



About Literacy Works Literacy Works has been building capacity at Chicago-area adult literacy organizations for nearly 25 years. We are the center of a vibrant network of volunteer tutors and program staff who serve adult learners at on-the-ground adult literacy organizations.

Through training, peer support and technical assistance opportunities, we help organizations improve outcomes for their English as a Second Language (ESL), Adult Basic Education (ABE), and High School Equivalency (HSE) students. We are proud to develop over 600 staff members and volunteer tutors through our training workshops each year, including our 12-hour introductory tutor training series, *Tutor Essentials*, and our innovative Professional Development trainings.



Relevant, Practical & Inclusive Literacy Works is distinguished by its collaborative approach. Our trainings are interactive, resource-rich, and continually updated with the newest best practices. We set ourselves apart by offering practical tools in addition to professional expertise.

And because adult literacy is a sector with significant budgetary hardship, where staff and volunteer roles shift often, we don't draw barriers around our services. We open our trainings to anyone who is in a position to

support adult learners, whether that role is a paid instructor, program manager, volunteer, or other stakeholder.

Through our work, we are growing a robust community of adult literacy practitioners. We make it possible for adults from across our city to access quality learning opportunities in their neighborhoods in order to work toward their goals.

Praise for Literacy Works Trainings

As a first-time ESL instructor, I would have been lost without Literacy Works' *Tutor Essentials* training. Those two days gave me tools that I use in every class, and made me a more confident and competent instructor.

– ESL Instructor

I really appreciated the concept of making everything simplified, structured, and broken down so that anybody could teach those concepts to their participants.

– Program Coordinator

The Literacy Works training was even more than I expected. It was a motivating, uplifting, and wonderful experience for tutors! It opened my mind to consider many different things about the students' learning environment.

– Volunteer Tutor

Quality Training Content Our trainings reflect research-based best practices and the interests and needs of Literacy Works' members. To support the health of your program, our training topics go beyond teaching approaches to include ways to support your students' adjustment and grow your program's capacity. All of our trainings can be used to meet hourly training and professional development requirements for IL Secretary of State or ICCB.



- **Tutor Essentials training**

This hands-on, 12-hour training prepares new tutors to work with adult learners. Sessions are specialized for ABE or ESL, depending on tutor focus. We offer this training 2-3 times monthly. The cost is \$120 per person, or free for *Comprehensive* member agencies of Literacy Works.

- **Professional Development trainings**

Each year we offer up to 12 Professional Development trainings, ranging from 2 to 5 hours in length. These workshops develop your skills in three main key areas: Instructional Techniques, Student Support, and Program Operations. Workshops cover such topics as Building Reading Comprehension, Adult Mental Health, and Student Recruitment and Retention. Trainings cost between \$25 and \$50, or are free to *Basic* and *Comprehensive* member agencies.

OTHER LITERACY WORKS SERVICES

Tutor Recruitment and Referrals As a benefit of Literacy Works membership, our staff provide ongoing tutor referrals to your agency. We typically refer each member agency 2-4 potential tutors per month. This service is meant to act as a supplement to your agency's own recruitment efforts.

Customized Training & Consulting Support your adult education staff or tutors with a customized onsite training. Our skilled trainers provide workshops on a wide range of adult education topics. We also provide specialized curriculum development and program design consulting. Additional fees apply.

Direct Service Solutions To help adult literacy organizations meet capacity challenges, we offer direct-service programming to enrich the learning experience for your students. Additional fees may apply.



- Our **OK Learn parent education workshops** prepare parents in your Family Literacy program to share books with their young children, setting them up for success in school.
- Our 8-week **Writers' Circle residency program** encourages your adult learners to write for reflection and self-expression, and culminates in a published book of student writings.

Clear Language Lab We can help all types of programs at your agency tailor their approaches for participants with low literacy. We offer on-site training workshops and consulting services customized for healthcare, case management, workforce development, parent education, and other sectors. Additional fees apply.



Membership Literacy Works welcomes new members to our community of educators! We price member dues on a sliding scale to make sure that organizations of all sizes and circumstances have access. For agencies wishing to attend occasional workshops but not join as formal members, we likewise keep our *a la carte* workshop prices low. These affordable costs are made possible by the generous financial support of our funders and individual donors.

Agencies who join Literacy Works as **Comprehensive** members receive unlimited attendance at both Tutor Essentials and Professional Development trainings. **Basic** members receive unlimited attendance to Professional Development trainings only; if desired, Basic members may pay per person to attend *Tutor Essentials* sessions. **Individual** memberships of each type are also available for the same price as the lowest tier dues amount.



