# Tutor Training Improvement Analysis

**Purpose:** Staff can use this template to analyze student performance, tutor feedback, and training outcomes to identify areas for improvement and adjust training plans for tutors accordingly. Suggested examples have been filled out in italics below.

**Step 1: Student Performance and Engagement Data Analysis**

Examine the student scores and student engagement surveys.

| Metric | Data Source | Current Trends | Challenges Identified | Next Steps |
|---|---|---|---|---|
| **Student Assessment Scores** | *Formative/ Summative Assessment* | *75% of students met the growth target.* | *More targeted support is needed for specific students.* | *Train tutors to identify any missing prerequisite knowledge and reteach/practice content in smaller skill sets.* |
| **Student Engagement** | *Tutor Observations* | *High engagement in literacy, low in math.* | *There needs to be interactive activities for math.* | *Provide tutors with engagement strategies.* |
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**Step 2: Training Effectiveness Based on Tutor Feedback**

Examine tutor feedback on training sessions and overall program effectiveness.

| Date | Training Topic | Tutor Feedback | Challenges Identified | Next Steps |
|---|---|---|---|---|
| *MM/DD/YYYY* | *Differentiation strategies* | *"Helpful strategies, but need more real-life examples."* | *Difficulties applying scaffolds for diverse learners.* | *Incorporate model lessons and peer observation into training.* |
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**Step 3: Training Needs Identification and Adjustments**

Examine stakeholder feedback, surveys, and personal observation.

| Area Needing Improvement | Challenges Identified | Next Steps | Relevant Notes/Timing |
|---|---|---|---|
| *Differentiation Strategies* | *Tutors need more guidance on scaffolding.* | *Add a workshop on instructional scaffolding.* | *Schedule additional training sessions next quarter.* |
| *Student Data Usage* | *Tutors struggle with interpreting data.* | *Create a data analysis quick-reference guide.* | *District resource and review in team meetings.* |
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**Step 4: Action Plan and Next Steps**

Summarize the key findings from steps 1-3 above to outline and assign action for continuous improvement.

| Next Steps | Responsible Party | Deadline |
|---|---|---|
| *Develop a new training module on differentiation.* | *Training Team* | *MM/DD/YYYY* |
| *Provide additional coaching sessions for tutors struggling with engagement strategies.* | *Coaching Staff* | *MM/DD/YYYY* |
| *Revise assessment tracking tools to streamline data collection.* | *Program Manager* | *MM/DD/YYYY* |
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