



## TUTORS OF LITERACY IN THE COMMONWEALTH



925 West College Ave  State College, PA 16801

Phone (814) 867-0203  Fax (814) 867-0483

Email: [literacy@tlcliteracy.org](mailto:literacy@tlcliteracy.org)

Website: [www.tlcliteracy.org](http://www.tlcliteracy.org)

May 22, 2007

Dear TLC Facilitators:

As a new program year approaches, I am again in a position to evaluate TLC's services and consider what I would like to refine. One goal that I have for the new year is, in collaboration with the Professional Development System (PDS), to provide professional development for you - the heart of TLC's services. In order to provide professional development in the best manner possible, I would like to get your feedback on several issues - hence the accompanying questionnaire.

You have likely already noticed that I am referring to you as facilitators instead of trainers. Thinking in terms of overall collaboration and viewing adult learners as facilitators, tutors, and those who are traditionally considered our adult learners, I feel that the term facilitator levels the playing field. TLC facilitators not only provide information but are also role models for adult literacy tutors, just as tutors play the same role for literacy students. By modeling and teaching that we are all adult learners we can make "adult learner characteristics" really hit home. This leads into some of my ideas for a TLC facilitator workgroup, out of which will come the start of TLC facilitator professional development.

I would like to form a workgroup consisting of current TLC facilitators. This group will help me design (and present?) the ULTIMATE TLC Facilitator Training, *Pearls of Wisdom for Tutor Trainers*. Your answers to the following questions will help guide the direction I take with the workgroup. I hope to have input and participation from as many of you as possible; any assistance you can give me will be greatly appreciated and valued.

I look forward to hearing back from you and working with you towards my goal. I appreciate you taking the time to complete and return the following questions. This questionnaire is on the web at [www.tlcliteracy.org](http://www.tlcliteracy.org) and can be submitted to me electronically at [kim@tlcliteracy.org](mailto:kim@tlcliteracy.org).

Thanks again and have a great spring.

Sincerely,

Kim Rossman  
Training Coordinator  
[kim@tlcliteracy.org](mailto:kim@tlcliteracy.org)



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### QUESTIONNAIRE FOR TLC FACILITATORS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Program Affiliation and Position: \_\_\_\_\_

Length of time you have been training: for TLC \_\_\_\_\_ Other \_\_\_\_\_

Areas of training that you consider your strengths: ABE, GED, ESL, ADP (Adult Diploma Program), FL (Family Literacy), Math, Health, Other (please explain): \_\_\_\_\_

1) If you were able to design an "ideal" trainer training, what are **at least** three major topics that you feel should be covered? (Please provide details and/or examples). \_\_\_\_\_

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2) What is the biggest challenge that you have faced as a volunteer tutor trainer? How did you handle it? \_\_\_\_\_

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3) What resources do you have available to assist you with your training? \_\_\_\_\_

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4) What resources would you like to have available to assist you with your training?

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5) Do you use the Verizon Literacy Network (Thinkfinity) website as a resource? YES NO

a) If yes, what sections have you visited and what have you found the most useful? \_\_\_\_\_

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6) Would you refer to a website specifically designed to assist tutor trainers? YES NO

a) If yes, what would you like to see on the website (i.e. lesson plans, professional development materials, on-line trainings, etc.)? \_\_\_\_\_

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7) Would you be willing to participate in a workgroup to design a TLC Facilitator Training? \_\_\_\_

8) Would you be willing to co-present a TLC Facilitator Training? YES NO

a) If yes, what topic(s) would you like to present? \_\_\_\_\_

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9) What is a technique that has worked particularly well for you when presenting trainings to volunteer tutors? \_\_\_\_\_

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10) What is a topic(s) that you are always sure to cover when presenting to volunteer tutors? \_\_\_\_

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*Thank you very much for taking the time to complete this questionnaire.*