



## TEACHING WELCOME LETTER

**Corporate and Continuing Education Centre**  
ph. 403.320.3288 Fax: 1.888.435.4827  
3000 College Drive South Lethbridge, AB T1K 1L6

Welcome to Lethbridge College, Corporate and Continuing Education (CCE)!

We appreciate your interest in joining our team of talented instructors and facilitators. We are regularly seeking qualified instructors for both open enrolment and corporate training opportunities.

Our department welcomes and encourages inquiries and suggestions from the community regarding future planning of future classes and programs. Programs are added as needs and interests are identified. If you have a new course idea, or would like to be considered as an instructor for our existing courses, please submit our online proposal form or contact our office at 403-320-3288.

We hope the following information is useful as you consider working with us.

### What We Do

CCE develops and delivers classes, workshops, skills upgrading and leisure offerings throughout the year for both public and private audiences.

### Our Instructional Philosophy

In the information age in which we live, content on almost any topic is readily available to the public online at little or no cost. Instead of simply disseminating information or content, our focus is delivering exceptional learning experiences. These experiences are created by passionate and knowledgeable instructors that see themselves as a learning guide rather than a "sage on the stage". We hire instructors that are fantastic facilitators and skillfully engage participants in lively discussion and interactive activities that are focused on real world application. Peer to peer learning is fostered and special emphasis is given to deliver material in a way that appeals to a wide range of learning styles.

### Audience

Participants of CCE classes include employees of business, industry and non-profit organizations, professionals and anyone in the community wishing self-improvement or leisure time enjoyment and learning. Learners range from elementary students to senior citizens. Classes are most often held at our in Lethbridge College campus but can also be held in other locations. Learners have a variety of options available to register for our classes: by phone, by mail, by fax, in-person, and online.

### Course Setup

Each class is designed to use time wisely and varies in length according to topic. The registration fees for classes vary according to number of class hours, facilitator costs and materials. Every effort is made to keep fees affordable.

CCE will contact you each term about your interest and availability in facilitating upcoming classes. You will be contacted well ahead on the term start date to support the lengthy process of inputting your information and creating the catalogue.

The personal information on this form is collected and protected under the authority of the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. Your information will be used to facilitate your registration in a non-credit offering, to contact you about Lethbridge College programs and services in the future, and for uses consistent with these purposes. Please direct questions to the Assistant Registrar, Records and Systems, Lethbridge College, 3000 College Drive South, Lethbridge, AB T1K 1L6, (403) 394-7371.



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#### Content

CCE has a variety of content sources which include courses developed in-house as well as a carefully selected group of third-party content vendors. We also consider content developed by an instructor. In this scenario, our office reviews the content prior to course delivery to ensure that the course content meets our quality standards and meets the stated objectives and learning outcomes of the class.

#### Marketing

Our department has a variety of methods to market classes including social media, direct mail, outdoor signs, events and our printed catalogue. Instructors are invited to provide input on marketing efforts specific to their class(es). We also encourage instructors to promote their classes through their own network as well.

#### Compensation

Compensation for CCE classes is dependent on a variety of factors including level of expertise or credentials required, tuition amount, length of course, whether or not the instructor is using their own content, etc. Typically an hourly rate is negotiated that reflects both preparation and delivery expectations.

If this sounds interesting, we would love to hear from you. Please submit our online proposal form or contact our office at 403-320-3288.