Goals

The goal of our tutor training program is to help you develop your own flexible, comfortable tutoring style that will enable you to assist a variety of students in achieving the educational goals they have set for themselves. In order to achieve this, our training program has the following goals:

- To inform you about the goals and objectives of the Learning Center program and the appropriate behavior for a tutor
- To increase your knowledge and understanding of teaching and tutoring techniques
- To increase your knowledge of ways to explain and present the basic concepts of reading, spelling, vocabulary and writing
- To teach you effective ways to conduct a tutoring session including: opening the session, establishing rapport, diagnosing or clarifying the student’s problems, creating a supportive learning situation, helping the student focus on task, and closing the session
- To develop strategies to help students master key concepts and basic skills
- To improve your knowledge of basic learning and study skills and to introduce techniques to teach these crucial skills
- To inform you about the materials available to assist your students in improving their skills
- To increase your knowledge of and sensitivity to students’ different learning/cognitive styles and the effect different tutoring strategies have on learning
- To increase your ability to diagnose a student’s difficulty, develop an Individualized learning plan, evaluate the student’s progress and make any necessary changes
- To make you aware of some typical tutoring problems and ways of working through them; and
To teach you how to identify a student who may have an undiagnosed learning disability and to make an appropriate referral.

**Basic skills of learning**

People learn best when

- They are physically and emotionally comfortable
- They select or help select problems and goals of real interest to them
- The experience is concrete, realistic, and predominantly first hand
- They are challenged within the range of their abilities
- They are stimulated emotionally as well as intellectually
- They are involved in a variety of related activities
- New knowledge or skills are related to older knowledge
- They have reflected on the meaning of their experiences and evaluated them
- Learning is reinforced by meaningful repetition
- Their knowledge leads to some actions related to it
- They have a sense of personal and group achievement.

Handout created by the staff and students of the DVC Learning Center. Copyright 2003.