Fall 2020 New Tutor Training Schedule

Due to COVID-19, we have altered our training format from in-person classroom training to a combination of online, self-paced modules and synchronous Zoom sessions.

To register or with questions, please visit:

web: www.LVBangor.org/volunteer **email:** Info@LVBangor.org **phone:** 207-947-8451

Step 1   Assess digital learning & tutoring considerations

Do I:
- have at least intermediate digital literacy skills?
- have good time management?
- work well independently?
- solve problems independently and creatively?

Am I comfortable:
- communicating with a student in a variety of ways (i.e., phone, text, email, etc.)?
- using a tool, like Zoom or Skype, to share/teach remotely?
- learning new ways of using instructional resources to help someone learn?

Step 2   Complete online, self-paced course

Volunteering in a Literacy Program (approximately 2 hours) at proliteracyednet.org/lvbangor.

Step 3   Complete your Volunteer Application

Download fillable PDF from our website and return by email, or contact us to receive a paper form by mail.

Step 4   Register for Volunteer Orientation

<u>Wednesday, October 7 from 6 – 7:30 PM via Zoom</u>

Objectives:

- learn about Literacy Volunteers of Bangor
- understand the tutor role
- program-specific information (applications, assessments, procedures)
- policies outlined in Tutor Handbook
- and identify resources and support available throughout the training

Step 5   *Choose your Training Track*

Basic Literacy (BL)	English Language (ELL)
Helping an adult improve his or her reading does not require an education degree. It does require patience, flexibility, and the desire to help transform an adult's life through literacy.	Teaching a person to speak and read English doesn't require that you know their language. You just need the patience and desire to teach language, reading skills and cultural differences.
October 7 – November 18 ProLiteracy Online Course *Basic Literacy Tutor Training* (approximately 10-14 hours)	**October 7 – November 18** ProLiteracy Online Course *ESL Tutor Training* (approximately 10-14 hours)
Wednesday, October 21 from 6 - 7:30 PM via Zoom *The Connection Between Literacy & Poverty* with Mary Marin Taylor	**Thursday, October 22 from 6 - 7:30 PM via Zoom** *Profiles of English Language Learners* with Nancy Connor
Wednesday, October 28 from 6 - 7:30 PM via Zoom *Learning Differences & Learning Disabilities* with Claire Levesque	**Thursday, October 22 from 6 - 7:30 PM via Zoom** *Cultural Competency* with Nancy Connor
Wednesdays from 12 – 1 PM or by appointment, September 30 – Nov 18 virtual office hours for technical assistance, support, and resources 20 minute appointment slots	
Wednesday, November 18 from 6 – 7:30 PM via Zoom Wrap up: tips for building rapport with a student virtually, review of next steps	

Step 6   *Obtain your training materials*

We strongly suggest, but do not require, the textbooks *Tutor 8* for Basic Literacy and *I Speak English,* 5th Edition for English Language tutors. These books are useful for volunteers both during training and throughout involvement as a tutor.

These are available for purchase at $25 and may be picked up at the Literacy Volunteers of Bangor office by appointment, or may be ordered at newreaderspress.com/teacher-resources for $23 plus tax and $7 shipping. Alternately, you may borrow a copy for the duration of the training. Supplementary materials will be provided electronically to all training participants.

More about the online training modules:

We'll be using training modules developed by ProLiteracy, a leading resource and champion for adult education and literacy worldwide. Literacy Volunteers of Bangor is one of over 1,000 member organizations in the U.S. and 32 countries worldwide that provide adult literacy instruction, including 11 in Maine. You will need to create a free account on ProLiteracy Education Network at proliteracyednet.org/lvbangor.

Cornerstone is the Learning Management System (LMS) that runs ProLiteracy Education Network. It can be accessed from any web browser. For use on a tablet or smartphone, there is a Cornerstone app for both Apple and Android. Some tips:

- Prior to logging in for the first time, watch the two-minute video demonstrating navigation of the site: https://youtu.be/07DlbWUVLEQ.
- Browser must allow pop-ups from site (remember settings)
- Uses Adobe Flash
- Uses audio
  - Notes tab includes transcript
- Progress is saved if you exit in the middle of a module; you can opt to restart or resume.

What do the online modules cover?

Basic Literacy (BL)	English Language (ELL)
1. Introduction to Literacy 2. Working with Adult Literacy Learners 3. Introduction to Literacy Instruction 4. The Lesson Plan 5. Assessment, Goal Setting, & Evaluation 6. Alphabetics and Word Study 7. Fluency 8. Vocabulary 9. Reading Comprehension Skills and Strategies 10. Writing Composition and Mechanics 11. The Language Experience Approach 12. Getting Started	1. Introduction to English as a Second Language 2. Working with Adult ESL Learners 3. Introduction to ESL Instruction 4. The Lesson Plan 5. Assessment, Goals Setting, & Evaluation 6. Vocabulary 7. Conversation 8. Pronunciation 9. Grammar 10. Reading 11. Writing 12. The Language Experience Approach 13. Getting Started

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