

Section 4 – WLES Program Model

Example of Group Learning Sessions Programming (75 hours)

Reading Document Use Writing Numeracy Oral Communication Thinking Working with Others Computer Use Continuous Learning

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WLES Program Model

Example of Group Learning Sessions Programming (75 hours)

The WLES Program Model has been structured to promote self-directed learning in line with principles of adult learning.

However many hours of programming are available, it is recommended that participants are supported to follow the four stages of the WLES Program Model Learning Pathway phases: Initiation, Preparation, Transition, and Integration.

The example programming suggested here encompasses two of these phases:

Preparation Sessions 1 – 16 [Pages 2 – 7](#)

Transition Sessions 17 – 25 [Pages 8 – 10](#)

For guidance and information regarding the Initiation and Integration phases, consult Sections 1 and 2.

The example programming suggested here includes all activities from all of the WLES Program modules. A program requiring fewer than 75 hours of group learning sessions may be structured using any combination of WLES Program module activities, but it is recommended that during the Preparation phase, significant importance is placed on goal setting (Module 1). It is also recommended that, as participants begin to engage in job seeking activities near the end of the Transition phase, increased emphasis is placed upon independent planning and organizational skills (Module 8).

Best Practice Notes:

Many adult learners attending workforce programs are in part-time casual employment with unpredictable schedules. A program model that schedules group learning sessions in both daytime and evening time slots is recommended to permit maximum opportunities for attendance.

Adult learners with Level 1 and Level 2 skills (IALSS Levels) can find working with a variety of new people challenging. A program model that allows participants an initial period of group stability, before tutors and guest speakers are introduced, is recommended.

Adult learners with Level 1 and Level 2 skills (IALSS Levels) appreciate their own skills gaps and the time and study required to make significant progress. The WLES Program Model exposes participants to the Essential Skills required for success in the workplace. In group learning sessions, participants may refresh certain skills, or achieve skills 'leaps' where concepts are clarified for the first time, but significant skills improvement occurs where self-directed learning is supported outside these group sessions.

See also: Lessons Learned – Section 2



SESSIONS 1-6 (Preparation phase)

Sessions 1-6 focus on realistic goal setting. Participants consider a wide variety of factors that may impact their success as job seekers. Participants review employment, learning and personal goals in the context of existing skills, prior work and learning experiences, and personal preferences. It is recommended that individual learner-tutor relationships are not initiated until Session 7. This allows learners time to establish realistic learning and employment goals. It also affords facilitators time to observe participants in learning situations and make informed, learner centered learner-tutor matches based on participants’ preferred learning styles and personalities.

The WLES Program Model recommends that skills assessments are conducted prior to the commencement of group learning, during the Initiation phase (interview/intake procedure), and makes suggestions for assessment tools in SkillSet C (COMMUNICATION), SkillSet N, (NUMERACY) and SkillSet T (TECHNOLOGY).

Organizations should ensure that any assessment tool utilized is correctly administered by an appropriate practitioner.

SESSION 1		
50 mins.	Module 1	Introduction to Qualities For Success
10 mins.	BREAK	
30 mins.	Module 1	Snapshot G –General Skills Overview
10 mins.	BREAK	
50 mins.	Module 1	‘A Dream That Walks’ 1
20 mins.	Module 1	Introduction to Plan and Review

SESSION 2		
10 mins.	Module 1	Qualities For Success –Courtesy
25 mins.	Module 4	Snapshot O –Oral Communication: Listening & Speaking
15 mins.	Module 4	Sort and Predict
10 mins.	BREAK	
50 mins.	Module 4	Say It So It Works 1
10 mins.	BREAK	
50 mins.	Module 1	‘A Dream That Walks’ 2
10 mins.	Module 1	Plan and Review



SESSION 3		
10 mins.	Module 1	Qualities For Success –Commitment
25 mins.	Module 4	Snapshot W –Written Communication: Reading & Writing
15 mins.	Module 4	Sort and Predict
10 mins.	BREAK	
50 mins.	Module 4	Send Me A Memo 1
10 mins.	BREAK	
50 mins.	Module 1	‘A Dream That Walks’ 3
10 mins.	Module 1	Plan and Review

SESSION 4		
10 mins.	Module 1	Qualities For Success –Responsibility
25 mins.	Module 5	Snapshot N –Numeracy: Math & Document Use
15 mins.	Module 4	Sort and Predict
10 mins.	BREAK	
50 mins.	Module 5	Make It Count 1
10 mins.	BREAK	
50 mins.	Module 1	‘A Dream That Walks’ 4
10 mins.	Module 1	Plan and Review

SESSION 5		
10 mins.	Module 1	Qualities For Success –Patience
25 mins.	Module 6	Snapshot T –Technology: Computers & Information Technology
15 mins.	Module 4	Sort and Predict
10 mins.	BREAK	
50 mins.	Module 6	I.T. 4 2Day 1
10 mins.	BREAK	
50 mins.	Module 1	‘A Dream That Walks’ 5
10 mins.	Module 1	Plan and Review

