

# Simcoe/Muskoka Literacy Network E-Bulletin

## June 2016

Welcome to Simcoe/Muskoka Literacy Network’s E-Bulletin, a round-up of information and news of interest to agencies supported by SMLN. Time-sensitive information may be included, but will also be distributed by separate e-mail message as needed.

Please let us know by the end of each month if you have anything you would like us to include in the next e-bulletin.

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## 1. Changes to Ministry of Training, Colleges and Universities

Premier Wynne has announced a new cabinet.

<https://news.ontario.ca/opo/en/2016/06/strong-team-will-implement-plan-to-create-jobs-and-growth.html>

The Ministry of Training Colleges and Universities exists no longer. The new Ministry is called **Ministry of Advanced Education and Skills Development**, with Deb Matthews, Deputy Premier, as the Minister responsible. Minister

Matthews will also be in Chair of Cabinet and Minister Responsible for Digital Government.

If you would like more information about this new Ministry, check it out here <https://news.ontario.ca/opo/en/2016/06/description-of-changes-to-ministries.html>

## **2. Ontario Ministry of Labour – Occupational Health and Safety Update**

The Occupational Health and Safety Awareness and Training regulation requires health and safety awareness training for every worker and supervisor under the [Occupational Health and Safety Act](#) (OHS Act). No organisation is exempt.

Learn more about the regulation, requirements, and the Ministry's free suite of optional training resources designed to help workers and employers meet the requirements. <http://www.labour.gov.on.ca/english/hs/training/>

We have been advised that we should all complete the free on-line training available on the Ministry of Labour website at: <http://www.labour.gov.on.ca/english/hs/elearn/worker/index.php>

Once you are done, print your results and put it in your personnel file. You have to do the training only once in your lifetime, although ongoing training is highly advised.

Organizations that employ 5 to 19 employees are required to have a health and safety representative. All organisations should have up-to-date health and safety policies and procedures in place. and all staff /volunteers should be aware of them.

A handy tool from the Ministry of Labour website is the Health and Safety Checklist. It is valuable for all of us (1 or more employees).

<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=&ENV=WWE&TIT=1960&NO=1960E>

## **3. Update on Accessibility for Ontarians with Disabilities Act (AODA)**

Source: Accessibility Ontario newsletter: June 2, 2016

Beginning July 1, 2016, there will be some significant changes to the Customer Service Standard under the AODA.

**a) Definition of a large organization**

As of July 1<sup>st</sup> onwards, organizations with 50+ employees will be considered large under the Customer Service Standard, as well as the Integrated Accessibility Standards Regulation (IASR).

**b) Organisational training**

As of July 1<sup>st</sup>, all staff and volunteers, regardless of their contact with the public, must receive **training on the Customer Service Standard**. Previously only those who dealt directly with the public had to be trained. This means that all staff, volunteers, and Board Members must receive training on all five AODA standards, but only organizations with 50+ employees have to keep a record of that training. Nonprofits and businesses that have not trained everyone in their organization on the Customer Service Standard will be required to do so.

**c) Service animals**

The government has expanded the list of professionals authorized to provide documents indicating the need for a service animal. The list now includes psychologists, psychotherapists, audiologists, chiropractors and optometrists.

If your organisation is not planning a training session, you can find free on-line training at

- <http://www.aoda.ca/training-resource/>
- <http://curriculum.org/sae-en/index.php> (customer service standard training)
- <http://www.accessforward.ca> (integrated standard training)

For information about what your organisation needs to do when, visit

<https://www.ontario.ca/page/accessibility-rules-businesses-and-non-profits>

Other good sites are <http://accessontario.com/resources/> and <http://www.aoda.ca/>

#### **4. Can There Be Humour in Your Workplace?**

(reprinted from Paul Hushilt's Expect Everything newsletter; January 13, 2016)

Google googled Google when I typed “fun places to work”.

An article by CNBC cited a designated bike lane (inside, not out) in Google’s Netherlands office, and grazing goats that mow the lawn in environmentally friendly ways rarely seen since The Flintstones. In their Zurich office, Google encouraged collaboration by having employees hang out in hammocks together. It worked.

Google’s reputation for being the coolest, most adaptive place to work is almost set in stone. But do they force their employees to have fun? Can you even do that? Google it, and you’ll soon find the answer is “Um, no.”

You can’t force people to have fun, because human beings, hammock-bound or not, have their own unique ways of looking at the world around them. Inside each person’s mission control is where an executive decision is made whether to have fun or not.

That said, you can create an environment whereby it’s cool to have fun getting your work done. One way to do this is to maintain clear measures for success while giving people the latitude to manage their time and work, and making it easy and comfortable to laugh at the office.

