



Learning Networks of Ontario

Clear Writing Recognition Process

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LNO Clear Writing - Lead Organization

Adult Basic Education Association

Sara Gill, Executive Director

117-77 James St. N., Hamilton, ON L8R 2K3

director@abea.on.ca

The Lead Organization

- promotes the online course through the networks and the LNO website
- determines the start date of the online courses

Fee Structure

Fees Paid to the Lead Organization

| | |
|---|-------|
| 14 week online course | \$295 |
| Registration for recognition for either Document Editor or Workshop Facilitator | \$100 |
| Registration for recognition for a Clear Writing Consultant | \$150 |
| Prior Learning Recognition (PLR) registration | \$100 |
| Recognition Maintenance | \$50 |

A Clear Writing Consultant is a person who is recognized both as a Document Editor and a Workshop Facilitator. As you see above, if you apply to be a Clear Writing Consultant there is a discounted fee overall. If you apply to be a Document Editor then a year later want to be recognized as a Workshop Facilitator as well, you would have to pay \$100 each time (for a total of \$200). Once you are recognized by LNO, there is no registration fee to become a mentor (as this is a volunteer position).

Course Refund Policy

If you withdraw from the course before the orientation session a full refund is given. You may request to move that payment to the next course without any penalty. This option is offered only once.

If you withdraw before the start of Week 3 you may request a partial refund of \$150.

No refund will be given from Week 3 onward.

The Lead Organization reserves the right to make decisions based on the needs of the participants.

Steering Committee

This committee will work with the Lead Organization to review registration for recognition. This includes those who are applying to

- have their skills/evidence reviewed
- be recognized as an editor, facilitator, or consultant (editor and facilitator), and/or mentor

The committee will also be the lead for appeal processes and ensure that standards are maintained. Those wishing to be on the Steering Committee will complete the Steering Committee Application and forward it to the Lead Organization (see Appendix A).

To ensure continuity this committee will have staggered terms of

- 1 person for 3 years
- 1 person for 2 years
- 1 person for 1 year

When the first 1 year term is up, a call will go out to find someone to fill the vacancy. Should no one be interested, the person who completed the 1 year term will have the option to return for a 3 year term. As terms end, the same process will apply.

To fill the vacancy on the committee, existing Steering Committee members and the Lead Organization will review applications and make recommendations to LNO.

This committee

- may change in size
- may consist of members from any field as long as they have been recognized by LNO prior to their application for the committee
- will follow a terms of reference which will outline job duties, terms and expectations
- will be a volunteer committee

When a vacancy exists, a call out will be made by the Lead Organization and Steering Committee members.

Appeal Process

The Steering Committee will be responsible to decide if someone has met the requirements to be recognized. Should an applicant be turned down, they will have the right to appeal the decision.

Step 1 The applicant writes a letter of appeal outlining the reasons they believe their application should be accepted. This letter is sent to the Lead Organization.

Step 2 The Lead Organization contacts the

- Appeals Committee to begin the appeals process
- Steering Committee to inform them that an appeal has begun

Step3 The Appeals Committee, along with the Lead Organization, reviews the letter and the application. They have 10 days from the receipt of the letter to provide the applicant with feedback about

- further skills development needed
- how to achieve those skills
- further information required, if any

If upon further reflection the committee approves the application, then the applicant will be informed and the appeal process will end.

Step 4 The applicant responds to the committee review within 10 days of receipt of the committee's feedback. If the applicant agrees to the recommendations then the process is done. If the applicant is not satisfied then the process is handed over to a third party arbitrator.

