

# LBS PROGRAM

# WELCOME PACKAGE

*Level 2*



**cesba**  
Ontario Association of  
Adult and Continuing Education  
School Board Administrators

**EMPLOYMENT  
ONTARIO**  
Ontario's employment & training network

# Literacy and Basic Skills Program Welcome Package

Name

---

Phone Number

---

Home Address

---

E-mail

---

---



# WELCOME!

Welcome to our LBS program. We're glad you are here. This Welcome Package will help you get started. It contains some good information and activities that can help you prepare for the program. When you have finished the Welcome Package, you will know more about LBS, how it works and what it can do for you. As a member of our class, you belong to a group of people who, like you, are on a journey of learning. This program can help you find success.

This Welcome Package will help you think about a number of important things:

1. What people need to be successful
2. What you are already good at
3. Tasks you do every day
4. Other tasks you need to do to be successful
5. Choosing a goal for yourself
6. Getting a learner plan
7. Making progress along the way
8. Two concerns you might have
9. Different ways of learning
10. How you learn best
11. Getting past challenges
12. Our promise to you; your promise to us

If you have any questions, ask the teacher for help. Good luck!

## Let's get started!

# How do some people get to be so successful?

Now, that's a good question!

People who are successful tend to say the same kinds of things:

*I had a goal.*

*I learned what I needed to reach my goal.*

*I worked hard at doing what I needed to do.*

*I didn't give up when things got hard.*

*I had good people around me to help.*

*I reached my goal.*

This program can help you...

- ✓ find a goal that's the right fit for you
- ✓ learn what you need to learn in order to reach your goal
- ✓ find others you may need to help you

Your job, of course, is to...

- ✓ keep coming every day
- ✓ work hard
- ✓ never give up

If you can commit to this plan, then we will be able to work together until you find the success you are looking for.

# COMPETENCIES

“Competencies”, is a key word to know as you begin the LBS program. What does it mean?

Competencies are combined skills, knowledge, and attitudes that people use in order to *do* things.

An adult’s life is a busy one - made up of many everyday tasks that include tasks at home, tasks at work, tasks in places of learning and tasks in the community. In order to carry out these tasks properly, we need to have certain **skills** and **knowledge**. For some tasks, we even need to show a proper **attitude**. Competencies are made up of the certain skills, knowledge and attitudes that people need in order to perform certain tasks.



People use different competencies to do different kinds of tasks. If people have the right skills, knowledge and attitudes, they can do almost anything they want to do. As an adult, you have many competencies already that help you be successful in the tasks you do. This program will help you learn even more.

# THE SIX COMPETENCIES

These are the six competencies that people need for everyday tasks:

- A. Find and Use Information
- B. Communicate Ideas and Information
- C. Understand and Use Numbers
- D. Use Digital Technology
- E. Manage Learning
- F. Engage With Others

What competency would be needed for these tasks?

Task	Competency
Write a note to your boss	
Read instructions for cooking rice	
Send a text message	
Study for a test	
See if you have enough money for a hamburger and fries	

# LOOKING INTO THE FUTURE

Not everyone in LBS has the same goal. People want different things. Here are a few examples:

- *I want to get a job as soon as possible.*
- *I want to get a better job than the one I have now.*
- *I want to get my high school diploma because I can't even get a job interview if I don't have my Grade 12.*
- *I want to become a personal support worker.*
- *I want to be a welder so I want to get into an apprenticeship program.*
- *I want to do more things for myself – like my own banking.*

In LBS, deciding what you want for the future helps you choose the proper goal path for your program.

There are five Goal Paths from which to choose.

- 1. Employment**
- 2. Apprenticeship**
- 3. Secondary School Credit**
- 4. Postsecondary**
- 5. Independence**

What do you think is your Goal Path? \_\_\_\_\_

If you are not sure yet, that's OK.

# THINKING ABOUT IT

Write down what you are thinking now about your learning.



What things could make your learning difficult?

What things will help you be successful?

---

---

---

---

---

---

---

---

---

---

# HOW DO YOU LEARN BEST?

People like to learn in different ways. Some people learn best by watching or by reading things for themselves; others learn best through listening and still others learn best by working with their hands and by trying things out for themselves. People use all three senses of seeing, hearing and touch, but, when it comes to learning, most of us prefer one sense over the others. The sense that we like to use the most is usually our preferred learning style.

