

Erin Forde Adult Learning

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Adult learning ♦ Learning & development ♦ Instructional design & development

Profile

Creative and enthusiastic Adult Educator with extensive education and varied experience in curriculum development and instructional design/development. Well known for applying divergent thinking for innovative program development. Over 20 years of experience with an in-depth knowledge of facilitation and training techniques.

Relevant Skills and Experience

Professional Skills

- Excellent people skills including diligence, delegation, and time management skills and expertise in group facilitation along with proven problem-solving and decision-making skills.
- Excellent written and oral communication skills: grammar, proofreading, and public speaking skills.
- Extraordinarily strong organizational skills; able to prioritize multiple matters calmly and effectively. Exceptional ability to multi-task and work towards milestones and deadlines. Proven experience prioritizing work and coordinating several projects at one time.
- Adept at collaborating with subject matter experts (SMEs), Human Resources, and stakeholders to develop learning programs.

Design Skills and Experience

- Advanced skills and experience in project/program development and management.
- Designed and developed global emerging leadership program with the objective return on investment of talent acquisition and retention. Program utilized formal education and learning support methods to create action learning projects for demonstration and assessment. Projects were geared to fill gaps in strategic planning.
- Assessed on-boarding protocol, made recommendations for revision for onboarding protocol, and designed and developed new eLearning products on personnel software programs, cyber-security, and communications.
- Adept at creating learning strategies adapted to organizational based modalities. Skilled in developing learning content, storyboards, user guides, tutorials, etc. Extensive experience in developing mixed, multi-media blended learning that includes instructor led, virtual, augmented reality, and web-based deliverables course content. Designed and developed several games and gamification to accompany curriculum for maximum learning engagement.
- Designed and developed products and programs that focused on learning strategies and were task scaffolded and designed using the principles of adult education and brain architecture. Curriculum utilizes theories such as Tulving's theory of episodic memory, Kolb's theory of experiential learning, and Gagne's model of instruction design. Developed instructional aids including games, activities, simulations, videos, and animations for blended and eLearning. Ensured products were engaging, motivational, and encouraging.
- Advanced knowledge and experience in utilizing a variety of instructional designer frameworks including Successive Approximation Model (SAM), ADDIE, Morrison Kemp, Taba Model, backward design, etc., to develop curriculum and materials for various courses, workshops, and seminars for non-profit, fee-for-service, manufacturing, healthcare, government, agency-wide, community, private sector, and classroom formats.
- Extensive experience in incorporating sound instructional design methodologies to create complex and innovative instructional materials and learning solutions such as guided discovery, case method, problem-based, simulations, game-based, competency-based approaches.
- Created resource library of over 300 language lesson plans for new refugees to Canada. Lessons were developed based on the Canadian Language Benchmarks and Maslow's hierarchy of needs. TESL certified.
- Created diversity and inclusion program and consulted with provincial and national organizations on programming and inclusion of topics such as micro-aggressions, mission statements, cultural sensitivity, gender identity and expression, etc.
- Created life skills program for a diverse audience with various abilities, backgrounds, and learning styles, and adapted course for use throughout Niagara Region. Module topics included financial literacy, communications skills, emotional intelligence, as well as others.

Technical Skills and Experience

- Extremely proficient in using a variety of software including Google Tools, Microsoft Office, Adobe Creative Cloud, Articulate Storyline and Rise, Vyond, Animaker, SAP Litmos, Camtasia, Captivate, as well as others. Some skills in Blender and 3D animation.
- Exceptional ability in custom graphic design. Currently working towards a certificate in Digital Media.
- Strong aptitude for grasping new software applications quickly and competently. Exceptionally strong organizational and computer skills.

Evaluation Skills and Experience

- Developed a variety of needs determination and assessments for both personal growth and organizational needs.
- Evaluated the effectiveness of courses using a variety of evaluation tools for qualitative and quantitative purposes including the development of and implementation of Kirkpatrick's four levels of Evaluation.
- Developed protocol and procedures for evaluation and feedback including surveys, interviews, and focus groups.
- Extremely skilled in developing rubrics for self assessment and organizational achievement.

Facilitation Skills and Experience

- Highly adept facilitator; taught courses ranging from language and literacy to college level programs. TESL certified.
- Facilitated workshops for groups of 8 to 12 individuals: taught groups of up to 50 people. Facilitated eLearning forums and workshops.
- Addressed group and individual needs within a diverse group setting; fostered a respectful learning environment and developed partnerships with participants to ensure participant, program, and organizational success.

Additional experience

- Managed college affiliated education program, including program design and development, administrative obligations, curriculum development, development of manuals and materials, budgeting, hiring, and training, and liaising with Ministry of Colleges and Universities to ensure compliance with certification requirements.
- Collaborated with government and non-government organizations to develop awareness of adult education theories and principles for the delivery of programs.
- Consulted with various social profit and government agencies on the development of adult education tools and resources.
- Experienced in career counselling. Developed pre-employment preparation course and skills assessment tools.
- Implemented and advised on a variety of educational projects style guides to ensure consistent voice.
- Consulted and supported development of learning quality matrix for consistent quality of product.
- Knowledgeable and experienced in a variety of legislations and guidelines. Career experience from social profit agencies focused on housing or immigration.

Relevant Career History

- **NAVBLUE**, Contract, Learning and Development Specialist, Kitchener, ON, 2022 - 2023
- **Learning Developer**, COMPASS Refugee Centre, Kitchener, ON, 2019 – 2021
- **Curriculum Developer/Facilitator**, Port Cares, Port Colborne, ON 2006 – 2014
- **Private Consultant**, Fordog4 & Associates Adult Education (Self-Employed), Kitchener, ON 2005 – 2006
- **Manager/Facilitator/Curriculum Designer**, Labour Education Centre, Toronto, ON 1991 – 2005

Education / Training and Professional Development

- In progress; Digital Media Skills, Ontario College of Art and Design, Toronto, ON
- Bachelor of Education - Adult Education, Brock University, St Catharines, ON
- Certificate in Adult Education, Brock University, St Catharines, ON
- Teaching Adults, Niagara College, Welland, ON
- Certificate Adult Education, George Brown College, Toronto, ON
- Certificate: Labour Studies, George Brown College, Toronto, ON
- Certificate: Popular Education for Adults, Canadian Labour Congress, Port Elgin, ON
- Instructional Techniques, Canadian Labour Congress, Port Elgin, ON
- Counseling I & II, Labour Community Services, Toronto, ON
- Certificate: Business Administration, Niagara College, Welland, ON