

EMPLOYEE TRAINING AGENDA (Math)

Thursday, August 11, 2011

Time	Event	Facilitator(s)
8:00 – 8:10	Welcome/Update	Barrington
8:10 – 08:35	Definition of a Tutor / Tutors do's & don'ts	Audrey
08:35 – 08:55	Beginning & Ending of Tutoring Session	Devin
08:55 – 09:35	Adult Learners/Learning Theory/Learning Styles	Temenujka
09:35 – 09:45	Break	
09:45 – 10:15	Assertiveness / Handling Difficult Students	Pamela
10:15 – 10:55	Setting Goals / Planning	Diana
10:55 – 11:05	Break	
11:05 – 11:35	Study Skills	Devin
11:35 – 12:00	Questions & Answers	Everyone

The Learning Centers at Central Arizona College

EMPLOYEE TRAINING AGENDA (Writing & Reading)

Thursday, August 11, 2011

Time	Event	Facilitator(s)
1:00 – 1:10	Welcome/Update	Barrington
1:10 – 1:35	Definition of a Tutor / Tutors do's & don'ts	Audrey
1:35 – 1:55	Beginning & Ending of Tutoring Session	Devin
1:55 – 2:35	Adult Learners/Learning Theory/Learning Styles	Temenoujka
2:35 – 2:45	Break	
2:45 – 3:15	Assertiveness / Handling Difficult Students	Pamela
3:15 – 3:55	Setting Goals / Planning	Diana
3:55 – 4:05	Break	
4:05 – 4:35	Study Skills	Pamela
11:35 – 12:00	Questions & Answers	Everyone

EMPLOYEE TRAINING AGENDA (Everyone)

Friday, August 12, 2011

Time	Event	Facilitator(s)
12:30 – 12:35	Welcome/Learning Support Update	Barrington
12:35 – 12:45	Meet the Dean	Dr. Gonzales
12:45 – 1:15	How to Tutor / Deal with target Populations	Devin
1:15 – 1:55	Self-Regulated Learning / Brain Learning Memory	Temenoujka
1:55 – 2:05	Break	
2:05 – 2:50	Structuring the Learning Experience	Pamela
2:50 – 3:00	Break	
3:00 – 3:30	Critical Thinking & ZPD/Scaffolding	Temenoujka
3:30 – 4:00	Role of the Learning Center/ the Bigger Picture	Pam/Barrington
4:00 – 4:30	Group Management Skills	Devin