

NEXT STEPS

Listed below are the Next Steps to take when you are matched with a Learner. If you have any questions, please call your Program Coordinator at 445-3655 at the Eureka office or 725-0655 at the Fortuna office.

1. Call your new Learner and arrange your first meeting.

- Check your copy of the Learner Background form to ensure that it is OK to call and identify yourself as a tutor with Humboldt Literacy Project. Some Learners do not want anyone else to know that they have asked for help. You may have to call several times to connect directly with the Learner.
- When you have made contact, decide with your learner where and when you will meet for the introduction meeting.

2. Enjoy your first meeting.

- Remember that this is a "getting to know you" meeting.
- Set any ground rules for your tutoring sessions: where you will meet, when you will meet, how long your sessions will be, and how you will notify each other if one of you has to cancel.

3. Have your first tutoring session.

- Use the Language Experience Story. If your Learner is reading at a higher level, then ask them to write the story for you.
- Be Patient: this technique is new to the Learner. In fact, the Learner may be nervous and unaccustomed to being the "center of attention" in this unfamiliar environment.

4. Call the office and confirm that your match has begun.

5. REPORT YOUR HOURS EVERY MONTH.

6. ENJOY your tutoring experience.

- Call your Program Coordinator whenever you have any questions.
- If a problem develops, call and ask for advice.

7. If the match does not work out, call and discuss with your Program Coordinator.