

## Pre-Activity Assignment Instructions

### General Instructions

Choose one topic for your pre-activity assignment.

Be prepared to share your completed assignment with the group on May 25. Presentations should last no more than 7 minutes.

If you have handouts that you would like to include with your presentation, please email them to Michelle Fortin, [tlcliteracy@gmail.com](mailto:tlcliteracy@gmail.com), no later than May 20.

All of these assignments involve sharing of information. If, for any reason, you are not able to share agency specific power points, handouts, forms, etc. please adapt your assignment accordingly. Contact Kim Roush, [kim@tlcliteracy.org](mailto:kim@tlcliteracy.org), with any questions.

### Activity Topics (please choose one)

**Lesson Planning** (this activity topic is for those who feel that they are effectively supporting tutors in the use and development of lesson plans)

**Share Your Story** (for anyone)

**Tutor Orientation** (this activity is for those who feel their tutor orientation is very successful and effective)

**Tutor Recruitment** (for anyone)

**Tutor Training/Professional Development** (for anyone)

### Activity Details

**Lesson Planning** – as stated above, this activity is for those who feel that they are effectively supporting tutors in the use and development of lesson plans.

For this pre-activity assignment, you are asked to share a detailed description of how you support tutors in the use and development of lesson plans. Please explain whether or not you address the College and Career Readiness Standards (CCRS) and if so, how.

If you have a standard lesson plan template, please share it with the group.

**Share Your Story** - choose one of the topics below and share a personal experience based on that topic. The story you share could be a success, a challenge, a dilemma, a strategy, a process, an experience – you get the idea. Make your story as detailed and vivid as possible. You will share this story either with the entire group or during the smaller lunch groups.

If you choose this pre-activity assignment, please indicate on which topic your story will focus.

Topics

- Tutor recruitment
- Tutor orientation
- Tutor training/professional development
- Time management
- Lesson planning
- Classroom aides
- Wearing multiple hats
- College and Career Readiness Standards with tutors
- Materials for low-level learners
- Tutor and learner recognition, retention and motivation

**Tutor Orientation** – as stated above, this activity is for those who feel their tutor orientation is very successful and effective.

For this pre-activity assignment, you are asked to share the details of your tutor orientation. Include the process of how you arrived at the current orientation (to the best of your ability) and what makes it so effective. Please share power points, handouts, etc. used during your orientation.

**Tutor Recruitment** - Read the study “Do Good Live Well” by UnitedHealthcare and VolunteerMatch.

[http://tlcliteracy.org/images/downloads/Tutor\\_Coordinator\\_Event\\_5\\_25\\_16/unitedhealthcare\\_volunteermatch\\_do\\_good\\_live\\_well\\_study.pdf](http://tlcliteracy.org/images/downloads/Tutor_Coordinator_Event_5_25_16/unitedhealthcare_volunteermatch_do_good_live_well_study.pdf)

Be prepared to summarize the study for those who did not read it.

Share at least one idea of how you would like to use this information to inform and enhance your recruitment efforts.

## **Tutor Training/Professional Development**

Read Dr. Sheila Sherow's article "Professional Development for Adult Literacy Tutors".

[http://tlcliteracy.org/images/downloads/Tutor\\_Coordinator\\_Event\\_5\\_25\\_16/pd\\_for\\_adult\\_literacy\\_tutors.pdf](http://tlcliteracy.org/images/downloads/Tutor_Coordinator_Event_5_25_16/pd_for_adult_literacy_tutors.pdf)

Be prepared to summarize the article for those who did not read it.

Prepare a plan for implementing the professional development (PD) process with tutors in your program. You can either start from scratch or build on what you already have. Include assessing the needs of tutors and determining the effectiveness of the PD.

Share your plan with the group.

## **Lunch (response required)**

During lunch we will break into informal discussion groups based on topics of interest.

Please indicate which group you would like to join.

- College and Career Readiness Standards with tutors
- Materials for low-level learners
- Tutor and learner recognition, retention and motivation
- Tutors and classroom aides
- Multiple hats – how do you do it all?

## **Sharing (optional)**

Peer tutor coordinators throughout the state are interested in what you are doing. There have been requests for sharing of various resources and the event on May 25 provides us with the perfect opportunity to do so. Below is a list of resources requested by other tutor coordinators. If you feel you have a successful, effective example of anything on the list and you are willing and able to share, please select the item and email me the associated resource. TLC will make copies and share them on May 25. They will also be made available on TLC's website.

- Professional development needs assessment survey
- Lesson plan template
- Tutor application form
- Tutor satisfaction survey
- Tutor evaluation form
- Tutor recruitment flyers
- Materials for low-level learners
- Tutor newsletters

## Tips for Tutor Coordinators (optional)

Veteran tutor coordinators, please share a tip for new TCs ~ what is one thing you know now that you wish you had known when you first started as a tutor coordinator?

New tutor coordinators, what is one question you would like to have answered about being a tutor coordinator?