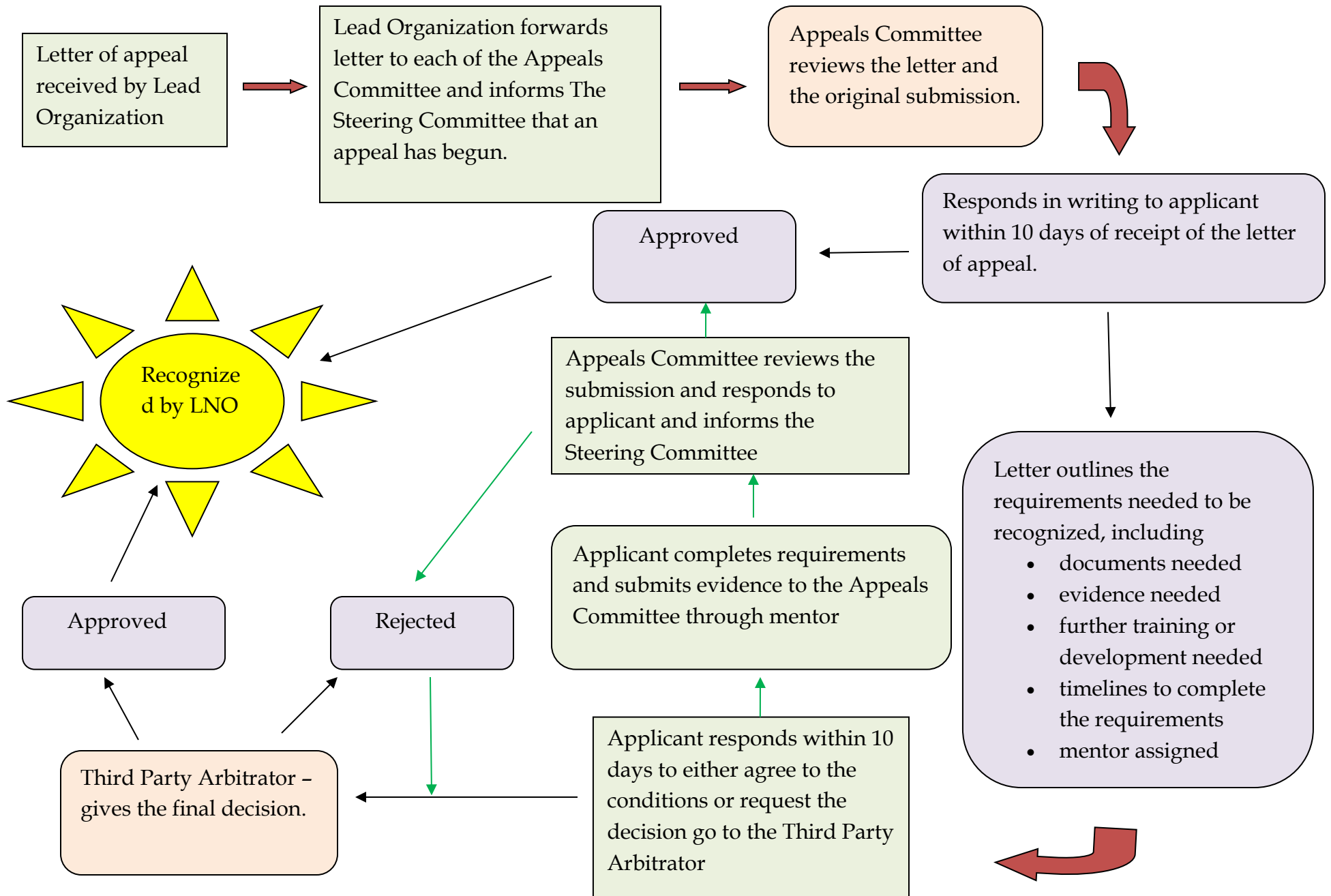
Third Party Arbitrator

This person will

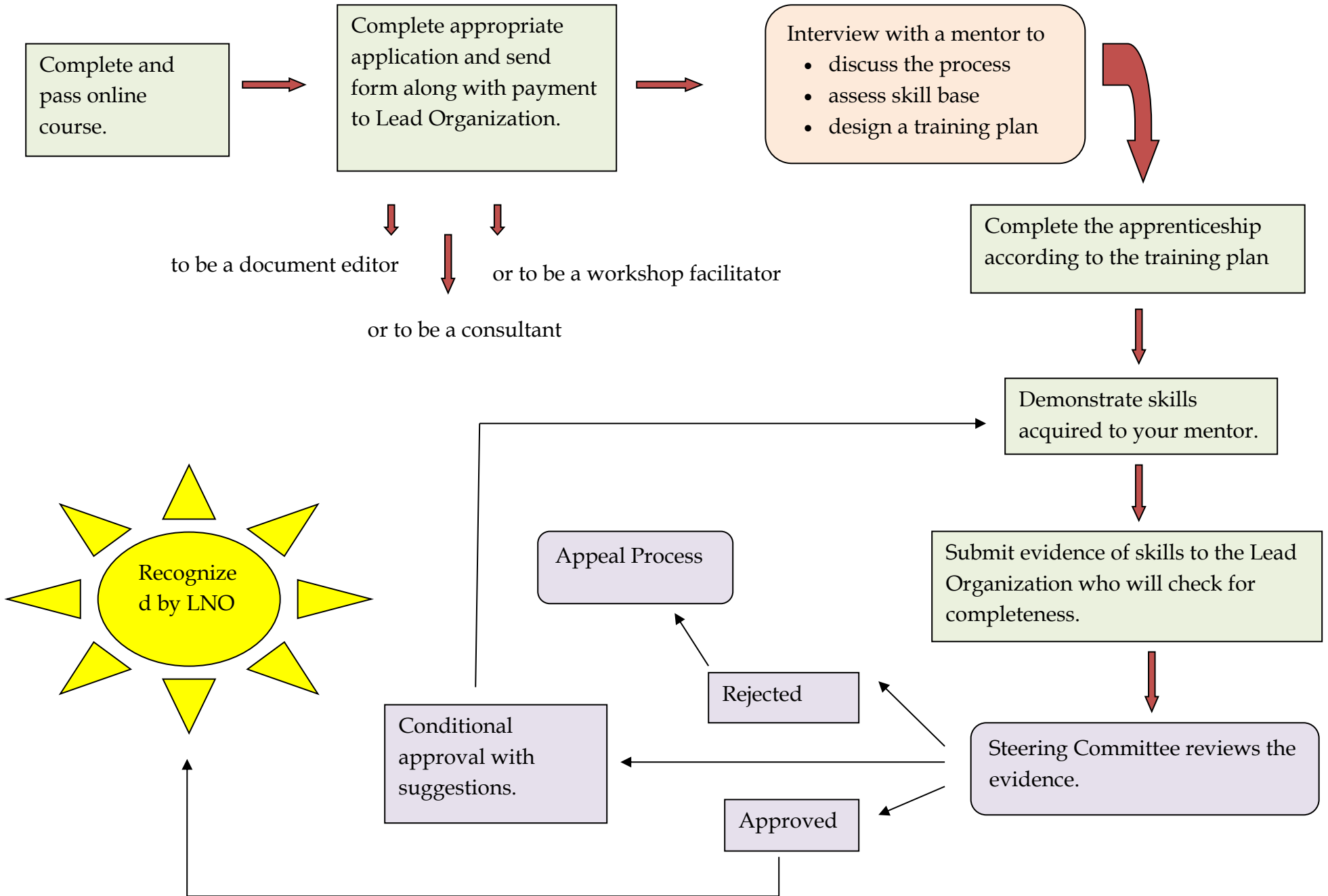
- be in place only in the event an appeal moves past the Appeal Committee
- have full knowledge of the training and recognition process
- have clear writing experience and be approved by LNO
- have to be neutral and not connected to the person appealing

