

Level 1 Tutor Training Schedule

Plan

Meetings & Ongoing Supervised Training

All records are available via Outlook

Preliminary Schedule

01/12/12 Video-conferencing 8 AM – 4:30 PM	Level 1 Agenda Day 1
01/13/12 Video-conferencing 8 AM – 4:30 PM	Level 1 Agenda Day 2
01/19/12 2 PM – 3 PM Room TBC	Staff Meeting Master Tutors Present: <i>The Role of Tutor</i> (MacDonald, 2004, pp. 2 - 22) <i>Ethics Compliance & Philosophy of Program</i> Technical Tips Workshops Workshops in CPD classes Embedded Tutoring Class Visits Progress Surveys – Knowledge Assessment Who Tutors What Table Expectations Actions Data Collection Evaluation
01/23/12 to 01/27/12 One-on-one	New Tutors Supervised Tutor Training Form <i>Workshops on Time Management</i> <i>Tutoring Strategies</i> (MacDonald, 2004, pp. 44 - 73) Recommended Readings Discussions Forming Teams between New and Master Tutors Scheduling One-on-one Meetings
02/02/12 2 PM to 3 PM	Staff Meeting The Voice of Tutors – <i>Time Management of Tutoring Services</i> Supervised Tutor Training Form - Expectations Master Tutors Present: <i>Beginning and Ending of a Tutoring Session</i> (MacDonald, 2004) <i>Tutoring Guidelines & Learning Skills</i>
02/06/12 – 02/10/12 TLC	One-on-One Meetings Supervised Tutor Training Form - Dialog

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	<ul style="list-style-type: none"> • Readings (MacDonald, 2004, pp. 76 -90) • Power Points • One-on-one Training
02/16/12 2 PM to 3 PM	Accomplishments and Concerns Master Tutors Present: <i>Basic Tutoring Do's and Don'ts</i> <i>Cooperative Learning</i>
02/20/12 to 02/24/12 One-on-One Meetings	Subject Meetings – face-to-face and via BB Chat Room Supervised Tutor Training Form
03/01/2012 2 PM to 3 PM Room TBC	Staff Meeting Tutoring in the Zone of Proximal Development – All Tutors Presentation: <i>Diversity and Nontraditional Learners</i> <i>Multicultural Tutoring</i> (MacDonald, 2004, pp. 99-118)
03/5/12 – 03/9/12 One-on-One Meetings	Staff Meeting Discussions <i>Critical Thinking</i> <i>Problem Solving</i> <i>Tutoring Cycle(1 - 4)</i> (MacDonald, 2004, pp. 24 - 31)
03/15/2012 2 PM to 3 PM	Staff Meeting <i>Serving Students with Disabilities</i> <i>Tutoring Cycle (1 – 12)</i> (MacDonald, 2004, pp. 24 - 42)
03/19/12 - 03/23/12 One-on-One Meetings	One-on-one meetings <i>Sort-term and Long-term Goal Setting.</i>
03/29/12 2 PM to 3 PM	Staff Meeting Online Tutoring Review
04/02/12 – 04/06/12 One-on-One Meetings	<i>Supervised Tutor Training Form</i> <ul style="list-style-type: none"> • Expectations • Discussions • Help
04/12/12	Staff Meeting Group Tutoring Embedded Tutoring
04/16/12 – 04/20/12	Supervised Tutor Training Form

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One-on-One Meetings	Final Evaluation
04/26/12 2 PM to 3 PM	Planning for Finals <i>Test Anxiety</i> <i>Learning Workshops Report</i>
04/30/12 – 05/04/12	Open Door Policy at the End of Semester Super Sunday (05/06/12) Surveys – Knowledge Assessment Student’s Surveys
05/10/12	Planning for the Summer Semester Vacations Need Analysis Actions for Fall Semester

Works Cited

MacDonald, R. B. (2004). *The master tutor*. Williamsville, New York: The Cambridge Stanford Study Skills Institute.