

HBPL Tutor Training Lesson Plans & SuppliesFor all classes

Each Trainer	On Cart for Class	Media
Personal Training binder	Registration list	PC
Latest version of <i>Tutor</i> book, which is used as the basis for the Tutor Training Workshop	Name tags - one per person, created ahead of time	Projector
	Receipt pad	Latest PowerPoint-flash drive
	Door signs	White Board
Slides w/ Notes pages, etc.	Masking tape	TV/VCR
	Scissors	Video tapes
	White board markers	
	Pens/pencils, extra	
	Bookmarks, extras	

From the Library Volunteer Coordinator

- Handbook. 8 page handbook from the "Volunteer Program Development Team"
- Application. Currently blue. Sign and turn in.
- Agreement. Read, sign, turn in. Note: there is a copy at the end of the Volunteer Handbook for them to keep.

Session 1			
Minutes	Topic	Main points	Supplies
15	Registration / Sign-in / Welcome	Housekeeping items: Volunteer information forms to be completed by break; structure; restrooms; food/drinks, etc.	Volunteer Information Forms, at places when they come in
15	Introductions - "Round Robin" 3 times around the room	Name, where you're from Name, what you do / have done Name, why interested in literacy program	
10	Intro to program	LV-HBPL programs description Mission Funding Profile of an adult learner Workshop schedule	Laptop Flash drive with latest slides; always confirm!! Projector PowerPoint
5	Inspired Learning Model	Components of a Lesson: facilitator, subject matter, learner, guidelines... Results: learn more, learn faster Introduction of guidelines	
20	ILM Activity	Jigsaw activity with guidelines Debrief	Worksheets with one guideline per page followed by blank lines
25	Video	Vignettes to introduce tutors to adult literacy programs and tutoring sessions	LVA Video #1. Introduction.
17	Break	Put out Tutor Packs: an HBPL Literacy bag that includes: <ul style="list-style-type: none"> • Tutor, latest edition • 3 ring binder: Supplement, blue; Tips, yellow; Bookmark; Business cards; Blank writing paper 	Tutor packs, 1 per tutor

Session 1			
Minutes	Topic	Main points	Supplies
13	Review Tutor Packs		Tutor Packs
15	Reading with Children	Book talk about the benefits of using children's books. Show an assortment.	Children's books
30	LEA. Class practice & then do pair practice.	Language Experience Approach	LEA cards Masking tape White board <u>Tutor, Version 8</u> , pg. 45
15	Homework Wrap-Up	Alphabet, pg. 170; Chapters 1, 2, 3	<u>Tutor, Version 8</u>

Session 2			
Minutes	Topic	Main points	Supplies
10	Welcome back		For fun: "Why English is so Hard to Learn" at seats
10	Literacy Teaching books	Book talk so they'll have an idea of what to use during tutoring sessions & what's available	Samples of books from Literacy office; some from each category
10	Review, specifically LEA	Review all first session topics	PowerPoint
40	Sight words/Context clues	Intro with video Class practice	LVA Video #3, Intro to Sight Words Sight word cards/Context Clues
15	Practice in pairs	Learning to read what's written on a page, by repetition	Greek word cards: Sight word cards
12	Break		
13	Tutor/Learner speak	Stress what's good; what needs to be worked on; goals	
40	Phonics	Intro with video Introduce: when and why to teach phonics	LVA Video #4, Phonics & Word Patterns Phonics cards Blends/digraphs
20	Pair practice		
15	Wrap up / Homework	Chapters 4, 5 Tutor, Version 8 Introduce take home quiz; start Pg. 54 in Supplement	Tutor, Version 8 Supplement

Session 3			
Minutes	Topic	Main points	Supplies
10	Welcome back / Review	Take individual pictures for files	Digital Camera
20	Library Intro	Dewey Library map Library bookmarks Famous LD people Suggestions for LD teaching	
10	Review ILM, LEA, Sight Words, Phonics, Word Patterns	Review class to date	
20	Inspired Learning Model - Active Listening	Explain active listening exercise and then pair up tutors to practice Debrief	PowerPoint with directions Handout: Inspired Learning Model
15	Reading Comprehension Introduction	<ol style="list-style-type: none"> 1. Meaning Construction, Blue Pack, pg 8 2. Three Views BP 9 3. Strategic Readers discussion; BP 14 4. Modeled Reading BP 15, 16 5. Three Levels BP 18 6. Reasons for Difficulty with Comp, BP 18 	Reasons for Difficulty with Comprehension. Blue pack, pg 18 R. Fulghum, It was on Fire. 128 FUL
17	Break		
13	Brainstorming / Reading Comprehension discussion	What do you like to read? Not like to read? <i>Write answers in columns as tutors mention them.</i>	White board
30	Model Reading Aloud / Discussion	Increasing comprehension. Use questioning techniques before, during and after to check comprehension; model reading so they can hear the language instead of struggling to pronounce	Robert Fulghum: Book: <u>It Was on Fire...</u> "Mother of the Bride" chapter
15	Wrap-Up / Homework	Chapters 6, 7, 8; <u>Tutor</u> book	<i>Tutor, Version 8</i>

