

E-Learning in the Workplace



This course is part of a portfolio of one-day courses furthering expertise in specific aspects of workplace Language, Literacy and Numeracy (LLN). This specialist course will explore the use of the internet within LLN. It will also support you in delivering 'Skills for Life' the national adult literacy and numeracy strategy.

Course overview

Useful tips when using the Internet

Learn how to use 'favourites' and 'search engines' in order to make finding relevant websites faster and more straightforward.

The Internet for LLN skills tutors

Learn how the Internet can be used to find information regarding developments and good practice from a range of sources across the UK and abroad.

Using the Internet when teaching in the workplace

Discuss ways in which the Internet can be utilised within a workplace and find solutions for common problems associated with using the Internet in a workplace setting.

Using the Internet with groups of learners

Discuss how the Internet can be used with different groups of learners. Explore online resources and assess the quality of websites.

Outcomes

Participants will gain:

- Knowledge of basic Internet skills.
- Strategies on sourcing information for their own use on the Internet.
- An understanding of how to integrate the Internet and avoid common problems within a workplace setting
- Strategies on how to use the Internet with different groups of learners.

Who should attend?

This course is open to anyone with a professional interest in the delivery of workplace LLN.

To register:

To register your interest in attending this course, please contact:

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One Day

Professional Development



Why attend a professional development course?

One of the primary activities of the Professional Development Team is the development and delivery of courses for providers and other professionals involved with workplace language, literacy and numeracy (LLN).

As well as our Level 4 course, Skills for Life in the Workplace, which can lead to the Breaking Down Barrier (BDB) certificate, we also have a portfolio of over 20 specialist half-day, one-day and two-day courses. We pride ourselves in providing quality flexible training solutions and have a team of experienced developers who can devise a course tailored to your needs. But why should you attend?

Attending any of our courses will provide you with specialist LLN knowledge, such as knowledge on workplace materials development and workplace curriculum issues. Participants are not only provided with an opportunity to expand their learning, they are also able to participate in group discussions and network with other people involved in the LLN field.

After each course has taken place, attendees are asked to complete an evaluation form, which is subsequently turned into a report.

Feedback from the courses is positive and examples of some of the comments can be seen below:

'An extremely enjoyable course. Well thought-out and delivered.'

Developing Workplace Materials—May 2005

'A very detailed and informative course'

Organisational Needs Analysis—July 2005

'Thoroughly enjoyed the course. I learnt a great deal, enjoyed the pace and style of delivery and it filled in the gaps I had about workplace delivery.'

ESOL in the Workplace—May 2005

'The networking and listening to the experiences and work examples of other people are very useful'

Using the Employer Toolkit—January 2004

Positive feedback has also been received from attendees of the Skills for Life in the Workplace course:

'An interesting and enjoyable course which gives honest information about the pros and cons of workplace learning'

Skills for Life in the Workplace—December 2004

Further details of all our courses can be found on our website.