The Arbitrator's position will be for a 1 year term, renewable if no one else applies.

Clear Writing Recognition Appeal Process Flowchart



Clear Writing Recognition Process Flowchart



Recognition Process

Clear Writing Document Editor

Fee \$100

Document Editor

The Document Editor evaluates, recommends or revises documents for clients. Clients are usually agencies, employers, community partners etc. Once the application is submitted, you have 1 year to complete the process. If more than 1 year passes, you will have to re-apply for recognition.

Once recognized you may use the brand “recommended by the Learning Networks of Ontario” when marketing, facilitating or providing Clear Writing Services. Specific testimonials should come from customers, they will not be available from mentors.

The Term of a Document Editor

A Document Editor will carry the recognition for 3 years. The Lead Organization will send a reminder 3 months prior to the expiry date. To maintain your recognition you will need to submit the required documentation (see Maintenance Requirements - Appendix C).

How to Become a Document Editor

- Step 1 Complete and pass the online course offered by LNO
- Step 2 Apply to the Lead Organization using the forms provided (see Appendix A)
- Step 3 Meet with the mentor assigned to you and develop a training plan
- Step 4 Complete the training plan and give evidence of skills achieved (within 12 months) – this includes
 - revising written materials and making recommendations for revision
 - completing a Clear Writing Audit of 1 organization and 1 document

- completing 3 skill and knowledge demonstrations to the satisfaction of the mentor (pamphlet, letter and newsletter)

Step 5 Your mentor submits the evidence to the Lead Organization

Step 6 If, after review by the Steering Committee, your application is approved, you will be recognized by LNO

If further work is needed, your mentor will be informed of the requirements and you may complete the process within 12 months without having to reapply. If your application is rejected, you may appeal the decision (see the Appeal Process).

Note Revising larger documents, e.g. manuals, will require experience over time. It is suggested that you not take on large manuals on your own until you have had experience in revising smaller documents. It is recommended that you work in partnership with someone who has experience in manual revisions for your first few manuals. Contact your local Learning Network for recommended Clear Writing Document Editors (visit www.learningnetworks.ca for details).

Prior Learning Recognition (PLR)

In order to be considered for prior learning recognition applicants must first complete the online course offered through LNO.

Once that is completed, you may apply for PLR by paying the \$100 fee and submitting evidence of your document editing skills including

- evidence you have completed and passed the online course offered by LNO
- 3 samples of revised documents – (one must be 2 -3 pages in length)
- summary of experience, knowledge and skills
- 2 letters of reference

Please complete the PLR application form (Appendix A).

Clear Writing Workshop Facilitator

Fee: \$100

Workshop Facilitators

Workshop Facilitators

- provide Clear Writing Workshops using the Clear Writing Guidelines accepted by LNO
- use the brand “recommended by the Learning Networks of Ontario” when marketing, facilitating or providing Clear Writing Services

The Term of a Workshop Facilitator

A facilitator will carry the recognition for 3 years. The Lead Organization will send a reminder 3 months prior to the expiry date. To maintain your recognition you will need to submit the required documentation (see Maintenance Requirements - Appendix C).

Once recognized you may use the brand “recommended by the Learning Networks of Ontario” when marketing, facilitating or providing Clear Writing Services. Specific testimonials should come from customers, they will not be available from mentors.

