

# Toolkit *for* Tutors **R.N.D.** Teachers

ANNUAL LITERACY CONFERENCE

Saturday, October 28, 2023 8:30 AM to 2:30 PM

Eastern Maine Community College, Bangor

If you teach adults within a Literacy Volunteers organization, adult education program, or at a college or university, please join us for this engaging conference that supports and invigorates educators of adult English Language and Basic Literacy students.

## USEFUL SKILLS FOR TUTORING ADULT STUDENTS



**UNDERSTANDING  
BOUNDARIES**



**SKILLED LISTENING**



**EXECUTIVE FUNCTION  
& CULTURAL LITERACY**

## WHY SHOULD YOU ATTEND?

Learn best practices in educating adults

Gain hands-on tools to use with your BL and ELL students

Review NEW-TO-YOU materials

Connect with other tutors and share best practices

## REGISTRATION COSTS ARE AFFORDABLE or FREE!

- Free for Literacy Volunteers tutors
- \$30 for adult educators, K-12 teachers, staff members, and others

*Coffee and lunch provided*



**TO REGISTER:**  
Visit our website [www.LVBangor.org/annual-toolkit/](http://www.LVBangor.org/annual-toolkit/)  
or call us at 207-947-8451

354 Hogan Road, Bangor, ME 04401

# Toolkit *for* Tutors **AND** Teachers

ANNUAL LITERACY CONFERENCE

## Session 1

- **Setting and Keeping Boundaries with Students** (L Sturzenberger & C Robertson)

*"Walls keep everybody out. Boundaries teach people where the door is."*

Tutoring and mentoring students is, by definition, personal--which creates such a rich and rewarding experience. At the same time, lines can get blurred, creating awkward situations. While there is "no set-in-stone" rule book on the do's and don'ts of managing a tutoring relationship, we will explore a variety of situations that might create issues between tutor and student. In this highly interactive session, you will work with other tutors to determine "what would you do," learning how to think through situations that are not black and white.

## Session 2

- **Listening to Understand vs. Listening to Respond** (L Sturzenberger)

Benjamin Franklin was wise in many ways and had this to say about learning: "Tell me and I forget; Teach me and I may remember; Involve me and I learn." The most powerful skill a tutor can have is the ability to demonstrate understanding and ask questions that encourage real thinking. In fact, while you may be helping someone get a driver's license, achieve their HiSET, or navigate a new culture, you are really helping them to learn how to think and solve problems. This skill-based session will give you the opportunity to relearn two skills we often underutilize in our tutoring relationships and with others in our lives.

## Session 3

- **(3a) Who's The Boss? Strengthening Executive Function to Improve Learning Outcomes** (J Rollins)

Executive Function skills are the attention regulation skills that make it possible to sustain attention, plan and set goals, learn and recall new information, organize and use working memory to integrate pieces of information or ideas to a coherent whole, manage frustration and develop persistence. Adults who have trouble with executive function struggle with these tasks. In this workshop we will explore best practices and strategies to use with your adult learner that support the learning process and improve outcomes. We'll discover practical approaches and hands-on strategies that can make lessons fun and successful for you and your student.

- **(3b) Americans Say the Darnedest Things: Idioms, phrases and slang**  
(C Robertson)

(Details soon)



354 Hogan Road, Bangor, ME 04401

### TO REGISTER:

Visit our website [www.LVBangor.org/annual-toolkit/](http://www.LVBangor.org/annual-toolkit/)  
or call us at 207-947-8451