



- Learning Event Lesson Plan:** CRLP100 – Learn About the Community Recreation Leadership Program
- Learning Objectives/Outcomes:**
- Understand Recreation North’s training program and how it benefits Northern leaders, employers, and communities.
  - Recognize competencies that are useful for Northern recreation leaders.
  - Become familiar with the Program, the Pilot, and the Participant Pact.
  - Begin to use the technology and tools to access the training.
- Participants will successfully complete when they:**
1. Participate in the October 4<sup>th</sup> conference call or the October 10<sup>th</sup> in-person unless otherwise arranged with the trainer.
  2. Complete a Moodle Profile and post a bio/introduction in the Introductions Forum.
- Optional Activities include:**
1. Watch the Arctic Inspiration Prize video about where this program started: <https://vimeo.com/156300208>.
  2. Read, “A Means to a Greater Beginning” at <https://www.cpra.ca/framework-implementation/>.
  3. Create a Personal Learning Plan using the [Self-Assessment Tool](#)
- Trainer Tasks before the LE:** Set up CRLP100 Learning Event in Moodle that includes...
- Welcome to the Pilot section:
    - o Pilot Notices and News Forum



- o HELP Forum
- o Learners Guide to CRLP and the Pilot
- o Participant Pact (expectations)
- o Glossary and Help folder
- CRLP100 Section
  - o CRLP100 Forum
  - o CRLP100 RLA Forum – aka Introductions Forum
  - o CRLP Resources Page: Competency model, self-assessment tool, links to videos/website
- Enroll Learners and ensure a message is sent through Moodle.
- Post a welcome message that includes instructions about how to log-in to Moodle for the first time and the conference call number.

Before the Learning Event

Time/Timing	Activity & Description	Purpose	Materials and/or Resources	Technology & Tools
Pre-Pilot – 5 days prior	Email to confirm that registration has been received and to watch for Moodle log-in.		See message below	
Pre-Pilot – 3 days prior	Post message about logging in to Moodle and exploring the sections.	Make sure everyone can log in.	Use <a href="#">Pilot Notices Forum</a> – see below	
Day Before	Post message that includes	Reminder and encourage	Links to recommended story/video in	Moodle – <a href="#">CRLP100</a>



(AM)	"getting ready for CRLP100" and conference call number.	some prep before the call	Learners Guide: <a href="https://vimeo.com/156300208">https://vimeo.com/156300208</a> "A Means to a Greater Beginning" <a href="https://www.cpra.ca/framework-implementation/">https://www.cpra.ca/framework-implementation/</a>	<a href="#">Forum</a>
Day before (AM)	Check to see who has logged in	Follow up with a direct email outside of Moodle or phone call if there appear to be issues		Moodle Participant list
9:50 AM (PST)	Call in using moderator code	Be on the call early in case others are	Toll free number and access codes	Conference Call *4 to record call
10:00 AM	Welcome What is CRLP100?	Understand learning objectives for CRLP100	CRLP100 PowerPoint Slides 1-3	
10:05	Introductions <ul style="list-style-type: none"> <li>● Trainer</li> <li>● Other Participants</li> <li>● Recreation North</li> <li>● Arctic Inspiration Prize</li> </ul>	Begin to know each other	Slides 4-8	Refer to CPRA story and AIP video
10:20 AM	Why the CRLP? Our Vision... What are the anticipated benefits of training?	Explain the why, mention the competency framework, and the anticipated outcomes.	Slides 9-10	
10:25 AM	How is the Program designed? What is different about the Pilot?		Slides 11-12	Hyperlink to schedule in Moodle
10:30 AM	Participant Pact <i>ACTIVITY: Ask, "What characterizes a responsible</i>	Review expectations around participation and certification	Slide 13-14	Links to Learners Guide in Moodle