How You Become a Workshop Facilitator

- Step 1 Complete and pass the online clear writing course offered by LNO
- Step 2 Apply to the Lead Organization using the forms provided (see Appendix A)
- Step 3 Meet with the mentor assigned to you and develop a training plan
- Step 4 Complete the training plan and give evidence of skills achieved (within 12 months) – this includes
 - observing and summarizing a workshop presented by your mentor
 - presenting segments of a workshop with your mentor
 - presenting a full Clear Writing Workshop on your own under the supervision of your mentor – minimum 3 hours

- completing summaries of the evaluations from all workshops you present (whether full workshops or segments within workshops)

Step 5 Your mentor submits the evidence to the Lead Organization

Step 6 If, after review by the Steering Committee, your application is approved you will be recognized by LNO

If further work is needed, your mentor will be informed of the requirements and you may complete the process within 12 months without having to reapply. If your application is rejected, you may appeal the decision (see the Appeal Process).

Prior Learning Recognition (PLR)

In order to be considered for prior learning recognition applicants must first complete the online course offered through LNO.

Once that is completed, you may apply for PLR by paying the \$100 fee and submit evidence of your facilitation skills including your

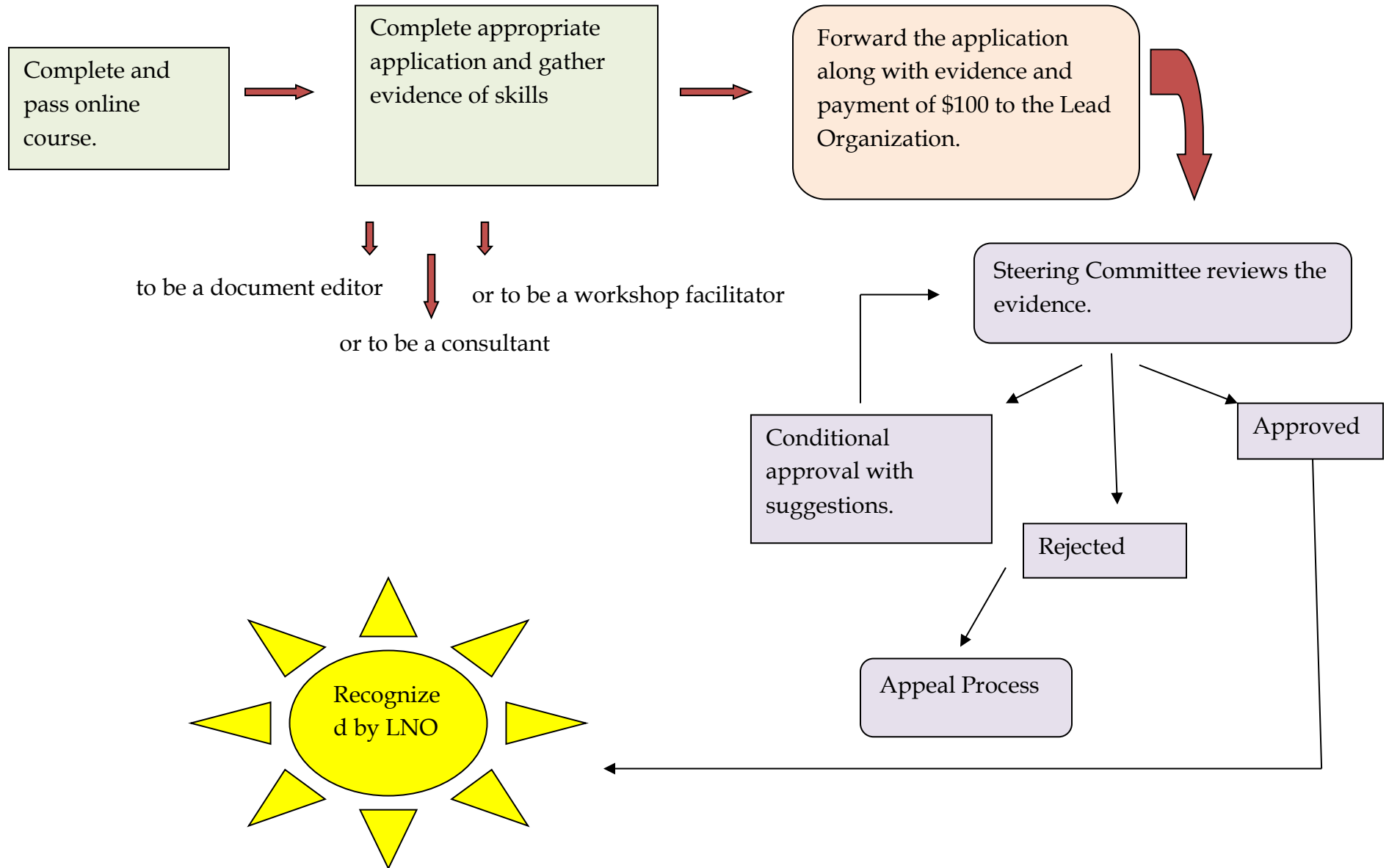
- evidence that you have completed and passed the online course offered by LNO
- outline of a workshop
- summary of workshop evaluations
- summary of experience, knowledge and skills
- 2 letters of reference

Please complete the PLR application form (see Appendix A).

