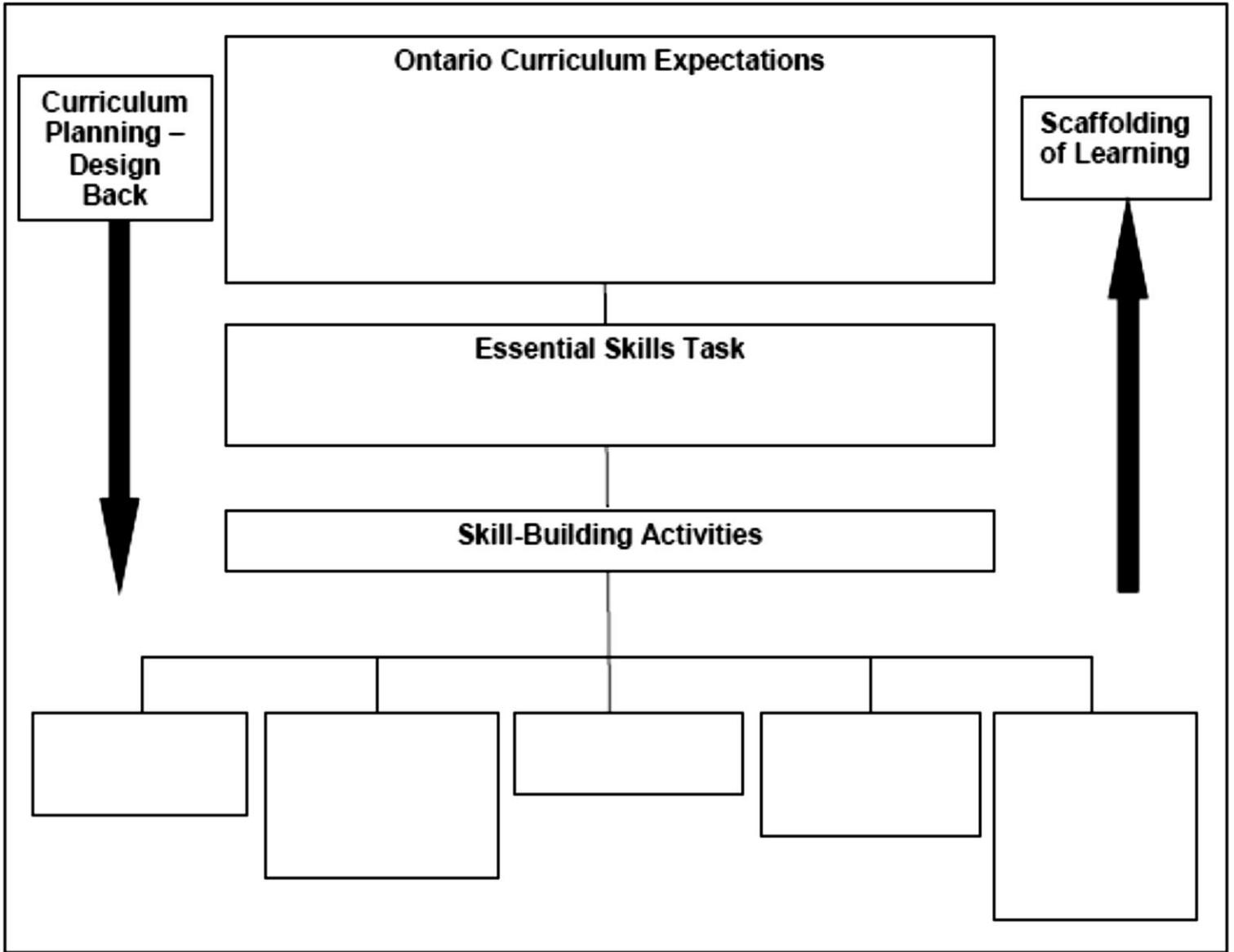
## Appendix 1: Quick Reference Sheet (page 23)

Learners often ask, “Why do I need to know this?” The answer to this question lies in the Essential Skills. Much of what we teach in the classroom has real-world applications; real people out in the community and at work use the very skills taught in the classroom to complete tasks. But it may not always be easy for learners to connect what they learn in the classroom with how they will use their skills in everyday life. By choosing, using and analysing Essential Skills tasks, educators make explicit connections for learners between classroom activities and real-world applications.