Session 4			
Time	Topic	Main points	Supplies
10	Welcome back Review	Review class to date, especially reading comprehension	For fun: "Funny Translations" at seats
10	Paperwork	C-Team forms Safety Map for literacy office; mention fire exits/flashlights in wall sockets	C-Team forms, yellow Safety Map, goldenrod
35	Intro to READ Test, Roles & Goals	Given to potential learners prior to their entering the program; done for placement Tutors will get a copy of their learner's assessment when they are matched	READ Test Sample learner assessment; review & return
19	Goals	What types of goals are common Why goals are important Areas: self, family, work, community	Roles & Goals Form Roles & Goals Curriculum binder
16	Break		
30	Writing	<ul style="list-style-type: none"> • Dialog journals—write back and forth. Be sure to read aloud during tutoring session • Clustering—circle with main topic; lines out from it with terms • Linear—hardest for beginning writers 	Tutor list, pg. 78 White board Green booklet, Writing Tips
	Writing practice	Tips for teaching writing <ul style="list-style-type: none"> • Trigger event • Pre-write • Read • Revise/rewrite • Edit/rewrite 	Tutor, version 8, pg. 81 Blank paper 3x5 cards for writing terms on one side; sentences on the back

Session 4			
Time	Topic	Main points	Supplies
15	Booktalk, ESL	Brainstorm ELS Discussion Culture shock	Handout: Lessons for ESL ESL Books Read: "Teacher is Taught"
	ESL; some things we say	<u>Example:</u> Ah ha Uh huh Uh uh Oh oh Ha ha Ho ho Hee hee	White board
5	Intro to Computer Lab Literacy center tour <ul style="list-style-type: none"> • Materials • Computer lab • Tutoring areas 		
5	Wrap-Up / Homework	Finish reading Tutor Finish Take Home quiz Complete workshop evaluation	
30	Take Tour of Literacy Office & Computer Lab	Leave from office after the tour	Office / /Computer Lab

Session 5			
Time	Topic	Main points	Supplies / Handouts
10	Welcome Back	<ul style="list-style-type: none"> • Additional things potential tutors might be interested in doing for the program. • Tutors to complete form if interested and turn in to staff tonight. 	Blue Volunteer Jobs form.
15	Booktalk	Library books: Cookbooks, 641.555; travel, 910.202; sports, 796; art, 700	Assortment of library books from different areas
15	Workshop Review	LEA—always useful! ILM guidelines—sets the tone of tutoring Sight words—not every word one runs across Phonics—teach with key words Word patterns—especially useful for vowels Comprehension—ask open ended questions Materials—meaningful, authentic Computer lab—staffed by volunteers ready to help Assessment—skills at one point in time Goals—reasons for being in a literacy program ESL—being understood and learning vocabulary Writing—the final, essential component	
5	Paperwork for the office	Hours reports form Library volunteer forms must be completed	Hours report on pink: INCORRECT. Hours report on blue: CORRECT → Review both and return Library volunteer forms
10	Your first meeting!!	$\frac{1}{2}$ to 1 hour get acquainted meeting; set the tone; decide on date and time for future sessions Some might want a "lesson" but try to clarify goals	

Session 5			
Time	Topic	Main points	Supplies / Handouts
65	Practice planning a lesson; do this in small groups in class. During this portion, take your break. Class discussion/debrief	Break into small groups and create a lesson plan. Directions: This is not the first or second session with your learner. One person will need to role-play the learner; gives tutors a chance to ask questions of a "learner" instead of make assumptions and say "they want to..."	<ul style="list-style-type: none"> • Sample Match packets, 1 for every 2-3 people in class • Blank Lesson Plans • Lesson Plan, sample. → Review and return
10	Literacy Video	Our program's video; shown on local t.v.	HB Literacy Video TV/VCR
20	Graduation	Hand out Certificates Give Match Packets: Information Tutor's copy of assessment Roles & Goals form {Latest} Quarterly Hours Rpt Take Group picture for newsletter	Certificates Matching: LV Tutor Membership cards Match packets Digital Camera
30	Closing	Collect quizzes, evaluations Follow-up Meeting Staff is available for questions, discussion	