






BEST PRACTICES FOR TUTOR TRAININGS AND TUTOR WORKSHOPS

As a part on an LSTA grant, Project Read, North San Mateo County, was asked by Carla Lehn and Valerie Reinke at the State Library to “vet” training materials, resources, and manuals for volunteer literacy tutors. As a result, we sent an email asking for people to submit materials which we evaluated and put in the table you see below. Because we received so much wonderful material, not all was included here. If you have additional materials that you would like to see included, please contact Valerie or Carla at the State Library.

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Tutor Workshops

Sender	Subject Area	Materials/Resources	Description	Comments	Contact Information
Alhambra Public Library	Poetry	Painless Poetry	Fun, easy to use workshop on poetry.	<ul style="list-style-type: none"> Great material for tutor training workshop. Clear description of workshop that would be easy to use Short and to the point. 	Lisa Perez Alhambra Public Library  626-570-3281.
Berkeley Public Library	Lesson Planning	Norma and Marion	Case study to be used in workshop with great examples of goal-based tutoring.	<ul style="list-style-type: none"> Wonderful example of how to use goals to teach basic skills. Useful and practical. Well-written case study with good examples of goal-based tutoring activities. 	Amy Prevedel  prevedel@hotmail.com
Evelyn Renner & Associates	Tutor Survival Kit	 Overview Tutor Survival Kit II	Appealing, well-thought out series of workshops.	<ul style="list-style-type: none"> Interesting activities, fun to try out. Two thumbs up. I loved the whole thing. I liked the variety of activities. 	Evelyn Renner 714-535-5054  http://evelynrenner.com
Glendale Public Library	Language Experience Stories/FFL	Favorite Things	Interactive workshop that demonstrates language experience stories and FFL activities to tutors.	<ul style="list-style-type: none"> Wonderful multi-sensory activities. Easy to understand and use. Good tie in between FFL & Language Experience Stories. Great example of teaching that is engaging. 	Mary Miller  MMiller@ci.glendale.ca.us

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South San Francisco Public Library & San Francisco Public Library	Learning Intelligences	How We Are Smart	Well-explained workshop on how to apply learning theory to tutoring sessions.	<ul style="list-style-type: none"> Well formatted, easy to use, and fun. Creative, innovative and different. Practical application of multiple intelligence. 	Holly Fulghum-Nutters fulghum-nutters@plsinfo.org Randy Weaver rweaver@sfpl.org
San Francisco Public Library	Lesson Planning	Lesson Planning	Easy to understand workshop on how to use goals in lesson planning.	<ul style="list-style-type: none"> Explains how to track progress. Shows how to move from goals to learning activities. 	Randy Weaver rweaver@sfpl.org
San Francisco Public Library	Poetry	Poetry/Writing Workshop	Step-by-step workshop guide to using music to write narrative poetry.	<ul style="list-style-type: none"> I loved the ice-breaker. Great use of musical intelligence. Wonderful way to build awareness of musical intelligence and to encourage tutors to use this intelligence. 	Randy Weaver rweaver@sfpl.org
South San Francisco Public Library	Learning Styles/Intelligence	How We Learn	Excellent step-by-step workshop that explains how to presenting learning strengths.	<ul style="list-style-type: none"> Great workshop on Learning Intelligences and Learning Styles. Easy to understand and use. People get an Ōaha MomentŌ as they understand how they learn. OI Can CardsŌ are easy way to 	Fernando Cordova cordova@plsinfo.org

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Contra Costa County Library	Best Practices in Tutor Training	Best Practices	Highlights from 14-hour basic tutor training includes several successful ideas for training.	<ul style="list-style-type: none"> Totally excellent! I loved everything.. Many helpful components. Hand signals for visual/kinesthetic cues. Includes role playing using real life student at different literacy levels. Loved 2 sample audio tapes of learners. 	Susan Lynn slynn@cccclib.org
Santa Fe Springs City Library	Using Learning Goals to Plan Lessons	Plan Your Work, Work Your Plan	Detailed plan on using goals for lesson planning.	<ul style="list-style-type: none"> A road map for tutor trainees to follow. Thorough explanation of how to use goals to plan a lesson. Reduces pre-tutoring anxiety as trainees figure out how to use goals in lesson planning. Practical, easy to use, well-formatted, short and to the point. Breaks down goals into workable steps 	Jerry Edwards 562-868-7738 literacy@santafesprings.org









