**BASICS OF CCLC PROGRAM AND LITERACY TUTORING**

* **Who** you will be tutoring: All our clients, or adult learners, are 18 years or older, out of school and residents of Charles County who want to increase their reading, writing or math skills in order to obtain employment, find a higher paying job, read to their children, understand instructions, obtain a driver’s license, pass the GED, enter the military. There are many, many reasons! Somewhere along their educational line their reading or math skills were not developed. Literacy Council’s goal is to help them reach their goal of increased skills.
* **What** you will be tutoring: Our adult learners seek help with reading, writing and/or basic math. Each of these skills areas has many facets. What you tutor will be based on the assessment given the client prior to assignment of a tutor and the client’s personal goals that you will set with him/her on your first meeting. We use the Laubach Way to Reading Program and Breakthrough to Math.
* **When** you will tutor: Tutors and clients usually meet once a week for about an hour. Time and where are worked out between Tutors and the client. Tutors also assign homework the client will complete before the next tutoring session, in order to keep newly learned skills fresh in the client’s mind. Tutoring does not preclude appointments, emergencies and vacations.  Communication is key between tutor and adult learner.
* **Where** you will tutor: All tutoring is to be done in a public place. Public libraries, senior centers, restaurants, local bookstores – all have welcomed our tutors and clients in the past. The location is worked out between tutors and clients.
* **How** you will tutor: This is what all the training is about! You will be using materials developed and published by ProLiteracy, an organization whose beginnings go back to the work of Dr. Frank Laubach and others in teaching illiterate people around the world to read. They are tried and true methods and materials. The teacher editions are scripted and tell you exactly what to do and say. To tie into your client’s interests, you will also incorporate other materials and techniques that you feel will motivate your client. CCLC provides all instructional and resources materials for free.

Contact us for the next workshop.