

# MASTER TUTOR

## REQUIRED TRAINING TOPICS

Use the spaces in each cell for the date of training in the skill listed, and the signature of trainer or supervisor verifying the training. The last column would indicate if this training was received through the ATP (conference workshop/pre-con, online module, ATP Training Handbook).

Note: The first 13 Required Topics/Skills are for all levels of tutor certification

Required Topics/Skills	Date Completed	Trainer Signature	Is This Training Through ATP? (Y or N)
Definition of Tutoring/ Tutor Responsibilities			
Basic Tutor Responsibilities			
How To Begin and End a Tutoring Session			
Basic Do's and Don'ts of Tutoring			
Role Modeling			
Goal Setting			
Communication Skills in Tutoring			
Active Listening/Paraphrasing			
Referral Skills			
Study Skills			
Critical Thinking			
Ethics/Philosophy of Tutoring			
Problem Solving			
Use of Probing Questions			
Characteristics of Adult Learners/Learning Styles			
Cultural Awareness and Inter-cultural Communications			
Identifying and Using Resources			
Tutoring in Specific Skill/Subject Areas			
Assertiveness Training			
How to Tutor/Deal with Target Populations			
How to Administer and Interpret Learning Style Inventory			
Structuring the Learning Experience			
Training and Supervising Other Tutors(supervisory skills)			
Group Management Skills (group interaction and group dynamics)			

For any questions, please don't hesitate to contact either Sissy Campbell ([sissycampbell@suddenlink.net](mailto:sissycampbell@suddenlink.net)) or Beth Nikopoulos ([bnikopoulos@dccd.edu](mailto:bnikopoulos@dccd.edu))

