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First Lesson - Welcome Sheet for Your New Students

How to use this document:

LearnMate requires that all new tutors use this welcome sheet to get an idea of their student as well as ensure that first impressions are lasting and worthy.

1. After you've confirmed a time with your new student, make sure you bring along this printed sheet (or have it digitally on your computer) and any relevant textbooks and notes to the lesson. Make sure you spend a good 10 minutes introducing yourself and briefly getting to know the student (e.g. their interest, hobbies and if you have any mutual friends!). Building social rapport is so very important during the first lesson.
2. Fill out the document below in sequential order with the student and write down all answers.
3. Once you've finished completing this document with your student during the lesson, make sure that you also allocate time in the lesson to go through some content, work or other relevant study plans towards the end of the lesson.
4. At the end of the lesson make a time for the next lesson (fill out time and date at the bottom of this page), and also remember to follow up with your student a day or two after the lesson occurs to ask them how they found the first lesson and if they have any questions.

As a tutor at the first lesson with a new student, it is absolutely imperative that you IMPRESS and WOW the client upon initial encounter. If you don't, then you risk not retaining them as a client.

It can be exhilarating getting a new client, but understand that it's only part of the equation. You must then work to retain them. You can see a complete document here talking about how to IMPRESS the client during the first lesson: <http://learnmate.com.au/wp-content/uploads/2017/02/Tutor-Impression-Tips.pdf>

Need a lesson planner template for future lessons? Click [here](#) to download.

Next Lesson Date: ___ / ___ / ___ at _____ am/pm

Note: remember to follow up a day or two after this lesson occurs to ask the student how they found the first lesson and if they have any questions in the meantime.

Student's Details - ALL INFORMATION BELOW TO BE KEPT CONFIDENTIAL

Name: _____ Phone _____

School: _____

Subjects: *ranked from favourite to least favourite*

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

What ATAR do you want to achieve?

Why do you need this ATAR?

What are your plans for tertiary studies?

Why do you want tutoring?

What is your favourite thing about the subject?

What is your least favourite thing about this subject?

What are your ambitions in life?

How do you best study?

What are you passionate about?

What are your academic goals?

Do you have a part time job? If so, how much time does it take up?

Do you have any other commitments such as sports, music, tutoring, work etc?

What are your average marks so far?

What do you need from a tutor/ tutoring lessons? Select all that apply.

- Marking work
- Explanation of this week's content (in the lesson)
- A 2nd teacher
- To complete homework (in the lesson)
- Extra documents to clarify topics (from other textbooks/ resources)

Rate yourself from 1-10

1. Time management ____/10
2. Study habits ____/10
3. Attendance ____/10
4. Participation ____/10
5. Motivation for VCE ____/10
6. Motivation for this subject ____/10
7. Stress levels ____/10
8. School enjoyment ____/10
9. subject enjoyment ____/10
10. Preparation for exams ____/10
11. Distracting friends ____/10
12. Motivating friends ____/10
13. A good study environment ____/10
14. Good sleeping patterns ____/10

SMART Goal Setting

To get the most out of your VCE studies it is important to know what it is you want to achieve and the path you can take to make it possible. One way to do this is by setting some academic goals throughout the year – *for best results make these goals SMART.*

Step 1: Write down an academic goal you wish to achieve in as few words as possible.

Goal:

Step 2: Make your goal SPECIFIC – how/what/where/why/when

What steps can you take to achieve this goal? (at least three steps):

1.

2.

3.

Step 3: Make your goal MEASURABLE – how will you know you have achieved it?

I will measure/monitor the progress of my goal by:

I will know I've achieved this goal when:

Step 4: Make your goal ATTAINABLE – what extra information will you need?

1. What further information do I need to achieve my goal? _____

2. How will I obtain this information? _____

3. Is my goal realistic? YES/NO

Step 5: Make your goal RELEVANT – why do you want to achieve this goal?

1. I want to achieve this goal because: _____

2. Achieving this goal will help me in the long run because: _____

Step 6: Make it TIMELY – when will you achieve your goal?

I will reach this goal by: ___/___/___

If I don't reach this goal by this date I may have to: _____

The student promises to do the following to achieve this goal:

The tutor promises to do the following to help the student achieve this goal:

Student's Signature: _____ Date: ___/___/___

Tutor's Signature: _____ Date: ___/___/___