



TUTOR TALK

November 2012

Career Advocacy — *FLC tutor training*

Choosing a career and related education program can be an intimidating and overwhelming process for learners. Volunteers can play a vital role in helping adult learners identify and prepare for a sustaining career that is right for them. The Florida Adult and Family Literacy Resource Center is pleased to make

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Job Counseling — *Goodwill Job*

We continue to be very excited about our partnership with Goodwill Industries of Central Florida, Inc. Job Center. Through Job Counseling one-to-one sessions and group workshops we are helping 1 person at a time!

Goodwill's Job Connection Centers provide services

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Career Pathways — *Lake Technical Center*



If you did not know already, Lake Technical Center and the Lake County Library System partner to meet the needs of adult students in Lake County. At four of our county libraries, our partnership helps to increase the literacy skills and improve the economic condition of library patrons.

Because at Lake Tech, our mission in adult education is to provide both basic and 21st century skills that connect our students to their career path of success. If you are thinking, "What does this have to do with me?", let me explain.

Our web portal can be used by anyone as a resource for helping their students understand many of the available career paths that can be obtained right in

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Learn more about the [Adult Literacy Program](#) or call 352-253-6180.



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available a new online course to prepare volunteers to assist and support students in the process of exploring their education and career options.



This three-part course provides a step-by-step guide with tools and resources for volunteers interested in doing this important work. Please take a minute to review the [Course Outline](#). (*see overview below*)

The course is freely available to all Florida adult education and literacy programs and their volunteers.

Visit the [Florida Literacy Coalition](#) website to register today!

Remember, a little one-on-one guidance, support and encouragement can go a long way in helping adult learners in your community succeed!

NOTE: *I took this online course and found that it can definitely be useful to the learners enrolled in our program—if only for information and referrals!*

Education Career & Advocate Volunteer Training Course— Overview

Module 1: Introduction

Module 2: Career Exploration

Module 3: Searching for Career and Job Readiness

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and resources that help people find jobs. The staff works one-on-one with each individual, offering guidance with résumé writing, interview skills and career counseling. Each center also features a resource library, computer lab and phones to contact employers.

In our one-on-one with individuals at the center as well as at the Lake County Public Libraries we ask questions which allow the customer to discover skills they may not be aware they have. From there on we can determine what the next step should be...job or training.

If training is the choice we encourage the customer to search out the possible programs by meeting with guidance counselors at the local schools and volunteering at different organizations to explore possible careers.

If the job is the direction the customer chooses the first step is to create a resume. Having to make a list of duties from past employments makes the customer think about all the different skills they have acquired and forgotten about. This resume is also going to help when they go on interviews because their duties are fresh in their minds. The interview... we worry about "trick questions", instead of the things that really matter. It's more than simply answering the questions we are asked.

We guide our customers to make their best choices.



Does your learner need help now? Five Lake County Libraries are offering free meetings with job counselors. Contact the library of your choice to find out when job counseling programs are available! *Check the list for locations...*

[East Lake Library](#) 352-383-9980

[Leesburg Public Library](#) 352-728-9790

[Mount Dora Public Library](#) 352-735-7180

[Paisley County Library](#) 352-669-1001

[Tavares Public Library](#) 352-742-6204

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Career Pathways — Lake Technical Center

our community. All the tools, information, etc. are available for anyone to use. As a tutor, your work is essential to “moving the needle” that is the educational skills gap in our community between what skills an adult needs and the skills they actually have. In addition, your relationship with your students connects them to the wealth of information that is available for them in the world of “the in”. By “the in”, I mean those of us who live “in” the mainstream of society: a stable job, shelter, food, relationships and so on. However, many times our students simply do not know what is “out there” since much of their lives is spent on the edges of our communities and neighborhoods.

Last year, Lake Tech received a federal grant that was used to transform our adult education program. One deliverable of our grant was a robust web portal you can find here:



<http://www.lakotech.org/careerpathways/>



The screenshot shows the LAKETECH CAREER PATHWAYS website. The header includes the LAKETECH logo, navigation links (Home, Careers, Success Stories, Choices, Contact, Education Blog, Apply Now, Lake Tech Main Website), and social media icons. The main content area features a woman standing next to a large graphic titled "GED... It's just the Beginning!" which includes terms like "Graduation", "Success", "Certificate", and "Enroll at LAKE TECH". Below this is a section titled "SEE YOUR PATH With our innovative web app" with a sub-headline "Dream It. Plan It. Do it. Be It." and a list of services: "We Offer Adult Education Classes" including GED Classes, Adult Applied Academic Education, English for Speakers of Other Languages (ESOL), and Find ESOL & GED Locations Near You.

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Achievements

97 Volunteer Tutors

15 Literacy Contacts

175 Adult Learners

*> 7,800 hours dedicated
to face-to-face tutoring,
lesson preparation, &
travel*



73 PreGED learners

*789 education, work,
and general skills
achievements*

*103 learners spent >1900
hours in mini-courses*

*Tutors spent >325 hours
in Training*

An amazing TEAM!

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