

Leadership: Leading and/or Creating a Training Session (Level Two: Other)

This opportunity is only available to those students who have met all the Level One Criteria which includes the following:

- Completion of all CRLA Level One Training Sessions
- 25 hours of tutoring
- Successful evaluation through
 - TESAT
 - JJC Student Employment Evaluation
 - ASC Peer Tutor Evaluation

Steps to getting started

1. Express your interest to Stephanie about which presentation you would like to lead. For your first presentation, your options are:
 - Basic Learning Styles
 - Time Management
 - Test-Taking Tips

2. Once you have presented all three of these sessions, you may be eligible to present one of the following sessions:
 - Good Tutor/ Poor Tutor
 - The Tutoring Cycle
 - Proctoring
 - ACT COMPASS Math, Reading, and Writing Preparation: Leading a Review Session

3. Once you have presented at least four of the above sessions, you may be eligible to create your own training session.
 - Schedule an appointment with ASC Manager through ASC Secretary to pitch your idea.
 - Keep in mind that sessions last from 30-120 minutes and must include the following:
 - Title and summary
 - What month(s) you believe the information should be covered
 - Desired learning outcomes for your audience
 - Materials required
 - Presenter preparation required
 - Activities and how you will assess training
 - List of training modes implemented
 - ASC Manager reserves the right to preview session before it is presented to larger audience.

4. Once you have selected a session, follow agenda instructions for the particular training.
5. Schedule debriefing session within one week of training to speak with ASC Manager about strengths and weaknesses, as well as look through evaluations.