Knowing what your preferred learning style is will help you decide which learning strategies will work the best for you.

## Three Preferred Learning Styles:

### **Seeing: (visual)**

You learn best through seeing - by watching and by reading things for yourself

### **Listening: (Auditory)**

You learn best from listening - having someone tell you how to do things or explain what you are supposed to do

### **Doing: (Kinesthetic)**

You learn best when you can be active and move around. You learn by working with your hands in a hands-on approach.

# MY PREFERRED LEARNING STYLE

The learning style that works best for you is called your “preferred learning style”. The following checklists will help you find out what your preferred learning style is. Read each list, and check the parts that are true for you. Add up the checkmarks for each learning style to find out which style is best for you.

<b>VISUAL LEARNING STYLE</b>	✓
Pictures help me understand what I am reading.	
When spelling a word, I try to “see” the word in my head.	
I can’t remember when people tell me to do things; it’s better if it is written down.	
When giving someone directions, I can explain things better if I draw a map.	
I learn something new better if I can watch someone do it.	
When I’m trying to think, I get distracted by people moving around.	
I am good at remembering faces.	
<b>TOTAL</b>	

<b>AUDITORY LEARNING STYLE</b>	✓
I like to whisper or read out loud when I read.	
Before spelling a word, I sound it out.	
I remember someone’s name before I remember his or her face.	
I repeat things out loud to help me remember.	
When learning something new, I’d rather hear about it than read about it.	
Noises distract me when I’m trying to think about something.	
I don’t like to read instructions. I would rather have someone explain what to do.	
<b>TOTAL</b>	

<b>KINESTHETIC LEARNING STYLE</b>	✓
Before I spell a word, I write it out to see if it looks right.	
To remember someone's name, I think about when we met.	
People say I "talk with my hands".	
I learn best when I am physically active, when something is hands-on.	
I don't like to read instructions; I like to figure it out as I go along.	
I use my fingers to count.	
I like role-playing, acting, and showing people how to do things.	
<b>TOTAL</b>	

**Thinking about it:**

My preferred learning style is: \_\_\_\_\_

How do I know?

---



---



---



---

# HOW TO MAKE YOUR LEARNING STYLE WORK FOR YOU!

Here are some strategies that work for three different preferred learning styles. Check (✓) ones you think would be good strategies for you to remember.

Visual	Auditory	Kinesthetic
<ul style="list-style-type: none"> <li><input type="checkbox"/> Choose a seat where you can see the blackboard and the instructor.</li> <li><input type="checkbox"/> Keep your eyes on the instructor's face and lips.</li> <li><input type="checkbox"/> Be looking at the instructor with your books and materials ready when the lesson starts. That way you will not be busy finding what you need and miss what the instructor is saying.</li> <li><input type="checkbox"/> Make notes in your own words but be sure to copy down everything that is on the blackboard just as it is.</li> <li><input type="checkbox"/> Ask for written instructions or write instructions down when the teacher assigns work.</li> <li><input type="checkbox"/> Look at pictures and illustrations when you read.</li> <li><input type="checkbox"/> Picture things in your mind as you learn about them.</li> <li><input type="checkbox"/> Draw pictures to help you remember information.</li> <li><input type="checkbox"/> Use stars, underlining or highlighting to mark important information.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Choose a seat where you can hear the instructor well.</li> <li><input type="checkbox"/> As you read, whisper the words quietly to yourself.</li> <li><input type="checkbox"/> Say the instructor's instructions over again in your mind to help you remember.</li> <li><input type="checkbox"/> When trying to memorize things, say them to yourself out loud.</li> <li><input type="checkbox"/> Sound out the hard words when you are reading or writing.</li> <li><input type="checkbox"/> Listen for the sounds when you are learning new words.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Do things!</li> <li><input type="checkbox"/> Participate in the class.</li> <li><input type="checkbox"/> Write; make pictures and illustrations; use art, drama or role playing when sharing information.</li> <li><input type="checkbox"/> Make notes as you learn.</li> <li><input type="checkbox"/> Watch people and learn from what they are doing right.</li> <li><input type="checkbox"/> Take short breaks while you are working. Stretch, stand up or walk around.</li> <li><input type="checkbox"/> Make lists.</li> </ul>