

Section 4: Planning Your Remote Tutoring Sessions

Now that you have chosen which learning mode will serve you best, it is time to plan your lessons.

What should I consider when planning for remote tutoring?

The guidelines for lesson planning that you learned in your tutor training still apply in remote tutoring. Planning your sessions will draw primarily on the skills and experience you have acquired tutoring face-to-face.

Nevertheless, there are some additional things to consider when tutoring remotely:

- Tutoring over the phone or online can be more tiring than face-to-face sessions for many people. Your typical 2-hour session may be too long. Be flexible because adaptations may have to be made.
- Technical challenges will arise. Anticipating and strategizing these events will be an important part of planning.
- Being able to use technology is crucial for your learner to access online remote learning at all. Learning digital skills will need to be a regular part of your sessions.
- With shorter sessions and the additional digital skills component, you probably will not have time to work on several goals in a lesson. Pick one goal and make that goal the focus of your lesson.

Ask yourself these questions as you plan:

- Are we using just one mode of learning (refer to Section 3) or combining several? (only consider using several learning modes in one session if your learner is comfortable using at least one of them already)
- How long will our sessions be and how often? (e.g. an hour online plus small texting sessions throughout the week, 60-min sessions twice a week, etc.)
- How long can we stay focused and engaged in learning on this device? (i.e. an hour of pure texting back and forth might be hard to tolerate but an hour of varied activities on a zoom chat or a phone call might be more manageable)

and the most important question...

- Which of my learner's goals will we be working on in this session?

Guidelines for planning my remote tutoring session

Here are some guidelines to consider when planning your remote tutoring session:

- Start with a conversation to connect and ground yourselves
- Plan for a 60-min to 75-min session to start – adjust the length as you go
- Consider several shorter sessions in a week rather than one long one
- Create continuity in the learning process – if possible, bring familiar elements from your face-to-face sessions into the remote session (e.g. the structure of your lesson plan, familiar activities and materials)
- Incorporate segments on learning a new digital skill that will help with remote learning on your chosen device (e.g. how to use a whiteboard on Zoom, how to send photos of your written work on a cell phone, how to use emojis, etc.)
- Ask your learner what kinds of activities and materials they would like to use in the session – consider using choice boards in your lesson planning to facilitate this (see Activities Section for more information)
- Build in breaks – check in with your learner and pay attention to their cues to assess how many and how long
- If you are meeting twice a week, consider focusing on digital skills one session and other goals the next
- Do a test-run of new websites or online materials before introducing them to your learner
- Have some phone activities prepared in case you encounter technical difficulties and need to do a quick pivot!
- Be patient – this is a new experience and over time you will get a sense of how long things will take

Sample Lesson Plans

Here are some sample lesson plans that will give you a starting point for creating your own customized versions.

Your sessions may be longer or shorter and may be structured differently. Try out different combinations. You and your learner will find a rhythm that works for you over time.

Sample Lesson Plan - Snail Mail/Email/Phone Session

Learning Mode: Snail Mail/Email + Phone Tutoring

Session length: 60 Minutes

Frequency: 2x per week

*** For ideas on phone activities, refer to the Section 6 on Activities



Activity	Time
Informal conversation – share the week’s activities Review the lesson plan (verbally or as an email attachment)	5-10 min
Warm-up (something your learner enjoys)	10 min
Review last week’s homework and/or previous lesson	5-10 min
Break (if needed)	5 min (adapt as necessary)
Reading or writing or mini-lesson on a specific skill area (something related to a functional goal or interest)	15-20 min
Feedback on lesson	5 min
Homework and planning for next session	5 min

Sample Lesson Plan - Texting Session

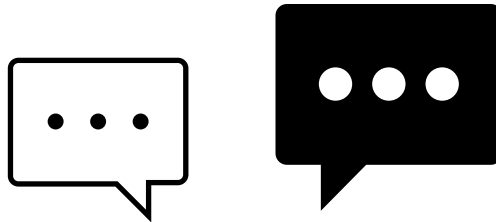
Learning Mode: Texting without Wi-Fi

Session length: 20 – 30 minutes

Frequency: 2x per week

+ additional optional mini-texting sessions (5 minutes each)

*** For ideas on texting activities, refer to Section 6 on Activities



Activity	Time
Informal conversation via text – short summaries of highlights of your week (this will be your warm-up) Review your plan via text	5-10 min
Texting activities that are related to a functional goal or interest	10-15 min
Feedback on lesson via text Mini texting assignments for the coming week	5 min

Sample Lesson Plan – Video Conferencing Session

Learning Mode: Tutoring via Video Conferencing Platform

Session length: 90 minutes

Frequency: 1x per week

*** For ideas on video conferencing activities, refer to Section 6 on Activities



Activity	Time
Informal conversation – share the week’s activities Review the lesson plan over shared screen	5-10 min
Warm-up (something your learner enjoys)	10 min
Review last week’s homework and/or previous lesson	5-10 min
Break (if needed)	5 min (adapt as necessary)
Reading and/or writing activity related to a functional goal	15-20 min
Mini-lessons on specific skill areas	15-20 min
A game or activity that your learner loves to do	10 min
Feedback on lesson	5 min
Homework and planning for next session	5 min