PLANNING SESSIONS

tutor doctor
How learning hits home.

All great successes start with a plan. The best way to deliver effective sessions and rebuild your student's missing building blocks is to plan out how you are going to help your student succeed. Having a plan in place allows us to ensure that we are covering all of the skills and knowledge necessary for our student to reach their academic goals. Creating these plans may seem like a daunting task but taking some time to complete each one will make your session preparations faster and make your sessions run smoother and more effectively.

Goal Setting Outline

At your first session use the Goal Planner and/or X-Skills to help you and your student set long and short-term goals for your tutoring sessions. On this outline you will note what your student wants to achieve, the steps they will take, and a timeline for accomplishing their goals. You will then create goal statements, "By (date), I will…" The statement you write for your student's long-term goal will then become your **Overarching Tutoring Goal** and the statements you write for your student's short-term goals will become your **Session Goals**.

Long-term Session Planner

After your first session use the Long-term Tutoring Session Planner to help you map out how you will rebuild your student's academic Building Blocks and raise their confidence level to help them succeed. Here you will use your **Overarching Tutoring Goal** and your student's short-term goals to plan out each session topic, **Session Goal**, and steps to achieve that goal. It may take several sessions for your student to achieve their short-term goals and as you work through tutoring sessions, you may find that your long-term plan needs to be adjusted. If you find that your student is not meeting their goals within the timeline you set, reflect on why. Perhaps your timeline wasn't realistic, and you and your student can reflect on what took longer than expected and why, or perhaps you need to schedule some extra tutoring sessions to catch up. You can then review your goals and see if you need to adjust your timelines.

XTUTOR Session Planner

Once you have created a long-term tutoring plan, you can begin to create individual session plans. Using the XTUTOR Session Planner, you can note your **Session Goal** and outline in much more detail, the steps you will take to achieve that session goal. As you complete the XTUTOR Session Planner, consider the questions asked in each session step and include it in your planning. The first four steps, **X-Skills, Tap, Understand,** and **Try** are your plan for the session. Complete these sections before your tutoring session to help you prepare. The last two steps, **Other Work** and **Report,** are your notes about the session. Jot things down in these sections as you tutor to keep track of important things that you should consider when planning your next session and things which should be included in your session report.