Note

If you are working towards becoming a Clear Writing Consultant (both Editor and Facilitator) you have 18 months to complete your training plan.

Prior Learning Recognition Process



How to Become a Clear Writing Mentor

Mentor

A Mentor is someone recommended by the Lead Organization that trains, guides and supports those wishing to become Clear Writing Workshop Editors, Clear Writing Facilitators or Clear Writing Consultants. This may be network staff or others (e.g. private consultants, community agency staff). There is no fee to be recognized as a mentor.

To become a mentor you must have

- experience in and evidence of facilitating Clear Writing Workshops
- experience in and evidence of editing documents
- evidence of ongoing personal Professional Development or experience – to maintain this level of recognition
- evidence you completed the online course
- current recognition by LNO as a Clear Writing Workshop Facilitator and Clear Writing Document Editor

The Term of a Mentor

A mentor will carry the recognition for 5 years. The Lead Organization will send a reminder 3 months prior to the expiry date. To maintain your recognition you will need to submit the required documentation (see Maintenance Requirements - Appendix C).

The Role of a Mentor

As a mentor you will

- work closely with an applicant and ensure they understand the process and expectations
- assess the applicants skills and develop an action plan
- give feedback and recommendations to the applicant including the use of the Clear Writing Document Rubric (see Appendix B)
- submit all final documentation to the Lead Organization for the recognition process
- inform the applicant if after review, there are further skills needed to complete the process
- inform the applicant of the appeal process if their evidence has been rejected in the review process

How to Become a Mentor

Mentors can be anyone, including Learning Network staff, literacy practitioners or members of the community. There is no fee to become a mentor as it is a voluntary position.

- Step 1 Complete all requirements to become a recommended Clear Writing Consultant
- Step 2 Apply to the Lead Organization to become a Mentor using the form in this manual (see Appendix A)
- Step 3 Submit proof of training and experience to the Lead Organization as outlined in the application
- Step 4 Receive a recommendation by the Lead Organization and Steering Committee

Clear Writing Mentor Recognition Process

Proceed if you are already recognized by LNO as a Clear Writing Consultant



Complete appropriate application and send form along to Lead Organization.



Interview with a mentor to

- discuss the process
- assess skill base
- design a training plan



Steering Committee reviews the submission.

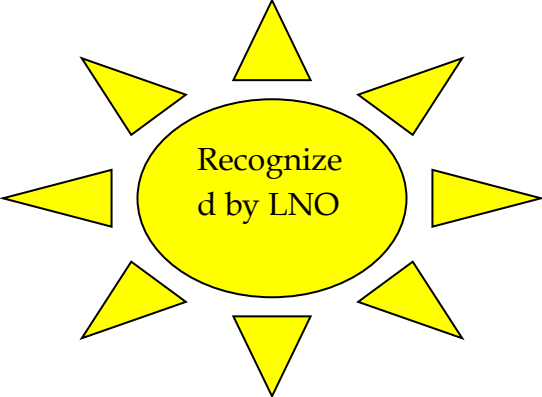
Appeal Process

Rejected

Approved

Conditional approval with suggestions.

Complete the apprenticeship according to the action plan



Prior Learning Recognition (PLR)

In order to be considered for prior learning recognition applicants must first complete the online course offered through LNO.

Once that is completed, you may apply for PLR by paying the \$100 fee and submitting evidence of your skills including

- evidence that you have completed and passed the online course offered by LNO
- summary of experience, knowledge and skills
- 2 letters of reference

Please complete the PLR application form (Appendix A).

Mentor Information

Mentor Information for Clear Writing Document Editor

This document will outline the information you need to submit on behalf of your mentee. You are to go over this information with your mentee at the time of developing the training plan. When they are ready to apply for recommendation, please

- review this document
- check off all information as required and attach evidence (examples) (see Evaluating the Document Editor - Appendix B)
- sign and date it
- submit it with the mentee application

I have included my mentee's

- Training Plan
- Example of document review with recommendations
- Example of document revisions (include both before and after)
- Example of an organizational audit
- Example of a document audit

_____ has completed all required skill tasks (to my satisfaction) within 1 year of being assigned to me. By signing this document, I support the application for recognition.

Name of Mentor _____

Date _____

Signature _____

Mentor Information for Clear Writing Facilitator

This document will outline the information you need to submit on behalf of your mentee. You are to go over this information with your mentee at the time of the training plan development. When they are ready to apply for recommendation, please

- review this document
- check off all information as required and attach evidence (examples) (see Evaluating the Workshop Facilitator – Appendix B)
- sign and date it
- submit it with the mentee application

I have included the

- Training Plan
- Mentee review and summary of an observation workshop (workshop led by the mentor)
- Feedback on the workshop segments presented during a joint workshop of the mentee and mentor
- Feedback on a full workshop (minimum 3 hours) presented under my supervision
- Summaries of evaluations from all workshops the mentee presented (whether full workshops or segments within workshops)

_____ has completed all required skill tasks (to my satisfaction) within 1 year of being assigned to me. By signing this document, I support the application for recognition.

