Library Learner Orientation Plan

I.   Why

Improved learner persistence.   In an effort to more effectively engage new learners we will offer an orientation process. This process will include:

- Completion of student information form
- Basic assessment
- Orientation to program
- Dissemination of information regarding ANR collection, web-based learning opportunities, self-study options, mini-courses and conversation groups
- Team members

II.   Team

It is absolutely necessary to identify an orientation team. The team should include one or more tutors and the literacy contact but can expand beyond to include the literacy coordinator. The volunteer tutor(s) should be the lead facilitator. Translators should be identified if not already represented in team.

III.   Schedule

Establish set schedule that all new learners are required to attend prior to their pairing with a volunteer tutor. Depending upon the need, orientation meetings should be offered when most convenient to the population and it might be beneficial to offer two per month at different days and times (i.e. weekday in the evening and weekend in the morning). The schedule can be set or change monthly depending upon the number and availability of the learners. It might also be beneficial to provide 'on demand' orientation meetings for special circumstances.

IV.   Protocol/policy
    1.   Identify team members
        i.   Jim
        ii.   Judith
        iii.   Roberta
        iv.   Erika
    2.   Schedule team meeting
    3.   Meet with team members to discuss and review:
        i.   goals/objectives
        ii.   schedule
        iii.   process for registering learners for meeting
            -agree that participation is mandatory for a learner to move to next phase of pairing with tutor
            -goal of orientation meeting is to engage learners in the program, strengthen the importance of the program, identify commitment issues, obtain correct and complete information about the learner, establish learner's appropriateness for the literacy program (goals meet reality of what tutors can accomplish/provide), connect learner with resources that they can immediately become involved with in case they have to wait to be paired with a tutor.
            -do participants need to be part of the program? is participation in orientation process a pre-requisite?
        iv.   assessment tools

    v.   orientation paperwork/information that must be shared with learners

   vi.   process for reporting information back to LPOC

  vii.   miscellaneous