

Using the Employer Toolkit, Skills for Life: Make it your Business

This course forms part of a portfolio of one-day courses furthering expertise in specific aspects of workplace language, literacy and numeracy (LLN) skills. This is a practical course to help you to use the Employer Toolkit effectively, whether you are a broker/provider going into a company to negotiate provision or if you are trying to persuade your own company of the benefits of LLN. It will also support you in delivering 'Skills for Life', the national adult literacy and numeracy strategy.

Course Overview

Using the Toolkit effectively

Consider which sections of the Toolkit can be best used for specific sectors. Use the Toolkit in short sections to make the business case for LLN in the workplace.

Adding supplementary information

Learn how to add supplementary information at various stages, using case studies which offer local contacts and relevant suggestions.

Adapting presentations

Learn how to adapt presentations for different audiences using the Toolkit (Managers, Union Reps, Supervisors, etc). Practical tips on workable selling points for LLN.

Raising awareness

The course will help you to raise awareness of LLN needs in the workplace, and relate the business aspects to the needs of the learners.

Share experiences

Use ideas from the Toolkit as a discussion point for good practice, and share experiences of workplace provision.



Evaluating training outcomes

Discover how to evaluate the outcomes of workplace LLN training programmes from a variety of stakeholder perspectives. Consider a range of strategies for sharing the results with stakeholders.

Outcomes

Using the 'Skills for Life: Make it your Business' toolkit, delegates will gain understanding of:

- The significance of SfL in the workplace and how the 'toolkit' may be utilised by practitioners and providers
- The whole organisation approach to SfL
- How to conduct an organisational needs analysis and develop appropriate courses
- How to report value of courses to stakeholders

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.