

Tips for Establishing a Positive Tutoring Relationship

1. Relax and be yourself.
2. Establish rapport. Learn each other's names and important things about one another.
3. Respect your tutees.
4. Focus on learning how to learn. Get your student to concentrate on developing mental processes and study skills rather than on getting answers alone.
5. Jointly explore problems and concerns. Verbalization builds up self-confidence and enhances learning. The tutee should be talking about 75% of your session. You should be talking only about 25% of the time.
6. Be sensitive to the individual needs of your tutees.
7. Be informative without being intimidating.
8. Be positive. Some of your tutees have had little success in school and need a rewarding experience. Help them recognize their strong points and work on weak areas.
9. Encourage independence. Help the tutee learn how to do his or her own work. If you do supply an answer, make sure that your tutee understands how you arrived at it.
10. Be flexible.
11. Check your student's notes. Poor note-taking skills give many students difficulty in school. Show a more effective strategy for taking notes.
12. Ask your student which learning strategies work best for them: flash cards, notes, graphic organizers, etc. Do they need to see information more than hearing it? Help them find strategies that are successful for their learning style (read section in this training: "A Crash Course on Multiple intelligences").
13. Maintain confidentiality. Information gained about your student's handicaps, problems, test scores, grades, etc. is strictly confidential.

Adapted from "A Model Tutorial Services & Tutor Training Program" at Windward Community College; compiled by Suzanne C. Kita, TRIO counselor.