Whether you lead an office or work for yourself, how about revisiting the workplace you create? Is it conducive to being creative, getting work done, and having fun?

## 5. New Resources

### a) Ontario Job Futures

(reprinted from the May 2016 E-Communiqué of Community Literacy of Ontario)

Ontario Job Futures is a publication, which provides information on the current trends and future outlook for about 200 occupations common to Ontario. It is developed by MTCU, and uses projections developed in collaboration with Employment and Social Development Canada. Ontario Job Futures is a very useful tool for any job searcher.

Visit: [www.tcu.gov.on.ca/eng/labourmarket/ojf/](http://www.tcu.gov.on.ca/eng/labourmarket/ojf/)

## **b) Use Digital Technology “How-to” Sheets**

As our world becomes more reliant on being able to use digital technology, we are faced with new challenges and opportunities. It is becoming increasingly important that we embrace digital technology in order to communicate with family and friends, perform tasks at work and complete further education and training. In fact, many of us have to learn new digital technologies to keep up with and communicate with our children and grandchildren!

The Use Digital Technology Competency D in the Ontario Adult Literacy Curriculum Framework (OALCF) is not restricted to using a computer but also includes using cell phones, automated bank machines and digital cameras.

Literacy Link Eastern Ontario (LLEO) has developed “how-to” sheets for the topics

- Facebook 101
- Facebook 201
- Skype
- Texting
- Abbreviations
- Twitter
- Twitter Extras
- Uploading and Sending a Picture
- YouTube
- Creating a Netflix Account

<http://www.lleo.ca/pdf/Digital-Technology-How-To-Sheets.pdf>

**Each “how-to” sheet has been aligned with the Use Digital Technology competency.**

For those who like to **see** how to use digital technology, LLEO also created three “how-to” videos for Twitter and Facebook at: <http://www.lleo.ca/resources.php>

(After you click on the Play button, click on the full-screen button in the bottom right-hand corner)

## **c) New resources on the LNO website**

Here are 2 resources that were recently added to LNO Resources and Publications. Learning Networks of Ontario <http://www.learningnetworks.ca> - Resources and Publications

**Referring to ACE vs. GED (2016):** by Adult Basic Education Association

<http://abea.on.ca/Files/GEDvsACEReferralChart.pdf>

Ever wondered about the differences between the GED test and Academic and Career Entrance? The Hamilton OALCF Frontline Worker group created this document. It supports Literacy Network of Durham Region’s Ontario’s **Pathways to Postsecondary**

**Education for Adult Learners** (<<http://www.lindr.on.ca/pathways.htm>>).

**Literacy Learnings for Practitioners and Service Providers - Research Brief Series (2015-2016) Metro** Toronto Movement for Literacy

<<http://mtml.ca/resources/mtml-projects-and-publications/>>

7 volumes in an occasional series on topics of interest to literacy practitioners and supporters. Topics Include

- The New Definition of Literacy  
<http://mtml.ca/wp-content/uploads/2015/11/1-Literacy-FINAL-January-7-2015.pdf>
- Changing Work, Changing Skills: Challenges and Opportunities for Older Workers in the Modern Economy  
<http://mtml.ca/wp-content/uploads/2015/11/2-Older-Workers-FINAL.pdf>
- Wrapping around Success: Literacy and Basic Skills Programs and the Goal of Employability  
<http://mtml.ca/wp-content/uploads/2015/11/Research-Document-3-FINAL1.pdf>
- Learning for Newcomers: Literacy and English as a Second Language  
<http://mtml.ca/wp-content/uploads/2015/11/Research-Document-4-FINAL2.pdf>
- Literacy and Health  
<http://mtml.ca/wp-content/uploads/2015/11/Research-Document-5-FINAL.pdf>
- Literacy, Apprenticeship and Vocational Training  
<http://mtml.ca/wp-content/uploads/2015/11/Research-Document-6-FINAL.pdf>
- Going Above and Beyond: Literacy as a Springboard to Higher Education  
<http://mtml.ca/wp-content/uploads/2015/11/Research-Document-7-FINAL.pdf>

**d) Contact North courses and services**

Contact North has published the bilingual catalogue of e-Channel courses offered this spring and summer by the e-Channel organisations, as well as an information brochure about their on-line meeting and training platforms. For your convenience, these are attached with this e-bulletin.

