

Organization	Ontario Association of Adult & Continuing Education School Board Administrators
Project No	1116474/3848-2004-O006
Project Name	Measuring Quality Service in Mentorship for Practitioner Training Online

OBJECTIVES

The Ontario Association of Adult and Continuing Education School Board Administrators (CESBA) represents the broad spectrum of adult and continuing education programs offered by Public, Catholic and Francophone School Boards within Ontario. CESBA has recently implemented LBSpractitionertraining.com, a website that offers six modules of Literacy and Basic Skills (LBS) practitioner training, an interactive LBS self-assessment tool, and capacity for individualized mentoring services.

Through this project, CESBA will break new ground in providing online mentoring for practitioner training and professional development for LBS practitioners. Online training is essential as new practitioners join the staff, as learners change and as literacy program reform continues to develop across the province. The organization will identify essential skills for effective mentorship of LBS professionals; determine how these skills can be demonstrated and recognized online; provide quality mentoring services in conjunction with practitioner training to members of the school board sector (minimum 15); determine the feasibility of online practitioner training with mentorship services for LBS practitioners working in school board, community-based or college sectors; and propose recommended options, including resources needed for training, testing and full-scale implementation.

The project will result in training in online mentorship to a team of LBS professionals who will serve as mentors to 15 school board practitioners. In addition, the mentors will create evaluation tools, provide feedback through reports, collaborate on data analysis, and develop recommendations for a plan of action based on research findings from documented assessment of mentoring services.

ACTIVITIES

- Assemble a mentoring team to collaborate on developing a data gathering tool, work with the mentorship tool, carry out mentoring services and gather feedback on project
- Plan and facilitate four mentor workshop days
- Research mentorship skills and practice
- Advertise mentorship services to members from school boards
- Provide mentoring services
- Set up and moderate a discussion group on mentoring using an online forum system AlphaCom
- Set up criteria for evaluating mentor practice
- Develop a tool for evaluating online mentorship service
- Examine mentorship dialogues using the tool for evaluation, and refine tool if necessary
- Prepare and deliver a presentation to update managers on research for CESBA Conference
- Report project findings to Advisory Committee
- Present workshop at the CESBA Conference

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<ul style="list-style-type: none"> • Prepare Strategy and final report – to be submitted to CESBA 	
<p><u>RESULTS</u></p> <ol style="list-style-type: none"> 1. Presentations of research findings made at CESBA Conference or at the LBS Managers’ Session. 2. An outline of a Strategy (including presentation of options and recommendations for next steps). If warranted by the research and testing, a Strategy for implementing online training and mentorship services for LBS practitioners will be included. This strategy will build on the current LBS practitionertraining.com website 3. A final report that lists research results will be written and sent to AlphaPlus as well as posted on the CESBA website. <p>Evaluation:</p> <ul style="list-style-type: none"> • The CESBA Literacy Committee will act as the Project Advisory Committee • Practitioners who receive mentoring will complete an evaluation form at the end of the training • Mentors will complete a self-assessment activity at the end of each mentoring relationship • Mentors will evaluate e-Mentor and engage in a debriefing evaluation session towards the end of the project • An independent evaluator will receive regular bi-monthly updates from the project co-ordinator and be offered the opportunity to look at records, review research data and be encouraged to ask questions about progress towards objectives and timelines. • LBS Managers and Administrators will be informed about project objectives and will participate in activities for identifying issues, providing feedback, and envisioning next steps at the CESBA Conference in December • Results from these various means of assessment and evaluation will be included in the mid-point report and the final report of the project 	
<p><u>DURATION</u></p> <p>The timelines proposed for this project are reasonable and well adapted to achieving the outlined project objectives and activities.</p>	
<p><u>ORGANIZATION MANDATE</u></p> <p>CESBA, an incorporated non-profit organization, represents the broad spectrum of adult and continuing education programs offered by Public, Catholic and Francophone School Boards. These programs are funded by government departments (both federal and provincial) as well as by individual and business clients. The objective of the organization is to promote and advance the cause of adult and continuing education. CESBA is governed by a board of directors elected at the annual general meeting. The CESBA Conference Planning Committee organizes two provincial</p>	

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conferences each year.	
<p><u>BENEFICIAIRIES</u></p> <p>Sectors and streams will benefit from having another way to offer quality support to their practitioners who cannot access training in central locations very easily. Individual practitioners will benefit from having access to personal and professional support as they pursue professional development training online. The literacy field will also benefit from this research given that it sheds insight into using technology as a means for providing quality training opportunities. Finally, learners will benefit from working with practitioners who have received quality support from trained and experienced LBS professionals.</p>	
<p><u>COMMUNICATION PLAN</u></p> <p>The communication plan proposed for this project is adequate given that it will allow the organization to promote the project and disseminate its products and results.</p>	