SESSION 6		
10 mins.	Module 1	Qualities For Success –Honesty
15 mins.	Module 4	Word Cycle
50 mins.	Module 2	SkillSet E –Employability Skills: Self Assessment
10 mins.	BREAK	
25 mins.	Module 6	‘A Dream That Walks’ 6
10 mins.	BREAK	
50 mins.	Module 1	Snapshot I –Individual Action Plans
10 mins.	Module 1	Plan and Review



SESSION 7 (Preparation phase)

Session 7 is one of the most important learning sessions in the WLES Program. Every effort should be made to schedule this session to ensure attendance by the maximum number of participants and tutors. Some tutors may be unable to attend group learning sessions on a regular basis and this may be their only opportunity to observe their learner in this context. The session should also be viewed as an opportunity for tutors to observe the type of group learning activities offered to participants and the presentation style of the WLES facilitators. The session should include activities similar to those offered at other group learning sessions.

*It is suggested that the regular opening and closing activities are expanded to permit tutors to gain a clear understanding of the oral participation and record keeping skills expected by the program. Social exchanges following the last activity, with a wider range of individuals present, provide opportunities for reflection in future sessions on appropriate social communication in the workplace (Say It So It Works 2).

SESSION 7		
15 mins.*	Module 1	Qualities For Success –Courage
15 mins.	Module 4	Word Cycle
50 mins.	Module 3	E.S.I. 1
10 mins.	BREAK	
50 mins.	Module 3	Rights and Responsibilities 1
20 mins.*	Module 1	Plan and Review
20 mins.	SOCIAL BREAK	Introduction to Plan and Review

NOTE: Participants who have completed Sessions 1-6 will have an Individual Action Plan in place that they can share with their tutors. Assessments of Communication, Numeracy and Information Technology skills, carried out at program interview/intake stage are used to inform learning and employment goals throughout the remainder of the program. Facilitators may choose to include skills assessment activities in group learning sessions; however, adult learners who find these activities stressful may prefer to complete them in a one-to-one environment. For learners working at Essential Skills Level 1, one-to-one support will be necessary.



SESSIONS 8-16 (Preparation phase)

In sessions 8-16 participants encounter a variety of authentic learning activities, including guest presentations from employer organizations, while they continue to explore personal essential skills and employability skills. As the program progresses, participants may amend their learning and employment goals as different elements of the curriculum highlight important skills gaps.

SESSION 8		
10 mins.	Module 1	Qualities For Success –Reliability
35 mins.	Module 7	Hospitality –Guest Speaker
10 mins.	BREAK	
40 mins.	Module 7	Hospitality 1
10 mins.	BREAK	
50 mins.	Module 4	Say It So It Works 2
15 mins.	Module 4	Explanation Planner
10 mins.	Module 1	Plan and Review

SESSION 9		
10 mins.	Module 1	Qualities For Success –Friendliness
35 mins.	Module 3	Rights and Responsibilities 2
10 mins.	BREAK	
40 mins.	Module 7	Hospitality 2
10 mins.	BREAK	
50 mins.	Module 4	Send Me A Memo 2
15 mins.	Module 4	Explanation Planner
10 mins.	Module 1	Plan and Review

SESSION 10		
10 mins.	Module 1	Qualities For Success –Enthusiasm
35 mins.	Module 7	Customer Service –Guest Speaker
10 mins.	BREAK	
40 mins.	Module 7	Customer Service 1
10 mins.	BREAK	
50 mins.	Module 4	Send Me A Memo 3
15 mins.	Module 4	Explanation Planner
10 mins.	Module 1	Plan and Review

SESSION 11		
10 mins.	Module 1	Qualities For Success –Flexibility
35 mins.	Module 7	Customer Service –Guest Speaker
10 mins.	BREAK	
40 mins.	Module 7	Customer Service 2
10 mins.	BREAK	
50 mins.	Module 5	Make It Count 2
15 mins.	Module 4	Word Cycle
10 mins.	Module 1	Plan and Review



SESSION 12		
10 mins.	Module 1	Qualities For Success –Helpfulness
35 mins.	Module 7	Janitorial –Guest Speaker
10 mins.	BREAK	
40 mins.	Module 3	Hazards 1
10 mins.	BREAK	
50 mins.	Module 3	Rights and Responsibilities 3
15 mins.	Module 4	Word Cycle
10 mins.	Module 1	Plan and Review

SESSION 13		
10 mins.	Module 1	Qualities For Success –Perseverance
35 mins.	Module 3	E.S.I. 2
10 mins.	BREAK	
40 mins.	Module 3	Hazards 2
10 mins.	BREAK	
50 mins.	Module 4	Say It So It Works 3
15 mins.	Module 4	Explanation Planner
10 mins.	Module 1	Plan and Review

