

## **Sample NCLCA Conference Proposal**

### **A. Title**

Designing Fun and Interactive Tutor Training In-Services

### **B. Summary**

You are faced with a group of expectant (and sometimes skeptical) tutors for an in-service...now what? How can you make this training engaging, relevant, interactive, and applicable to tutoring practice, all within a 60-minute time span? We will share our plans and materials from six different in-services, all of which fit into the CRLA certification requirements.

### **C. Abstract**

#### **Description**

As tutoring coordinators in a learning center certified at CRLA Levels 1, 2, and 3, we are responsible for providing quality training to our tutors. In an effort to encourage a cross-curricular exchange of ideas and a sense of camaraderie in our center, we have chosen to offer three to four in-services per semester in which tutors from all content areas are invited.

#### **Rationale**

Through our early experiences, we have found that tutor training in-services yield the best results—meaning the most positive feedback from tutors—when interactive activities are carefully planned and monitored. When faced with a group of expectant (and sometimes skeptical) tutors, it is important that the training is meaningful, relevant, interactive, and applicable to tutoring practice. We believe that conference attendees who are responsible for tutor training will find this presentation very valuable.

#### **Content**

Our presentation will include a discussion of six tutor training in-services that we have conducted during the 2006-2007 academic year. We will describe how we chose the topics, planned the in-services, collaborated with faculty and staff in other departments on campus, created and gathered materials, and how we conducted and evaluated the in-services. The in-service topics are as follows: tutoring in the sciences; learning about clients' learning styles; developing resumes that incorporate tutoring experience; tutoring in small groups; open forum (bring your own issue); and using visual aids and internet resources in tutoring sessions .

#### **Methods of Presentation**

We will begin our presentation with an “icebreaker” that models the opening we typically use during our tutor training in-services. We will then move to a brief background of our tutor training program as a whole, followed by an in-depth

discussion of the tutor training in-service components, moving through each of the six in-services one by one. We will share lesson plans and materials (handouts) we used for each in-service. We will conclude by asking the participants to share ideas for in-service topics and activities that they have used or are considering using in their learning centers. The participants will emerge with a full set of lesson plans and materials that match CRLA requirements as well as a list of additional topic ideas and activities for tutor training in-services.