**e) Working with Clients Affected by Poverty**

On March 24, 2016, Literacy Link South Central presented a webinar called “Working with Clients Affected by Poverty”. This webinar explored the following:

1. How do we define poverty?

2. What are key indicators of poverty?
3. What is the relationship between the indicators of poverty and client suitability in the LBS Program as it connects to agency performance?
4. What are some strategies related to service coordination that will enhance client success?

You can view the recorded webinar at: <http://tinyurl.com/jsyxx7m>. (I believe you need to have an account with Contact North.)

The webinar mentions Metro Toronto Movement for Literacy's toolkit for those working with clients who may have learning disabilities. This webinar (#2) and associated resources are at: <http://e-channel.ca/practitioner/resources/online-community-practise-resources>.

**f) New webinar: Let the Adventure Begin: developing a Culture of Evaluation in your non-Profit Organisation**

On June 23 from 10-11 a.m., Community Literacy of Ontario and Literacy Link South Central will present this **FREE** webinar as part of their project, [Developing a Culture of Evaluation](#).

**Let the Adventure Begin** is the first in a series of six one-hour webinars that explore some of the benefits and challenges of evaluation. They will start at the beginning with how to develop a culture of evaluation in your non-profit organization. As the series progresses, they will venture into evaluation trends, share tips and techniques for collecting evaluation data, help you make sense of the data, and explore how to make evaluation work for you and your organization.

Register at: <https://attendee.gotowebinar.com/register/5476296157964387330>

**g) On-line courses and webinars available through Contact North**

- PARO workshops

PARO Centre for Women's Enterprise seeks to empower women within their communities, strengthen small business and promote community economic development (CED) through integrated and women-centered program delivery.

From training and business coaching, to networking events and peer lending circles, all of their innovative programs and services are designed to increase the self-sufficiency and success of women, families and communities in the North.

PARO workshops are open to everyone. Please see attached flyer for June's workshops.

- Social Media On-line tutorials

Contact North is offering tutorial courses various **Social Media** to help strengthen your understanding of programs like Facebook, LinkedIn, The Cloud... Get started at any time with these courses. See attached flyer for details.

For more information or to register for these or other on-line learning opportunities, please contact Contact North Muskoka North Simcoe at 1-855-699-6330 or e-mail

[muskokanorthsimcoe@contactnorth.ca](mailto:muskokanorthsimcoe@contactnorth.ca)

## 6. Brain Injury Awareness

The Ontario Brain Injury Association reminds us that June is [Brain Injury Awareness](#) month. They are running a campaign to discourage distracted driving and are asking people to take the D.O.N.T pledge. They have developed a series of posters that you can download to help promote the campaign.

## 7. Employment Ontario news

- June 10, 2016: [Ontario Community Loan Pilot \(Social Capital Partners\)](#)  
[Projet pilote - Programme ontarien des prêts communautaires \(Social Capital Partners\)](#)
- June 6, 2016 [CaMS/2016-2 Bulletin](#) [SGC/2016-2 Bulletin](#)
- June 2, 2016: [ADM letter to the EO network: Transformation of Employment and Training Services update](#)  
[Lettre du Sous-ministre adjoint au réseau EO : Le point sur la transformation des services d'emploi et de formation](#)
- June 2, 2016: [Changes affecting Employment Ontario Programs](#)  
[Changements de 2016-2017 touchant les programmes d'Emploi Ontario](#)

## 8. SMLN Meetings update

Meeting	Date/Time	Location
Muskoka LSPC meeting	June 15, 1:30pm	YMCA Huntsville
SMLN Annual General Meeting	9:30am - noon	Ontario Works offices, 136 Bayfield St., Barrie (3 <sup>rd</sup> floor training room)
North Simcoe LSPC meeting	July 5, 1:30pm	Gateway Centre for Learning, Midland
Barrie-South Simcoe LSPC meeting	July 12, 9:30am	To be determined
Orillia LSPC meeting	July 19, 9:30am	SMLN office

## 9. More words not yet in the dictionary

**Peppier:** (pehp ee ay') n. the waiter at a fancy restaurant whose sole purpose seems to be walking around asking diners they want ground pepper

**Petonic:** (peh ton' ik) adj. being embarrassed to undress in front of a household pet

**Phonesia:** (foe nee' zhuh) n. the affliction of dialling a phone number and forgetting whom you were calling just as they answer

**Pupkus:** (pup' kus) n. the moist residue left on a window after a dog presses its nose to it

**Telecrastination:** (tel e kras tin ay shun) n. the act of always letting the phone ring at least twice before you pick it up, even when you're only 6 inches away

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Compiled by Simcoe/Muskoka Literacy Network

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SMLN receives core funding from the [Ontario Ministry of Training, Colleges and Universities](#).

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