

BUILDING BRIDGES

LAUBACH

SMALL GROUP MANUAL

Published by Laubach Literacy Ontario

February 2002



CONTENTS

Part 1: Overview

Why should our organization start a small group?	TAB 1
• <i>Starting a small group preliminary consideration worksheet</i>	1-1
• <i>Learner survey</i>	1-5
Defining a small group	1-7
Types of small groups	1-10
The Primary Literacy Group	1-10
The Supplemental Literacy Group	1-11
The Special Topic Group	1-12
The Special Project Group	1-15
The role of the small group tutor	1-16
Do's and don'ts for facilitating small groups	1-17
The small group tutor's job	1-18
• <i>Sample small group tutor job descriptions</i>	1-22
• <i>Small group tutor self assessment tool</i>	1-24
More than one tutor?	1-25
Some Guiding Principles	1-26
Group Identity	1-29
Celebrating Successes	1-30
Wrapping Up	1-30

Part 2: Running Small Groups

Stages of Group Development	TAB 2
Open v. Closed Entry and Exit	2-1
Logistical Considerations	2-3
• <i>Visual Aids</i>	2-4
• <i>Room Arrangement</i>	2-4
Learning Styles	2-6
Selecting Published Materials	2-9
Lesson Planning	2-17
• <i>Daily lesson plan</i>	2-21
Portfolio development	2-23
• <i>Portfolio Summary</i>	2-24
Training Plans	2-25
Administration- Tracking and Reporting	2-26
• <i>Sample calendar</i>	2-26
• <i>Sample attendance sheet</i>	2-27
Challenges the Small Group Tutor Might Face	2-28
Learning Disabilities – Teaching Suggestions	2-31

Module 1: Elections **TAB 3**

Module 2: Using the Yellow Pages **TAB 3**

Module 3: "Getting Fit" **TAB 3**

"Tutoring in a Small Group" Workshop **TAB 4**

Appendix A: Small Group Summaries **TAB 5**

Appendix B: Small Group Survey **TAB 5**