Name of Mentor _____

Date _____

Signature _____

Mentor Information for Clear Writing Consultant

This document will outline the information you need to submit on behalf of your mentee. You are to go over this information with your mentee at the time of the training plan development. When they are ready to apply for recommendation, please

- review this document
- check off all information as required and attach evidence (examples) (see Evaluating the Document Editor and Workshop Facilitator – Appendix B)
- sign and date it
- submit it with the mentee application

I have included the

- Training Plan
- Mentee review and summary of an observation workshop (led by mentor)
- Feedback on the workshop segments presented during a joint workshop of the mentee and mentor
- Feedback on a full workshop (minimum 3 hours) presented under my supervision
- Summaries of evaluations from all workshops the mentee presented whether full workshops or segments within workshops
- Example of document reviews with recommendations
- Example of document revisions (include both before and after)
- Example of an organizational audit
- Example of a document audit

_____ has completed all required skill tasks (to my satisfaction) within 18 months of being assigned to me. By signing this document, I support the application for recognition.

Name of Mentor _____

Date _____

Signature _____

Appendix A Applications

Clear Writing Document Editor Application

Note If you are interested in being recognized as both a Clear Writing Document Editor and Workshop Facilitator, please use the application called “Clear Writing Consultant Application”.

Name _____
Address _____

Phone _____
Email _____

I have passed the online Clear Writing course offered by LNO. I am interested in becoming a Clear Writing Document Editor. I understand that this process will not recognize me as a Workshop Facilitator. I am enclosing the fee payment of **\$100** and proof that I have passed the online course.

I agree to

- meet with the mentor assigned to me and develop a training plan
- complete the training plan and give evidence of skills achieved – this includes revising written materials and making recommendations for revisions including
 - completing a Clear Writing Audit of 1 organization and 1 document
 - completing 3 skill and knowledge demonstrations to the satisfaction of the mentor (pamphlet, letter and newsletter)
- permit my mentor to submit evidence to the Lead Organization within 1 year of this application

Note Failure to complete the process within 1 year will make this application null and void. You can re-apply, pay the \$100 fee and be assigned to a new mentor.

Signature

Date

Forward this application and relevant information to

ABEA 117-77 James St. N., Hamilton, ON L8R 2K3

director@abea.on.ca

Clear Writing Workshop Facilitator Application

Note If you are interested in being recognized as both a Clear Writing Document Consultant and Clear Writing Facilitator, please use the application called “Clear Writing Consultant Application”.

Name _____
Address _____
Phone _____
Email _____

I have passed the online Clear Writing course offered by LNO. I am interested in becoming a Clear Writing Workshop Facilitator. I understand that this process will not recognize me as a Clear Writing Document Editor. I am enclosing the fee payment of **\$100** and proof that I have passed the online course.

I agree to

- meet with the mentor assigned to me and develop a training plan
- complete the training plan and give evidence of skills achieved – this includes
 - observing and summarizing a workshop presented by my mentor
 - presenting segments of a workshop with my mentor
 - presenting a Clear Writing workshop on my own under the supervision of my mentor – minimum 3 hours
 - summarizing evaluations from all workshops the I presented (whether full workshops or segments within workshops)
- permit my mentor to submit evidence to the Lead Organization within 1 year of this application

Note Failure to complete the process within 1 year will make this application null and void. You can re-apply, pay the \$100 fee and be assigned to a new mentor.

Signature

Date

Forward this application and relevant information to

ABEA 117-77 James St. N., Hamilton, ON L8R 2K3

director@abea.on.ca

Clear Writing Consultant

Name _____

Address _____

Phone _____

Email _____

I have passed the online Clear Writing course offered by LNO. I am interested in becoming a Clear Writing Consultant. I am enclosing the fee payment of **\$150** and proof that I have passed the online course.

I agree to

- meet with the mentor assigned to me and develop a training plan
- complete the training plan and give evidence of skills achieved – this includes
 - revising written materials and making recommendations for revision
 - completing a Clear Audit of 1 organization and 1 document
 - completing 3 skill and knowledge demonstrations to the satisfaction of my mentor (pamphlet, letter and newsletter)
 - observing and summarizing a workshop presented by my mentor
 - presenting segments of a workshop with my mentor
 - presenting a Clear Writing workshop on my own under the supervision of my mentor – minimum 3 hours
 - summarizing evaluations from all workshops the I presented (whether full workshops or segments within workshops)
- permit my mentor to submit evidence to the Lead Organization within 18 months of this application

Note Failure to complete the process within 18 months will make this application null and void. You can re-apply, pay the \$150 fee and be assigned to a new mentor.

