

KPU Learning Centre Tutor Training Objectives

Matches Topic and Time requirements for CRLA Certification and is aligned with KPU TLC practices.

Level I Objectives for Fundamental 6 hour Training	Level II Objectives for Fundamental 6 hour Training	Level III Objectives for Fundamental 6 hour Training
Identify the Scope of Peer Tutoring in the Learning Centres Define Peer Tutoring Roles and Responsibilities Behave Ethically when Tutoring Analyze Tutoring Situations Where Ethical Choices are Made Plan Tutor Sessions Utilize the Tutoring Cycle Communicate Effectively as a Tutor Use Critical Questioning Define Bloom's Taxonomy Use Referrals (When You Need Assistance) Identify When to Stop the Tutoring Process	Practise Intercultural Communication Manage Personal Stress Evaluate Tutees' Needs Use Socratic Questioning to Promote Critical Thinking Tutor in Group Environments Discuss Key Strategies for Academic Success <ul style="list-style-type: none"> • Discuss Ways to Manage Time and Avoid Procrastination • Learn with Your Multiple Intelligences • Study Smart • Master Your Memory • Discuss Reading Strategies • Identify Note Taking Systems • Discuss Ways to Approach Tests and Exams Manage Difficult Tutoring Situations	Analyze Your Personal Strengths as a Tutor Review Tutor Competencies Analyze Approaches to Tutoring Build Tutoring Relationships Based on Trust and Expertise Analyze Difficult Tutoring Situations Consider Portfolio Thinking Identify Information for Inclusion in a Tutoring Portfolio Develop a Personal Tutoring Philosophy Create a Personal Tutoring Portfolio
Level I integration exercises (6 hours)	Level II integration exercises (6 hours)	Level III integration exercises (6 hours)
Follow Learning Centres Procedures Begin Tutor Certification Process Complete LASSI (learning and study skills inventory) and Debrief with a Learning Strategist Create Reflective Journal Entries on Tutoring Practices Integrate Adult Learning Basics into Tutoring Discuss Issues of Copyright (including Fair Dealing) Practise Academic Integrity Set a Professional and Welcoming Environment Shadow Tutoring Sessions Plan Sessions and Document the Tutor Processes Self Evaluate, Receive Tutee and Other Feedback, Create Tutoring Goals	Follow Learning Centres Procedures Continue Tutor Certification Process Complete TESAT (tutor evaluation and self-assessment tool) and Debrief with a Learning Strategist Discuss Tutor's Legal Responsibilities for FIPPA, Human Rights and Harassment Issues Discuss Issues of Academic Honesty (Cheating & Plagiarism) Analyze Tutor Ethics in Action Revise Sessions and Document the Tutor Processes Utilize Presentation Skills (use scripts for class visits) Create Reflective Journal Entries on Tutoring Practices Self Evaluate, Receive Tutee and Other Feedback, Create Semester Goals	Follow Learning Centres Procedures Complete TESAT (2) and Debrief with a Learning Strategist Create Supplemental Materials for Tutees Collate Session Plans and Document the Tutor Processes Self Evaluate, Receive Tutee and Other Feedback, Create Future Goals Create Reflective Journal Entries on Tutoring Practices Consolidate a Personal Tutoring Portfolio Complete all Tutor Certification Processes, Create Future Goals