Tutor Training Program
Semester 2, 2008

MODULE 1 PREPARING TO TUTOR

- Understanding the importance of the tutor’s role
- Establishing a relationship with your students
- Captivating the attention of your students
- Developing teaching techniques
- Structuring a learner-centred class
- Planning your tutorial

This module includes an optional presentation skills practice session

MODULE 2 FACILITATING INTERACTION

- Raising awareness of learning preferences
- Responding to diverse needs and abilities
- Asking and answering questions effectively
- Encouraging active learning
- Achieving participation
- Assessing class participation

MODULE 3 SELF-MANAGING

- Building confidence
- Balancing your workload
- Dealing with difficult situations
- Reflecting on feedback
- Ensuring continuous development

DATES – SESSION 2, 2008

Module 1: Week 0  Friday 25 July  9.30-1.30pm (lunch provided)
2.00-4.00pm (optional presentation practice session)

Module 2: Week 2  Friday 8 August  9.30-1.30pm (lunch provided)

Module 3: Week 5  Friday 29 August  9.30-1.30pm (lunch provided)

VENUE:  TBC

REGISTRATION:
To register for this program, please email Helena Zou at edu@unsw.edu.au indicating: your School affiliation, the Course/s you are tutoring and your Lecturer in Charge.

REMUNERATION:
It is an expectation of the Faculty that all new tutors will fully attend the 3 modules of this program. Tutors will be remunerated for their attendance and participation.