

## **XYZ Tutoring Program One-Day Orientation Agenda**

**8:00-8:30 Welcome and introductions**

**8:30-9:30 Program overview**

**9:30-11:00 What children are like:**

- An overview of child development
- How most children learn to read
- Strategies for guiding children's behavior
- Building a trusting relationship with a child

**11:00-12:30 The tutoring approach:**

- The reading curriculum used by the tutoring program
- The reading approach used by the school system
- Tailoring the curriculum to address individual needs, planning the first session
- Assessing the child's reading abilities and tracking the child's progress

**12:30-1:30 Lunch**

**1:30-3:00 Support for tutors:**

- Ongoing training and supervision
- Resources (materials, books, workshops, Web sites, listservs), the role of the reading specialist
- Strategies for handling problem situations

**3:00-4:00 Working as a team:**

- Coordinating with tutoring program partners (e.g., the school; child care or Head Start program; Even Start, HIPPIY or other family literacy program; library; community groups)
- Following the tutoring program's policies and procedures
- Handling problem situations
- Making referrals, as appropriate

**4:00-4:30 Questions, evaluation and wrap-up**