SESSION 14		
10 mins.	Module 1	Qualities For Success –Consideration
35 mins.	Module 7	Janitorial –Guest Speaker
10 mins.	BREAK	
40 mins.	Module 7	Janitorial 1
10 mins.	BREAK	
50 mins.	Module 4	Make It Count 3
15 mins.	Module 4	Sort and Predict
10 mins.	Module 1	Plan and Review

SESSION 15		
55 mins.	Module 2	Non-Violent Communication –Guest Speaker
20 mins.	BREAK	
55 mins.	Module 2	Non-Violent Communication –Guest Speaker
20 mins.	SOCIAL BREAK	



SESSION 16		
10 mins.	Module 1	Qualities For Success –Confidence
15 mins.	Module 4	Word Cycle
35 mins.	Module 2	Catching Confidence
10 mins.	BREAK	
50 mins.	Module 6	I.T.4 2day 2
10 mins.	BREAK	
40 mins.	Module 3	Rights and Responsibilities 4
10 mins.	Module 1	Plan and Review

SESSIONS 17-25 (Transition phase)

In sessions 17-25 participants continue to explore a number of potential employment sectors. The focus of the program shifts to place emphasis on relevant job seeking skills. Facilitators may choose to promote independent learning as participants begin to engage in job seeking activities. Many aspects of Module 8 in particular, require individual preparation and individualized feedback.

SESSION 17		
10 mins.	Module 1	Qualities For Success –Tact
40 mins.	Module 7	Janitorial 2
10 mins.	BREAK	
50 mins.	Module 8	Applications 1
10 mins.	BREAK	
50 mins.	Module 5	Make It Count 4
10 mins.	Module 1	Plan and Review

SESSION 18		
10 mins.	Module 1	Qualities For Success –Excellence
40 mins.	Module 7	Janitorial 3
10 mins.	BREAK	
50 mins.	Module 8	Applications 2
10 mins.	BREAK	
50 mins.	Module 5	Make It Count 5
10 mins.	Module 1	Plan and Review

SESSION 19		
10 mins.	Module 1	Qualities For Success –Tolerance
40 mins.	Module 7	Clerical
10 mins.	BREAK	
50 mins.	Module 8	Applications 3
10 mins.	BREAK	
50 mins.	Module 6	I.T. 4 2day 3
10 mins.	Module 1	Plan and Review

SESSION 20		
10 mins.	Module 1	Qualities For Success –Trust
40 mins.	Module 8	Interviews 1
10 mins.	BREAK	
50 mins.	Module 8	Interviews 1
10 mins.	BREAK	
50 mins.	Module 6	I.T. 4 2day 4
10 mins.	Module 1	Plan and Review



SESSION 21		
10 mins.	Module 1	Qualities For Success –Integrity
40 mins.	Module 8	Interviews 2
10 mins.	BREAK	
50 mins.	Module 8	Interviews 2
10 mins.	BREAK	
50 mins.	Module 5	Make It Count 6
10 mins.	Module 1	Plan and Review

SESSION 22		
10 mins.	Module 1	Qualities For Success –Authenticity
40 mins.	Module 8	Interviews 3
10 mins.	BREAK	
50 mins.	Module 8	Interviews 3
10 mins.	BREAK	
50 mins.	Module 8	Dress For Success
10 mins.	Module 1	Plan and Review

SESSION 23		
10 mins.	Module 1	Qualities For Success –Reliability
10 mins.	BREAK	ADJUST TRAVEL TIME AS NEEDED
85 mins.	Module 7	Tour of facilities/workplace: employer partner
10 mins.	BREAK	Relaxation exercises
50 mins.	Module 8	Interviews with HR Department: employer partner
		NOTE: Participants not taking up this opportunity should be supported to continue work on personal learning and employment goals
10 mins.	Module 1	Plan and Review

SESSION 24		
10 mins.	Module 1	Qualities For Success –Resilience
40 mins.	Module 8	Interviews 4
10 mins.	BREAK	
50 mins.	Module 8	Interviews 4
10 mins.	BREAK	
50 mins.	Module 6	I.T. 4 2day 5
10 mins.	Module 1	Plan and Review



SESSION 25		
20 mins.	Module 1	Qualities For Success –Overview
40 mins.	Module 8	Job Seeker Support 1
10 mins.	BREAK	
50 mins.	Module 8	Job Seeker Support 2
10 mins.	Module 1	Plan and Review –Future Plans
10 mins.	BREAK	
50 mins.	PLANNING	Preparations for end of program social event and certificate presentation ceremony

NOTE: Every effort should be made to ensure that all participants and tutors have notice of the time this event is scheduled. Facilitators encourage participants to engage in the planning process and decisions regarding the format of the event. This is a final authentic group learning opportunity!