Sliding Scale Dues Structure FY20

AGENCY'S LITERACY BUDGET	MEMBERSHIP LEVEL	
	Basic	Comprehensive
less than \$25,000 (or Individual membership)	\$100	\$150
\$25,000 to 49,999	\$125	\$275
\$50,000 to 99,999	\$150	\$385
\$100,000 to 199,999	\$175	\$440
\$200,000 to 249,999	\$200	\$495
\$250,000 to 499,999	\$350	\$600
\$500,000 to 999,999	\$475	\$900
\$1,000,000 and over	\$575	\$1200

Note: Literacy Works provides membership for individual organizations. If an organization has its own 501(c)(3) status, it is responsible for its own membership dues. Dues are based on an agency's total adult education budget, as our services go beyond supporting any individual contract.

FY19 LITERACY WORKS MEMBER AGENCIES

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| Albany Park Community Center | Heartland Alliance | Refugee One |
| Anixter Center | Howard Area Community Center | South-East Asia Center |
| Asian Human Services | Hyde Park Refugee Project | St. Joseph Services |
| Centro Autónomo | Indo-American Center | The Learning Center/House of Connections |
| Centro Romero | Jane Addams Resource Corporation | Tolton Center of De La Salle Institute |
| Chicago Citywide Literacy Coalition | Literacy Chicago | Touch Gift Foundation |
| Chicago Jobs Council | Literacy Volunteers of Illinois | Triton College - Access to Literacy |
| Chinese Mutual Aid Association | Madonna Mission | Uhlich Children's Advantage Network |
| Corazon a Corazon | Morton College - Project CARE | UIC Center for Literacy |
| D & H Literacy | National Able Network | Vietnamese Association of Illinois |
| Delta Literacy Project | Onward Neighborhood House | Waubensee Community College |
| Erie Neighborhood House | PODER Works | World Relief Chicago |
| Ethiopian Community Association of Chicago | Precious Blood Ministry of Reconciliation | |
| HANA Center | | |
| Hanul Family Alliance | | |



Professional Development Training Topics Build your agency's capacity and expertise! Literacy Works delivers a diverse selection of Professional Development workshops each year. Ranging from 2 to 5 hours in length, these trainings cost between \$25 and \$50, or are free to member agencies of Literacy Works. Below are topics from 2016-2019. Topics that we typically run every year are marked with a caret (^).

INSTRUCTIONAL TECHNIQUES	STUDENT SUPPORT	
<p><i>Geared toward adult education teachers and volunteer tutors, these trainings provide background knowledge and practical teaching tools to help instructors improve their practice.</i></p> <ul style="list-style-type: none"> • Unlocking Words: Beginning Phonics and Decoding for New Readers[^] • I Can Read It, But I Don't Understand it!: Building Reading Comprehension[^] • What Is Fluency and Why Should I Teach it? • Building Vocabulary: Concepts & Teaching Ideas • Visual Literacy: Helping Students Read Charts, Maps, Graphs, and More • The Language Experience Approach: Creating Authentic Writing Pieces with Students • Pronunciation: Concepts and Teaching Ideas for ESL • Teaching ESL to Students with Low Literacy[^] • Clearing Roadblocks to Higher Math: Deepening Concepts of Addition, Subtraction, Multiplication, & Division • Writing Your Way to Math Fluency: Language and Literacy in Math • Building Confidence with Fractions • Lesson Planning 101[^] • Teaching Multi-level Groups • Being a Classroom Volunteer • Reluctant Writers: Encouraging Writing at All Levels • Citizenship Instruction • Job Readiness Skill Builders[^] • Digital Literacy Instruction • Beyond Round Robin: Low-Stress Shared Reading Activities 	<p><i>Students come from all walks of life, and not all of their needs are academic. These trainings help you remove learning barriers and create an environment in which students feel safe and supported.</i></p> <ul style="list-style-type: none"> • Serving the Whole Student: Meeting Student Needs That Go Beyond the Classroom[^] • Cultural Competence and Cultural Humility • Trauma Informed Care[^] • The Growth Mindset: A Tool to Empower Learners and Transform Your Classroom • Referrals That Stick: Connecting Your Students to Local Social Service Providers • Mental Health First Aid[^] • The Refugee Experience • Special Learning Needs: Understanding Learning Disabilities • Resources for Adult Learners at the Chicago Public Library • Popular Education & Student-Centered Learning 	
	<th data-bbox="797 1249 1531 1295">PROGRAM OPERATIONS</th> <p data-bbox="797 1295 1531 1409"><i>Created for program coordinators and managers, these trainings give you the building blocks to evaluate and strengthen your program.</i></p> <ul data-bbox="797 1409 1531 1734" style="list-style-type: none"> • Volunteer Management Tips and Tools[^] • Student Recruitment and Retention[^] • Digital Toolbox for Program Coordinators • Designing and Growing Your Agency's Transition Services • Social Media on your Terms • Grant Writing Basics 	PROGRAM OPERATIONS



Literacy Works

Connect with Us! For membership information, contact membership@litworks.org. For other inquiries, contact info@litworks.org.