Resources

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California Literacy	Learning Disabilities Resource	 Calgary Learning Centre	Online training in Learning Disabilities	<ul style="list-style-type: none"> ● Good resource for children with learning disabilities. ● Topics include Learned Helplessness, Teaching Memory, AD/HD. 	http://www.calgarylearningcentre.com/  Calgary Learning Centre
CLLS	Learning Disabilities Resource	 LD Resource Guide	Helps make sense of learning difficulties and differences.	<ul style="list-style-type: none"> ● Excellent compilation of information about adult learning disabilities. ● The book was written by a team of literacy directors and experts in the field. ● If you have a question, this resource has the answer. 	CLLS Staff Resources: Learning Differences  http://literacyworks.org/cls/resources/differences/index.html
CLLS	Various Resources	 CLLS Staff Resources	Online workshops featuring CLLS literacy programs on CLLS website.	<ul style="list-style-type: none"> ● Descriptions include video clips, handouts & workshop descriptions. ● Workshops include Project Money, Adult Learner Book Club, Easy Voter Guide, and Reach Out and Read. 	CLLS Staff Resources  http://literacyworks.org/cls/resources/index.html
South San Francisco Public Library	Multiple Intelligence Resources	 Literacyworks: Multiple Intelligences	Description of Multiple Intelligence on CLLS	<ul style="list-style-type: none"> ● Great Resource. ● Easy to understand and use. ● Wonderful description of how to use the OIntelligencesÓ while teaching basic skills. 	Literacyworks: Multiple Intelligences  http://literacyworks.org/mi

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San Francisco Public Library	Lesson Planning Resources	<ul style="list-style-type: none">  Northern Berkshire Adult Basic Education Program  BayCon Group 	Various websites	<ul style="list-style-type: none"> ● I liked the link to online resources in spelling, math and reading. ● Great resources for tutors to get new ideas for tutoring. ● Good tutorials for Microsoft word and more. 	<p>Northern Berkshire Adult Basic Education Program  http://abeced.com</p> <p>BayCon Group  http://www.baycongroup.com/wlesson0.htm</p>
San Diego County Library	Dyslexia Resource	 Shaywitz, Sally . Overcoming Dyslexia : A New and Complete Science-Based Program for Reading Problems at Any Level . 1st ed. : Vintage, 2003. ISBN: 0679781595	Excellent book on dyslexia.	<ul style="list-style-type: none"> ● Good resource for dyslexia ● Easy to understand resource for staff and tutors 	Check your local library
SCLLN	Tutoring Tips Resource	 Tutor Exchange	Excellent resource with short, easy to use pieces in a newsletter format published by the SCLLN.	<ul style="list-style-type: none"> ● Every issue contains something that I can use with my tutors or insert into my training. ● Great stuff! 	<p>Southern California Library Literacy Network (SCLLN) : Tutor Exchange  http://sclln.org/tutors-exchange.html</p>

Tutor Training


Although more than one tutor training manual was sent to us for review, we decided not to list them all because we feel strongly that the tutor training

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Napa City-County Library	Tutor Training Manual	Project Upgrade: part 1 Project Upgrade: part 2 Project Upgrade: part 3 Project Upgrade: part 4	4-part tutor training modules along with explanation of how to use.	<ul style="list-style-type: none"> ● I liked the listing of tutor expectations. ● Loved the lesson planning section. ● Excellent, no nonsense, tutor orientation. ● I loved the summary at the end of sections. 	Project Upgrade  707-251-1537

manual is a wonderful arena for each program’s personality and areas of focus to take central stage. We have included the tutor training manual from Napa because it forms a solid basis for what’s included in most tutor training manual. In general, the reviewers thought that less was better than more when it comes to tutor training manuals. As staff members, we have a lot of expertise in the area of literacy training, but we don’t need to impart every detail to our tutors. We run the risk of overdosing them.