Five Steps to Being an Effective Tutor

STEP ONE: Know What is Expected of You As A Tutor

Know your responsibilities and duties as a tutor in regards to
• Clients
• Supervisors
• Instructors
• Other Tutors

STEP TWO: Setting Up the Tutor Session

The better you are prepared; the better you will be able to tutor. Learn how to:
• Shape the tutoring environment.
• Prepare yourself for your client.
• Prepare the necessary tutoring paperwork

STEP THREE: Meeting Your Client's Needs

The better you meet your client's needs during a session, the better the session. Get to know your client's:
• Psychological needs
• Academic needs
• Social needs.

STEP FOUR: The Ingredients of a Good Tutor Session

The following are some of the necessary ingredients for a good session:
• Greet your client and give them your undivided attention
• Have empathy with your client's problems.
• Be honest with your client.
• Set the Agenda
• Have a sense of humor.
• Have the ability to "lighten up" a situation.
• Have a good interaction with your client, a good give-and-take.
• Know your client's strengths and weaknesses.
• Work through your client's strengths to improve his/her weaknesses.
• Make your client feel good about him/herself and his/her accomplishments.
• Know when to stop a session
• End the session on a positive note.

STEP FIVE: Ending the Tutoring Session

Do not just say "good-bye" when the session is over. You should:
• Positively assess the work that was done during the session.
• Give assignments if appropriate.
• Re-schedule for another session.
• Do any necessary tutor paperwork.
• Always end the session with a positive comment.