	<i>learner?"</i> Certification	Add agreement about what characterizes a responsible learner		
10:40 AM	Moodle and Remote Learning Tools <ul style="list-style-type: none"> <li>• Explain the LMS</li> <li>• Describe set-up – the basics</li> <li>• Discuss other tools we will use</li> </ul>	Explain basic set-up of Moodle and how it will house all they need	Slides 15-17	Screenshots?
10:50	Getting Started – your first RLA Optional activity – Self-Assessment Tool	Deadline to complete profile – how to get help if needed	Slide 18 Self-Assessment Tool has been updated based on updated competency and KPI matrix	
10:55	Wrap-Up Your Next LE – RF101		Slide 19	
Post	Ensure participants complete their profile and post their bio in the Introductions Forum by October 13	Provides a place for next trainer to refer to... can build on the Introductions Forum in each LE – use hyperlink to original.		Moodle – Introductions Forum
Post	Mark completion and make notes on participants if necessary		<a href="https://www.surveymonkey.com/r/Pilot-complete">https://www.surveymonkey.com/r/Pilot-complete</a>	

Welcome Message to the Pilot: (By direct email on Friday, September 29)

On behalf of Recreation North, welcome to the Community Recreation Leadership Program Pilot. Congratulations on being selected as one of 25 participants from Nunavut, Northwest Territories, and the Yukon.



As project manager, program consultant, and trainer for Recreation North, and a long-time Yukoner, I look forward to meeting you during the first conference call (CRLP100) on **October 4<sup>th</sup> from 1:00 – 2:00 PM eastern time**. Please join calling toll-free 1-888-289-4573 and using the code #2502546.

OR

As project manager, program consultant, and trainer for Recreation North, and a long-time Yukoner, I look forward to meeting you during the in-person CRLP100 Orientation on **October 10<sup>th</sup> at 10:00 AM** at Yukon's Annual Recreation Gathering (Marsh Lake). If you have a laptop, smartphone or tablet, please bring it with you so you can check out Recreation North's online Learning Space.

Thank you for registering for the Pilot and your Learning Events. Attached is a copy of your registration. To earn a certificate, you will complete:

1. CRLP100 (an orientation) on October 4<sup>th</sup>.
2. 8 core Learning Events: RF101, RL101, RP101, PE101, BF101, RS101, CB101 and RM101.
3. A minimum of 2 elective Learning Events.

Pilot participants do not pay a fee for taking the training, so take as many Learning Events as you want. If you want to register for more, please let me know.

Most of the Pilot is delivered remotely/by distance. If regular access to a computer and/or smartphone connected to the Internet is a concern, please let me know as soon as possible. We want this to be a positive learning experience and will do our best to help you overcome any barriers.

On **Sunday, October 1<sup>st</sup>**, you will receive an email that tells you how to log in to Recreation North's Learning Site. Follow the instructions and log in by Monday evening. If you do not receive the email, please check your Junk or Spam folder. And, if you have any difficulty, please email, call or text me at 867-335-4414.

Once again, congratulations and welcome to the Recreation North network.



Welcome Message to Rec North Moodle: (posted in Moodle Pilot Notices on Sunday, October 1 – and maybe by email too)

Hello everyone,

Welcome to Recreation North's Learning Space. This space uses Moodle, a popular learning management system that helps us learn together. Although we are not together in person, this is our space to share ideas and to learn from one another. Read on to find out how to enter and explore the space. If you have any difficulty, please email, call or text (867-335-4414).

### **Log in:**

1. Go to the Rec North home page: <http://learn.recnorth.ca>. This is the "Home" page.
2. Look for the "You are not logged in" link on the top right hand side of your screen. Select this option and a log-in window appears.
3. Enter your username and password that were sent to you in a separate email. Don't worry, you'll be able to change it soon!
4. After logging in, on the top, right-hand side of the screen, you'll see your name next to an empty circle (where your profile picture will display). You'll also notice a new column on the left that allows you to navigate to your "Dashboard", the "Calendar", and "My Courses".

### **Change your password:**

5. Select the arrow, next to your profile pic, to drop down a menu.
6. Select "Preferences" to open the Preferences Page. You'll see the "Change password" option in the User Account area.
7. Select "Change password". With the Change Password page open, enter the password you were given and choose a new password (minimum of 8 characters). Don't forget to "Save changes".

Notes:

- Bookmark the location of the Rec North site so it's easy to return.
- If you use a public or shared computer, please log out after each session.

