

# 2015 Tutor Institute

## What We Are Looking for in the Proposals

We are looking for dynamic workshops focused on practical and creative strategies that tutors and mentors could use when working with adult literacy learners. The ultimate goal of this full-day of workshops is to provide the participants with the tools and skills needed to ensure that their adult learners and out-of-school youth aged 16 and up succeed at achieving their goals of passing the GED® exam, improving their English language skills, entering into post-secondary education and training, and/or acquiring family sustaining jobs.

Priority will be given to proposals that are practice-based and participant-centered. **Experienced tutors and mentors are encouraged to submit as well.** Presentations must have specific and measurable learning objectives, be interactive and be relevant to a diverse audience. Examples of possible topics are listed below:

- Strategies to use when working with low-level learners
- Tools and resources to support adult learners with learning difficulties
- How learners' career pathways could inform instruction
- Helping learners become career and college ready
- Integrating technology in instruction
- Motivating and retaining adult learners
- Helping Tutors and Mentors become reflective practitioners
- Creative instructional techniques such as drama-based instruction and the like

Learners encompass GED®, ESL and adult basic education learners. The type of sessions we hope to include are:

- Panel Presentations (typically three to four presenters)
- Roundtable (a fifteen minute presentation that invites discussion among participants)
- Workshop (an interactive presentation that engages the participants in activities)

## Integration of Workforce Education Standards

The Workforce Education Standards for Adult Education Programs was created in 2011 through a partnership between workforce literacy providers, higher education, funders, the Workforce Solutions Collaborative, the Philadelphia Workforce Investment Board, the United Way of Greater Philadelphia and Southern New Jersey, and other organizations that have a stake in the quality of the region's workforce. All professional development offered by the Commission corresponds to one or more of the standards. Please refer to the standards (Below), in designing your session and answering the questions below.

# Workforce Education Standards

The Philadelphia Workforce Standards for Adult Education Teachers/Tutors (The Standards) were developed to guide teacher/tutor practice with the intent to improve the quality of instruction and infuse workforce literacy into adult education. The Standards charge teachers/tutors with the task of helping learners develop necessary skills needed to succeed in the 21<sup>st</sup>-century workplace. When considering your own strategies for working with adult learners, the Standards are a helpful tool to integrate into your own lessons through modeling.

Please review the Standards and use them as a guide while planning your session. When you submit your proposal, please identify which Standard(s) your session will model and/or address. It is not necessary for your session to teach to the Standards; rather, think of ways the Standards can enrich your ability to develop the capacity of providers to deliver quality adult workforce education.

The Mayor's Commission on Literacy is focused on ensuring a deep and measurable understanding of topics and concepts during our professional development activities. **While you complete your proposal, please focus on specific learning objectives that can be achieved during your session.** We recognize the sessions are short (**90 minutes**), so we suggest you focus on one or two discreet objectives you feel confident attendees will be able to demonstrate by the end of the session. For example: *"by the end of the workshop attendees will be able to use Onetonline.org to identify skills that learners need to perform specific jobs."*

We prefer sessions that are interactive and hands-on. Please provide ample opportunity for attendees to perform activities that exhibit their understanding of the concepts and strategies your session explores.

## **Philadelphia Workforce Education Standards for Adult Education Teachers and Tutors**

### **Vision:**

Learners in our programs are prepared to achieve education, employment, and postsecondary goals because instructors demonstrate competency as defined by the Workforce Education Standards for Teachers and Tutors.

### **Workforce education teachers should be able to:**

#### **Standard 1: Teachers and tutors establish an environment conducive to learning workplace skills.**

The classroom will model a workplace environment where teachers and tutors employ strategies that promote 21<sup>st</sup>-century skills including, but not limited to, the use of technology, working effectively in teams, and effective interactions. Teachers will encourage the development of a community of learners who support one another's workforce education goals.

#### **Standard 2: Instruction is guided by students' employment goals and opportunities.**

Teachers and tutors deliver educational opportunities aligned with learners' work-related goals in the context of the local labor market and job requirements.

#### **Standard 3: Teachers and tutors facilitate connections with systems and resources.**

Teachers and tutors use their knowledge of the workforce development and health and human services systems to support the development and/or attainment of learners' work-related goals.

#### **Standard 4: Teachers and tutors plan, prepare, and facilitate student-centered workforce instruction.**

Teachers and tutors use strategies that promote self-directed work-related educational learning experiences, including the ability to cooperate, work productively in groups, and build knowledge in groups that enable students to achieve their work-related goals.

#### **Standard 5: Teachers and tutors fulfill their professional responsibilities as workforce instructors.**

Teachers and tutors participate in networking opportunities with access to professionals to develop professional growth and attainment of instructional information that aligns with their work-related goals.

The Philadelphia Workforce Education Standards for Adult Education Teachers and Tutors were developed by the Mayor's Commission on Literacy in partnership with the Workforce Solutions Collaborative as a part of the Classrooms to Careers Project, funded by the United Way of Greater Philadelphia and Southern New Jersey, 2013.