

## Key Steps for Creating a Lesson Plan

### 1. Ultimate Goals

- What do we want to accomplish by the end of the school year?
- What subjects/skills are we focusing on?

### 2. Daily Objectives

- What skill or idea are we focusing on for this session?
  - The daily objective is the main focus for the student
  - “By the end of this session, I will be able to \_\_\_\_\_.”

### 3. Materials

- Make sure your student knows what materials they will need for the session
  - What materials can you provide as the tutor?
  - Reach out to your CEP staff if you need any materials!
    - Ex: Chapter Book, Notebook, Index Cards

### 4. Session Agenda

- Give your student a general overview of what each session will look like so they can come prepared
- Example:
  - Check-in
  - Homework
  - Lesson
  - Test Prep
  - Choice Time

### 5. Curriculum

- How will your sessions align with the school curriculum?
- Will your subject-focus evolve as the school year goes on?
- Do you have permission from the family to contact the student’s teacher?
  - If so, can you work with the classroom teacher to determine the trajectory of the curriculum over the course of the school year?

### 6. Teaching Style/Technique

- Describe to your student how you plan to support them throughout a tutoring session
  - What is your teaching style? What techniques will you utilize to ensure your student is making progress?
    - [Gamification](#): can we turn this lesson into a game?
      - Can the student work towards a reward of some sort?
    - Personalized Learning: 1:1 tutoring is a great way to customize a lesson to a student’s specific interests and needs
      - You can customize lessons and activities based on your student’s interests i.e. cars, music, art, e.t.c.
  - This is a good opportunity to figure out your student’s [learning style](#). Are they a visual, auditory, or tactile learner?

- **Visual learners** remember things by sight. They benefit from access to visual aids like pictures, symbols, color coded notes, and flashcards
  - **Auditory learners** absorb and remember things associated with sounds. They benefit from having directions read aloud to them. They understand questions better when they are read aloud.
  - **Tactile learners** perform best when they are participating in hands-on activities. They understand and remember things associated with movement i.e. they learn by 'doing'. For example, a tactile learner may practice spelling words by drawing a picture or symbol that represents that word, doing a hand movement, or acting out the word.
  - **Socratic Method**: a teaching/learning style based around asking and answering questions i.e. "How did you arrive at this conclusion?" "Why do you believe this is true?"
    - This allows students to evaluate their own point of view and identify how they came to a conclusion
    - It also allows the teacher/tutor to understand the underlying beliefs that mold the student's point of view
7. Homework or Review
- How will you ensure your student is still learning and growing outside of the weekly tutoring session?
    - Does your student have the capacity to complete homework or review outside of the tutoring session?
    - If not, maybe you could begin the sessions with a review of what they learned the week prior

### Techniques to keep your student motivated

- Begin the sessions with a quick non-academic check-in question (Ex. What did you have for lunch today? Who is your favorite superhero? Would you rather \_\_\_ or \_\_\_?)
- Warm Up: Allow the student to show you what they DO know
  - Maybe give them a math problem you know they have already mastered (review questions) so they can begin the session with a sense of pride and accomplishment
- Take short breaks intermittently if your student has trouble focusing for long periods of time. This will keep the session interesting for the student.
  - Example: 5 minutes of work followed by 1-2 minutes of a preferred activity like a puzzle, game, doodling, or fidget tool
- Choice Time: Allow your student 5 minutes to positively end the session with a preferred activity
  - This might be a computer game, a puzzle, doodling, or even just simply having a conversation about a non-academic topic!
- Positive reinforcement: having a positive relationship with a student is the best way to make progress. Always praise good behavior and good work.

## Online Resources for Creating Lesson Plans

[How to Structure a Tutoring Session](#) from Practice.do

- Step by step guide
- Tips for making learning fun

[Education.com](#) Username: [info@cep.ngo](mailto:info@cep.ngo) Password: Ilovetolearn

- Free worksheets, games, activities, interactive e-books, and educational songs all organized by grade level and subject
- [Free math lesson plans](#)
- [Free reading/writing lesson plans](#)

[Simple hacks for creating an ideal lesson plan](#) from Workee.net

- Benefits of having a lesson plan for a tutoring session
- Lesson plan template

[General Guidelines for Tutors](#) from Carnegie Mellon University

- Best practices for tutors
- Tutoring as mentoring
- Cultural sensitivity as a mentor
- Self-care for tutors