

TIPS FOR YOUR FIRST SESSION

Before your first session:

Preparation, preparation, preparation

- Call and confirm your first session appointment with the family
- Remember to ask the student to have all relevant course materials (e.g. textbooks, workbooks, etc.) at the first tutoring session
- Review Educational Consultant's notes
- Note the student's learning style- this will be important to how you deliver your lessons
- Familiarize yourself with the missing educational building blocks identified by the Educational Consultant
- Print and complete the "Teacher Communication" Request form- this gives you permission to speak with the teacher and get valuable feedback about your student
- Plan your session materials, activities, and concepts to be covered. Use the Session Roadmap to guide your planning
- Pack everything you will need (and anything you should take, just in case) in your tutor bag

At your first session:

Remember to

- Give the parent/guardian the "Teacher Communication" request form and have them sign it. Remind them to give it to the teacher so that you can speak with the teacher directly
- Complete the TD 24/7 orientation with your student to familiarize them with the platform; if applicable

Create the right environment

- Arrange a quiet place for your session away from the television and other distractions
- Sit alongside the student
- Take a few minutes to introduce yourself and get to know your student. Chat about their interests and hobbies. Find things you have in common and build a rapport. This can take 15-20 minutes of your first session, but will not be included in your later sessions
- Remember, the more relaxed you are, the more relaxed your student will be
- Encourage your student to ask questions. The rapport you develop with your student will be invaluable in helping them feel comfortable enough to tell you that they don't understand

Understand your student

- Ask the student about the trouble they are having in school and listen carefully to what they have to say
- Be empathetic and assure your student that together you will work to improve their understanding
- Build their confidence

Create a plan

- Own the student's education needs- after your first session, draft a detailed plan of how you intend to fill in the missing building blocks with your student. Use the Long-term Tutoring Planner and Session Planner to help.
- Earn your results- follow your plan, updating and changing it as needed, keeping note of progress the student is making and areas that need some additional time and attention

Form helpful habits

- Complete your session reports as soon as you leave your tutoring session, either in the car before pulling out of the driveway or while on public transit

Remember, we're here to help!

- If you are facing challenges, talk to your local office for support, strategies, and solutions. We are here to help!