

OAS Fall 2016 Training Schedule

Session Title	Length	Date/Time	Location	Category
PT 1: Definition of Tutoring; Tutoring Responsibilities and Guidelines; The Do's and Don'ts	30 min	To be completed BEFORE Monday, August 29th training	Online	CRLA
Ethics, Sexual Harassment and Tutor Safety	45 min	M 8/29 4:30-5:15	Sophie Kerr	CRLA
PT 2: Definition of Tutoring; Tutoring Responsibilities and Guidelines; The Do's and Don'ts	1 hour	M 8/29 5:15-6:15	Sophie Kerr	CRLA
STAFF MEETING	1 ½ hours	M 8/29 6:30-8:00	Sophie Kerr	ALL
Techniques of Beginning and Ending a Session	1 hour	T 8/30 6:15-7:15	Sophie Kerr	CRLA
Setting Appropriate Goals with Tutees; Planning the Sessions	1 hour	T 8/30 7:15-8:15	Sophie Kerr	CRLA
Handling Difficult Behaviors	1 hour	W 8/31 7:15-8:15	Sophie Kerr	CRLA
Working w/ Non-Native English Speaking Students	1 hour	W 8.31 8:15-9:15	Sophie Kerr	CRLA
Active Listening/ Paraphrasing Techniques	1 hour	Th 9/1 6:15-7:15	Sophie Kerr	CRLA
Course Mentor Training	1 hour	Th 9/1 7:15-8:15	Sophie Kerr	Course Mentor
Understanding Learning Styles	1 hour	F 9/2 3:30-5:30	Sophie Kerr	CRLA
Communication Skills	1 hour			
Group Tutoring	1 hour			
Working With Students w/ Disabilities	1 hour	To be completed no later than September 16th	Online	CRLA

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Session Title	Length	Date/Time	Location	Category
Teaching Skills vs. Teaching Material & Diversity and Cross Cultural Communication	1.25 hours	M 9/5 5:15-6:30	Sophie Kerr	Reading & Academic Skills
Active Reading	1 ½ hours	T 9/6 4:30- 6:00	Sophie Kerr	Reading
Textbooks	1 hour	T 9/6, 6:00-7:00	Sophie Kerr	Reading & Academic Skills
Resiliency & How We Learn	1 hour	W 9/7 11:30-12:30	Sophie Kerr	Academic Skills
Time Management & Procrastination & Project Management	2 hours	W 9/7 6:00-8:00	Sophie Kerr	Academic Skills
Determining Purpose & Determining What's Important & Developing Higher Level Questions	1 ½ hours	Th 9/8 4:30-6:00	OAS	Reading
Developing Habits	1 hour	Th 9/8 7:00-8:00	OAS	Academic Skills
Study Skills & Test Taking & Test Anxiety	1.5 hours	F 9/9 3:30-5:00	Sophie Kerr	Academic Skills
Making Connections & Vocabulary	1 hour	F 9/9 5:00-6:00	Sophie Kerr	Reading
Annotating/Note Taking & Wrap Up & Full Role Plays	3 hours	T 9/13 5:30-8:30	Sophie Kerr	Reading & Academic Skills
Professionalism	1 hour	M 9/19 6:00-7:00	Sophie Kerr	ALL
New Tutor Check In	45 minutes	M 9/19 7:15-8:00	Sophie Kerr	
Mid Term Staff Meeting	1 ½ hours	F 10/21 3:30-5:00	Sophie Kerr	ALL