### **Explore:**

8. Under [Learning Space](#), click on "[Begin Your CRLP Adventure Here](#)".
9. Explore the links and content in these sections:
  - o Welcome to the Pilot
  - o CRLP100.



## Get Ready for CRLP100:

*Conference call participants on October 4<sup>th</sup> at 1:00 PM eastern time...*

10. Read the announcement in the [CRLP100 Forum](#). Try some of the activities and follow the links.
11. Download or bookmark the CRLP100 Presentation so you have this available during Wednesday's call.
12. Make sure the time and phone number for the conference call are in your calendar.

*Participants attending Yukon in-person on October 10<sup>th</sup>...*

10. Read the announcement in the [CRLP100 Forum](#). Try the activities and follow the links.
11. Join the in-person CRLP100 session at the Yukon's Annual Recreation Gathering on Tuesday, October 10<sup>th</sup> at 10:00 AM. We will explore the content using the CRLP100 Presentation.

If you have any questions, please click "see this post in context" at the bottom of your email, and then click to reply. Click here for more detail. And feel free to call or text me at 867-335-4414 if you prefer.

Caroline

[Welcome Message to CRLP100:](#) (posted in CRLP100 Forum on Tuesday, October 3)

Welcome to CRLP100, the first Learning Event of the Community Recreation Leadership Program Pilot.

Once again, congratulations on being accepted, and on registering, in Recreation North's Pilot of the Community Recreation Leadership Program. Together, we are starting a new adventure. This is a journey that many people have dreamt of for nearly 10 years. We are excited that you can join us.

In preparation for the conference call on October 4<sup>th</sup> at 1:00 PM Eastern Time OR the in-person session on October 10<sup>th</sup> at 10:00 AM Yukon time. Remember, you must participate in one of these. Please take a moment to download or bookmark the CRLP100 Presentation.

It is also recommended that you:

1. Review the Learners Guide.



2. Watch the [Arctic Inspiration Prize video](#) about Recreation North and read "[A Means to a Greater Beginning](#)" in order to understand the potential benefit of the Community Recreation Leadership Program.
3. Try the Self-Assessment to better understand your competencies as a community recreation leader.
4. Review the Required Learning Activity. To "complete" CRLP100, this activity must be done by October 13<sup>th</sup>.

If you have any questions, please click "see this post in context" at the bottom of your email, and then click to reply. Click here for more detail. And feel free to call or text me at 867-335-4414 if you prefer.

Caroline

RLA Message posted in CRLP100 Forum:

**CRLP100 Required Learning Activity:**

1. Update your Moodle profile with a photo and a bio. [Click here](#) for an example.
2. Create a new post in this forum. Say a quick hello and share with other participants a little bit about yourself. An example has been provided. For help on creating a new post, go to the Glossary and Help Items and look for [Post to a Forum](#).

Please complete this RLA by October 13th.

*Example:*

Hello everyone,

I am thrilled to have this opportunity to get to know you and work with you through the Pilot of Recreation North's Community Recreation Leadership Program. We have been discussing and working on this project since 2011; so it's exciting to get to this point.

A little about me... I have lived in the Yukon since 1990. I have a similar story to many Yukoners as I came from outside for only 3 months to manage the Watson Lake Ski Club. And, I haven't left. I got married at the Watson Lake Ski Hill; my children were born in Watson Lake. We moved to Whitehorse in 2002. I have been to all territories and provinces in Canada except Newfoundland, but only as far north as Inuvik.



I must admit that I have never had a 'normal' job in my life. However, I have had lots of amazing experiences as a consultant, facilitator, instructor, and coach while working in recreation, sport, adult education, and community development. Shortly after I turned 50, I finished a Master of Arts in Community Development; a big challenge while working and raising teenagers at the same time.

I believe that there is always more than one person with the same question and that there are no silly questions. Please ask and reach out with any questions or concerns. Because the way I work fits into my daily life (or sometimes takes it over), you can usually reach me during the day, in the evening and on weekends by phone or text, email, Skype, or What's App.

Now let's get started!!!

I look forward to chatting with NWT and Nunavut participants on the conference call in about an hour - 1:00 PM Eastern time. Dial 1-888-289-4573, and use the code 2502546.