**Suggested Registration Text & Questions**

**Document Type:**

Microsoft Form

**Tips:**

Create the Form within the Microsoft Team that facilitators are using in the background. This allows all involved in delivery to access useful information in advance of commencement.

**Introductory Text:**

This Adult Literacy Awareness Training is open to *defined target audience*. It is the aim of this programme to develop an awareness of the adult literacy landscape in Ireland and the challenges associated with unmet literacy needs. This programme will also provide a platform for developing and sharing skills, strategies and resources to create literacy-accessible environments and practices.

To participate, you will need to have *an ETB Microsoft Office Account*. It is also recommended that you have access to either two devices (one can be a smartphone) or a device that you can easily access two tabs on at the same time. This is so that you can participate through Zoom and also engage with polls and discussion boards throughout live sessions.

Please let us know from the outset if you will require some initial support in getting started with using *Zoom or Microsoft Teams*. Materials will be posted on *Microsoft Teams* and you can access, read, or print anything that you wish to in advance of sessions.

The live sessions will run for 2 hours, with a short break in the middle. There will be plenty of opportunity within this timeframe for collaboration and discussion in small groups. There is also a requirement for some input from you between sessions to practice Extension Activities and to familiarise yourself with short additional pieces of reading.

This training is designed to be participatory. As such, live sessions will not be recorded.

Please complete your registration by Date.

Looking forward to seeing you in the virtual classroom!

**Course Outline:**

**Session 1: The Literacy Landscape in Ireland & Theories for Adult Education**

Date & Time

* Definition of Literacy
* Overview of the adult literacy landscape in Ireland
* Exploring theories relevant to adult literacy education
* Discussion and reflection on what the term "literacy" encompasses

**Session 2: Theories for Adult Education & Impacts and Causes of Unmet Literacy Needs**

Date & Time

* Exploring theories relevant to adult literacy education
* Overview of the impacts of unmet literacy needs
* Identifying causes that lead to unmet literacy needs
* Discussion and reflection on your awareness of individuals with unmet literacy, numeracy and digital literacy needs

**Session 3:   Literacy Awareness & Creating a Literacy Accessible Environment**

Date & Time

* Recognising unmet literacy, numeracy, & digital literacy needs and competencies
* How to talk about literacy
* Creating a literacy-accessible environment
* Useful questions to ask

**Session 4: Referrals & Boundaries in Adult Education**

Date & Time

* Understanding available supports, referral routes and the learner journey
* Recognising the roles and responsibilities of practitioners and students
* Examining boundaries skills needed for engaging with people with unmet literacy needs

**Session 5: How Learning Works – Tips & Tools to be Literacy-Friendly**

Date & Time

* Exploring the Theory of Multiple Intelligences and its relationship to learning styles
* Recognising the shared benefits of Literacy-Friendly methodologies and Universal Design for Learning for the adult learner
* Tips & Tools to be Literacy-Friendly

**Session 6: Integrating Literacy**

Date & Time

* Exploring the value of integrating literacy across curriculum and courses, accredited and non-accredited
* Examining responsibility for literacy integration
* Discussion and reflections for whole centre and classroom based integration approaches

**First Name** \**“Text” option on MS Forms \*Required*

**Last Name** \**“Text” option on MS Forms \*Required*

**Mobile** \**“Text” option on MS Forms \*Required*

**Work Email** (depending on collaborative space being used) \**“Text” option on MS Forms \*Required*

**What [external] organisation / [internal] area(s) do you work with?** (depending on target audience) \**“Text” option on MS Forms \*Required*

**What is your role?** \**“Text” option on MS Forms \*Required*

**If teaching/tutoring, what subject areas do you teach?** \**“Text” option on MS Forms \*Long Answer \*Required*

**Please tell us about any Adult Literacy Training that you have participated on previously.** \**“Text” option on MS Forms \*Long Answer \*Required*

**Is there anything in particular that you would like to gain from participating on this course?** \**“Text” option on MS Forms \*Long Answer \*Not required*

**Have you used Microsoft Teams/Zoom previously?** \**“Choice” option on MS Forms \*Long Answer \*Not required*

* Yes
* No

**Would you like some initial support in getting started with your online training materials on Microsoft Teams?** \**“Choice” option on MS Forms \*Long Answer \*Not required*

* Yes
* No
* Not sure