

Create a Conference Model for Tutor Training

ACTLA Conference

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Benefits of Using a Conference Model for Tutor Training

- Provides a Unified Approach to Training
- Promotes Networking Among Tutors & Staff
- Models Professional Development for Tutors
- Opens Possibilities for Collaborations with other Depts., Colleges
- Encourages Active Learning
- Demonstrates Collaboration
- Capitalizes on Multiple Strengths of Staff/Faculty
- Builds Appreciate for Colleagues' Talents

Tutor Conference Planning & Prep Cycle

- Decide on conference objectives
- Allocate budget
- Decide on participants
- Pick topics, presenters
- Choose conference format/schedule
- Plan sessions & activities
- Secure a date & rooms
- Create agendas & room assignments
- Advertise
- Start registration process
- Print materials
- Order/purchase food/supplies
- Conduct conference
 - Take photos/get permission
 - Conduct evaluations
- Meet to discuss conference & review participant feedback
- Start planning cycle again

Methods of Planning

- *(Retreats, Work Groups, Divide Tasks, Forums, etc.)*

TUTOR CONFERENCE PLANNING WORKSHEET

Potential Roadblocks	Potential Solutions

WHY: Conference Objectives

WHO: Participants: New tutors? Continuing tutors? SI Leaders? Mentors? Others?

Presenters

TUTOR CONFERENCE PLANNING WORKSHEET (continued)

WHAT: Topics Ideas (*see CRLA ITTPC Topics*)

Activities/Format

Food

Supplies

Costs

HOW: Evaluation Process

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Registration Process

WHERE: Location (Consider activity & tech needs)

WHEN: Time(s) of Year

Weekday or Weekend

Duration

How Often

TOPIC IDEAS

College Reading & Learning Association (CRLA) International Tutor Training Program Certification (ITTPC) Requirements

Level 1 Topics

- Definition of tutoring and tutor responsibilities
- Basic tutoring guidelines (do's and don'ts)
- Techniques for successfully beginning and ending a tutor session
- Adult learners, learning theory, and/or learning styles
- Assertiveness and/or handling difficult students
- Role modeling
- Setting goals and/or planning
- Communication skills
- Active listening and paraphrasing
- Referral skills
- Study skills
- Critical thinking skills
- Compliance with the ethics and philosophy of the tutor program, sexual harassment, and/or plagiarism
- Modeling problem solving
- Other (please specify)

From International Tutor Training Program Certification (ITTPC)
Requirements: <https://www.crla.net/index.php/certifications/ittpc-international-tutor-training-program>, April 2017