

Managing Tutoring Effectively

1. Outcomes, Objectives and Actions

What do you think are long-term outcomes that VoRTCS would like to see for the refugee families they engage with?

What are your team's current objectives for your family? Objectives are *things you intend to achieve during a specified period of time toward the outcomes you believe VoRTCS would like to be achieved?*

What does your team normally do with your family to meet both your current objectives and your long-term outcomes ?

2. Assessment

Assessment can happen on both a large scale to help set or change goals for the future, or could happen on a small scale to help with setting lesson plans. Ask yourself the following questions to help make effective assessments:

a. What are each of individual family member's needs / barriers / resources? _____

b. What do we know and what don't we know about the context? _____

c. How can we get the information we need to make an accurate assessment? _____

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3. Planning

Unlike assessment, planning is normally best conducted in a small scale to meet specific objectives because of the need to be flexible. Ask yourself the following questions to help plan effectively:

- a. What is the purpose of the session? _____

- b. What would we like to achieve? _____

- c. Do we have the right resources, and if not where can we find them? _____

4. Action!

Answer the following questions:

- a. What difference do you feel like you are making by working with your family and why? _____

- b. What isn't working so well in your sessions overall and why? _____

What are some of the most successful things you have done in tutoring?

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5. Reflection

Reflection is the key to all practice, it's how you make things better, learn, and check your objectives are leading to desired outcomes. After each session you can ask yourself and the tutor family:

- a. What worked well this time?

- b. What didn't work well this time?

- c. What did everyone learn?

6. Effective Tutoring checklist

	YES	NO
I have assessed the needs of my family members		
I have assessed the learning styles and interests of my family members		
I know how what I do in tutoring will lead to good outcomes		
I plan and prepare for tutoring in some way		
I have planning sessions with my tutor team		
I keep a log or journal of the sessions with my tutor family		
I reflect on how well the session went afterwards		
I share my reflections on tutoring with my tutor team		
I have evaluated the progress my family is making		
I review whether we are meeting our tutoring goals		