Tutor Training Topics

**Level 1**
A minimum of 8 of the following topics should be covered in Level 1 training.

1. Definition of tutoring and tutor responsibilities
2. Basic tutoring guidelines (do's and don'ts)
3. Techniques for successfully beginning and ending a tutor session
4. Adult learners, learning theory, and/or learning styles
5. Assertiveness and/or handling difficult students
6. Role modeling
7. Setting goals and/or planning
8. Communication skills
9. Active listening and paraphrasing
10. Referral skills
11. Study skills
12. Critical thinking skills
13. Compliance with the ethics and philosophy of the tutor program, sexual harassment, and/or plagiarism
14. Modeling problem solving
15. Other (please specify)

**Level 2**
In addition to reviewing the topics covered in Level 1, a minimum of 4 of the following topics should be covered in Level 2 training. The exact amount of time devoted to each topic may vary.

1. Review of Level 1 topics
2. Use of probing questions
3. Brain Dominance Learning
4. Cultural awareness, inter-cultural communications, diversity, and/or special needs students
5. Identifying and using resources
6. Tutoring in specific skill and/or subject areas
7. Assessing or changing study behaviors
8. Other (please specify) or substitution of one topic from Level 1 (not used before) or from Level 3 (include justification/need for substitution)*

**Level 3**
In addition to reviewing the topics covered in Level 1 and 2, a minimum of 4 of the following topics should be covered in Level 3 training. The exact amount of time devoted to each topic may vary.

1. Review of Level 1 and Level 2 topics
2. Self-regulated learning, brain learning, and/or memory
3. How to tutor/deal with target populations
4. The role of learning centers in higher education
5. Structuring the learning experience
6. Training and supervising other tutors (supervisory skills)
7. Group management skills (group interaction and group dynamics)
8. Other (please specify) or substitution of one topic from Level 1 or Level 2 (not used before--include justification/need for substitution)*
Mentor Training Topics

**Level 1**

Option One: (Required)
1. Level 1 Tutor Certification
2. The Role of the Peer Mentor
3. Peer Mentoring Do’s and Don’ts
4. Professional Ethics for Peer Mentors
5. Establishing Rapport & Motivating Mentees
6. Electives to complete required training hours (The complete list of electives is available under the Requirements for Master Certification / Level 3.)

Option Two: (Required)
1. The Role of the Peer Mentor
2. Peer Mentoring Do’s and Don’ts
3. Professional Ethics for Peer Mentors
4. Establishing Rapport & Motivating Mentees
5. Questioning and Listening Skills
6. Preparing to Study: Organization, Class Analysis, and Time Management
7. Campus & Community Resources & Referrals
8. Electives to complete required training hours (The complete list of electives is available under the Requirements for Master Certification / Level 3.)

**Level 2**

Level 1 required training topics in Option I or II plus
1. Conflict Resolution
2. Mentoring Boundaries
3. Ways of Mentoring
4. Cultural Awareness
5. Academic Majors and Advising
6. Electives to complete the required training hours (The complete list of electives is available under the Requirements for Master Certification / Level 3.)

**Level 3**

Levels I and II required training topics plus
1. Conferencing Skills
2. Constructive Criticism
3. Gender Issue Awareness
4. Leadership Styles
5. Electives to complete required training hours (The complete list of electives is available under the Requirements for Master Certification / Level 3.)