Signature

Date

Forward this application and relevant information to

ABEA 117-77 James St. N., Hamilton, ON L8R 2K3

director@abea.on.ca

Prior Learning Recognition (PLR) Application

Name _____
Address _____

Phone _____
Email _____

I have passed the online Clear Writing course offered by LNO. I am interested in being recognized as a Clear Writing

- Workshop Facilitator
- Document Editor
- Consultant (both a Facilitator and Editor)

I have submitted

- evidence that I have passed the online course by LNO
- evidence as outlined in the PLR information
- 2 letters of reference
- \$100 fee

I agree to

- maintain skill levels and submit evidence of ongoing work as outlined in the Maintenance Requirements (see Appendix C)
- follow the Clear Writing Guidelines as accepted by the Learning Networks of Ontario
- submit all documentation required

Signature

Date

Forward this application and relevant information to

ABEA 117-77 James St. N., Hamilton, ON L8R 2K3

director@abea.on.ca

Clear Writing Mentor Application

No fee

Name _____

Address _____

Phone _____

Email _____

I agree to

- meet with the mentor assigned to me and develop a training plan
- complete the training plan and give evidence of skills achieved including
 - 2 workshop evaluation summaries
 - 3 document revisions including a flyer, a letter and 2-3 page newsletter
 - evidence you have passed the online course offered by LNO

Describe your Experience

1. Outline your background in facilitating Clear Writing workshops – number of years presenting, training you have had in giving Clear Writing presentations, ongoing training you receive, etc.

2. Outline your experience in document consulting – types of documents you’ve worked on, training you have had in consulting, ongoing training you receive, etc.

Note: Consultants working toward becoming a mentor must complete the process within 18 months. Editors or Facilitators working toward becoming a mentor must complete the process within 12 months. Failure to do so will make this application null and void. You can re-apply and be assigned to a new mentor.

Signature

Date

Forward this application and relevant information to

ABEA 117-77 James St. N., Hamilton, ON L8R 2K3

director@abea.on.ca

Application LNO Clear Writing Steering Committee

By completing and submitting this application I am expressing my interest in being on the Steering Committee.

Name _____

Address _____

Phone _____

Email _____

I am recognized by the Learning Networks of Ontario as a Clear Writing

- Workshop Facilitator
- Document Editor
- Consultant (both a Facilitator and Editor)

Steering Committee

This committee will work with the Lead Organization to review registration for recognition. This includes those who are applying to

- have their skills/evidence reviewed
- be recognized as an editor, facilitator, or consultant (editor and facilitator), and/or mentor

The committee will also be the lead for appeal processes and ensure that standards are maintained.

Please read the following information and sign this document verifying you have read, understood and agree with the information.

- a. I am willing to make a commitment of up to 3 years on this committee (with possible renewal if no one else is interested).
- b. I agree to follow the Clear Writing Guidelines as set out by the Learning Networks of Ontario.
- c. I agree to maintain my recognition level as long as I remain on this committee. I understand that I must resign if I fail to maintain it.
- d. I understand that I will not receive payment for my involvement on this committee but I may be reimbursed for expenses if dollars are available through LNO.
- e. I agree to work with the Lead Organization to help oversee the recognition process.
- f. I agree to work with an arbitrator should an appeal process begin.

My 2 references are

- 1. Name _____ Phone _____
Email _____
- 2. Name _____ Phone _____
Email _____

Please Print Name

Signature

Date

Forward this application and relevant information to

ABEA 117-77 James St. N., Hamilton, ON L8R 2K3

director@abea.on.ca

Application LNO Clear Writing Appeals Committee

By completing and submitting this application I am expressing my interest in being an Arbitrator on the Appeals Committee.

Name _____
Address _____

Phone _____
Email _____

I am recognized by the Learning Networks of Ontario as a Clear Writing

- Workshop Facilitator
- Document Editor
- Consultant

Please read the following information and sign this document verifying you have read, understood and agree with the information.

I agree to

- commit to a 1 year term, renewable if no one else expresses interest
- declare any conflict of interest and step down in the event of a conflict of interest
- consider all information presented in an appeal process with fairness and neutrality
- follow the recognition process when considering appeals
- maintain recognition levels while in this role
- work within reasonable timelines to ensure the appeal process is conducted quickly

Please tell us your qualifications/experience that will help you in the role of an arbitrator.

My 2 references are

1. Name _____ Phone _____
Email _____

2. Name _____ Phone _____
Email _____

Please Print Name

Signature

Date

Forward this application and relevant information to

ABEA 117-77 James St. N., Hamilton, ON L8R 2K3

director@abea.on.ca

Application LNO Clear Writing Third Party Arbitrator

By completing and submitting this application I am expressing my interest in being the Third Party Arbitrator.

Name _____

Address _____

Phone _____

Email _____

I am recognized by the Learning Networks of Ontario as a Clear Writing

- Workshop Facilitator
- Document Editor
- Consultant

Please read the following information and sign this document verifying you have read, understood and agree with the information.

I agree to

- commit to a 1 year term, renewable if no one else expresses interest
- declare any conflict of interest and step down in the event of a conflict of interest
- consider all information presented in an appeal process with fairness and neutrality
- follow the recognition process when considering appeals
- maintain recognition levels while in this role
- work within reasonable timelines to ensure the appeal process is conducted quickly

Please tell us your qualifications/experience that will help you in the role of an arbitrator.

