**Suggested Pre-Course Email**

**Document Type:**

Email

**Tips:**

Schedule all emails in advance of the course commencing.

**Suggested Email:**

Dear Colleague,

We are delighted to have you on board for our Adult Literacy Awareness Training and we are looking forward to sharing this course with you.

This session will run from 2pm-4pm every Wednesday for the next 6 weeks. The live classes will all run on Zoom and you can access your class by clicking on this link: Insert Link. This link is established as a recurring meeting and will remain the same for all sessions.

The course outline is as follows:

**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

Our training is designed to be participative. As such, we will not be recording the sessions, as your attendance is integral to the sharing of practice and experience.

We will also be sharing course materials from week to week on Microsoft Teams. You should receive an invite to your class team shortly. If you have not received this invitation in advance of the session, please let me know. You will need to use the Microsoft Teams platform for accessing materials (on the "Files" tab of your team) and for interacting in class conversations (on the "Posts" tab of your team) from week to week.

If you need support in accessing and using Microsoft Teams or Zoom, please let me know and we can arrange a time for a chat.

If you have any questions, please let me know. Looking forward to seeing you all at our first session.

Best regards,