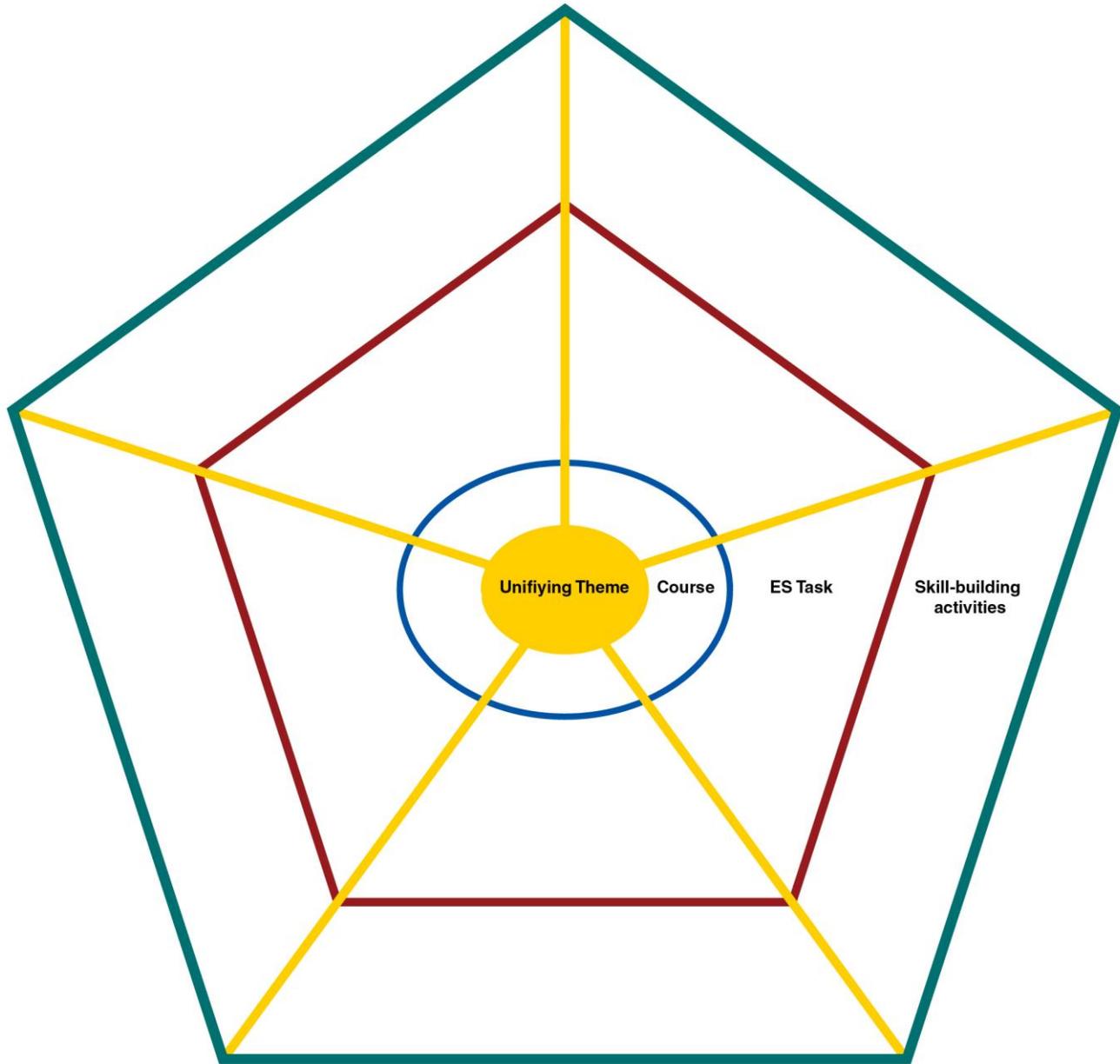
Whether developing learning materials, writing curriculum or selecting activities for use in the classroom, this Quick Reference Sheet guides you through the process for identifying and analysing Essential Skills tasks.

Describe the activity:			
Step 1: Identify the ES task	What is the learner being asked to do?	Why is the learner being asked to do it?	Might individuals do this outside the classroom?
			NO  YES – go to step 2
Step 2: Analyse the task	Which Essential Skills are being used?		What are the skill level demands?
	Main skill:		
	Other skills:		

Tip: Go to the OSP website at [www.ontario.ca/skillspassport](http://www.ontario.ca/skillspassport). Click on **Essential Skills** and then click on any skill title to get information on skill levels.



# Essential Skills in Action Template



Legend:  Skill-Building Activities  Essential Skills Task  Curriculum Code