My 2 references are

1. Name _____ Phone _____
Email _____

2. Name _____ Phone _____
Email _____

Please Print Name

Signature

Date

Forward this application and relevant information to

ABEA 117-77 James St. N., Hamilton, ON L8R 2K3

director@abea.on.ca

Appendix B Tracking Documents

Evaluating the Document Editor

Use this document to track the progress of your Document Editor Mentee.

Name of Mentee _____ Phone _____

Address _____

Email _____ Website _____

Mentor Name _____

Contact Information _____

Training Process Check List

NI means Needs Improvement

CS means completed to the satisfaction of the Mentor NI CS

Date and Location Task

_____ Completed 1 document review with Mentor

Document Revisions (3)

_____ Revised Document (1)

Type of document: Pamphlet

Comments

NI CS

_____ Revised Document (2)

Type of document: Letter

Comments

_____ Revised Document (3)

Type of document: Longer Doc

Comments

_____ Completed 1 agency audit with Mentor

Recommendation

_____ is recommended for approval to be a Document Consultant.

Signature of Mentor

Date

Clear Writing Document Rubric

This chart is aligned with the Clear Writing Guidelines (in the Working Together to Build Clear Writing Services manual, 2009).

Name _____

Auditor Name _____

Put a 1 in one rating box per line (if the marker isn't relevant, put a 1 in N/A).

For assessment purposes, successful completion is 80% of the relevant markers scored as "Always".

| Clear Writing Guideline Title | Did they... ?? | Meets Expectations | | | | |
|-------------------------------|--|--------------------|-----------|---------|--------|-----|
| | | Never | Sometimes | Usually | Always | N/A |
| Submission | Submitted assignment on time. (Yes=Always, No=Never) | | | | | |
| The Audience | invite the reader by starting somewhere interesting and getting to the point quickly | | | | | |
| | write at a grade 5-6 level for the general public | | | | | |
| | write at an appropriate level for all other audiences | | | | | |
| | take out unnecessary information/words | | | | | |
| | write short, simple sentences (12-15 words) | | | | | |
| The Message | use the 2 nd person (not 3 rd) | | | | | |
| | use informal language (contractions, common language, etc.) and familiar words | | | | | |
| | use shorter words | | | | | |
| | use different words and thoughts for variety | | | | | |
| | use short paragraphs | | | | | |
| | write instructions in the order they are to be carried out | | | | | |
| | write complete sentences only when it made sense | | | | | |
| | list critical points apart from the text | | | | | |
| | use clear headings that summarize the text | | | | | |
| | use verbs instead of replacing them with nouns | | | | | |
| | use the active voice | | | | | |
| | use a positive tone | | | | | |

(not full resource)

Evaluating the Workshop Facilitator

Use this document to track the progress of your Workshop Facilitator Mentee.

Name of Mentee _____ Phone _____

Address _____

Email _____ Website _____

Mentor Name _____

Contact Information _____

Training Process Check List

NI means Needs Improvement

CS means completed to the satisfaction of the Mentor

NI **CS**

Date and Location Task

_____ Attended Clear Writing Workshop

_____ Workshop Module Presented

Name of Module _____

Comments

NI CS

_____ Workshop Module Presented

Name of Module_____

Comments

(make as many copies of this page as needed)

Training Process Check List

NI means Needs Improvement

CS means completed to the satisfaction of the Mentor **NI CS**

Date and Location Task

_____ Completed Workshop Preparation tasks

_____ Contacted Workshop Host

_____ Completed Workshop presentation preparation

_____ Completed Workshop document preparation

_____ Completed Handouts for workshop

Comments

| | | NI | CS |
|-------|--------------------|--------------------------|--------------------------|
| _____ | Presented workshop | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | 1 hour | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | 2 hour | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ | 3 hour | <input type="checkbox"/> | <input type="checkbox"/> |

Comments

Recommendation

_____ is recommended for approval to be a Workshop Facilitator.

Signature of Mentor

Date

Tracking the Recommendation Process for the Mentor

Use this document to track the application of your Mentee that is working towards becoming a mentor.

Name of Applicant _____ Phone _____

Address _____

Email _____ Website _____

Mentor Name _____

Contact Information _____

Use this form to ensure all requirements are met before approval is given.

- Summary of observation workshop
- Applicant has submitted 2 workshop evaluations
- Applicant has submitted 3 document consulting proofs
- Applicant will be recommended
- Further training or experience required
- Recommendations

-
- Recommended to be a Mentor for the Learning Networks of Ontario

Signature

Date _____

Appendix C Maintenance Requirements

There are different maintenance requirements for editor, facilitator and mentor. These include a combination of document reviews, workshops and professional development. Your maintenance report is due at the end of your recognition term. There is a \$50 fee to renew. The template is sent to you once you are recognized.

For more information please contact the lead organization at director@abea.on.ca