

## Strategies for Moving Vision to Action: Action Plan Improve IT Training in all Adult Literacy Centers

- 1. Other Stakeholders: Name groups, organizations, sectors and individuals you may want to include, including other initiatives that may be like this one and champions that will support it.**

Information Technology Development committee for Adult Literacy Programs

- IT stackable certificate for Region 8 – to be approved
  - 2 levels, learn basic literacy skills
    - Level 1: turn it on, mouse, basic navigation
    - Level 2: How to connect to the internet, search engines
- Identify ABLE programs that have embedded IT piece

- 2. Strategy summary: what are the aims or vision? Promising idea? Envisioned results?**

SMART: Specific Measurable, Achievable, Realistic & Results Oriented, Time Specific  
Barriers:

- Equipment: Appropriate training materials need to be developed
- Professional Development

- 3. Timeline and action plan:**

- Survey all adult basic education programs about any IT training classes by year end
- Identify one program to serve as a pilot (Cleveland Clinic- GED)
- Use PBS Literacy Link

**Long-Term Goal:**

- Integrate IT training into ABLE classes

**Short-Term Actions (next 3 months)**

What	Help Needed From	Due Date	Who is Responsible
Develop a survey, give to all adult basic education programs about any IT training classes	ABLE	August 09	Members of the committee with Elaine taking lead
Administer the survey	ABLE	August 09-Nov. 09	
Arrange to meet as a committee			

- 4. Factors that are key to the success of this strategy include:**

- Continued enthusiasm by group for strategy
- Continued communication across group

- 5. Key contact person (s) and e-mail**

- Elaine Byrd, [ebyrd@auburn.cc.org](mailto:ebyrd@auburn.cc.org) (will obtain IT info)
- Danielle Fair, [faird@ccf.org](mailto:faird@ccf.org) (will organize committee)