



GATEWAY to TUTORING

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DEDICATION

This book is dedicated to our amazingly supportive husbands - and our children who inspired our love of tutoring.

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Let's

**Talk
About
the
Basics**

Let's Talk About the Basics

Introduction

Welcome! We are so glad you're here!

Tutoring is an exceptional business that offers you the opportunity to:

- Be an entrepreneur - be your own boss!
- Earn as much money as you want
- Make a difference in the lives of others (that could use your help)
- Make your own hours
- Make extra income as a side job or full-time career
- Inspire others to succeed

How could you ask for a better career?!

You're earning great money and inspiring students – one at a time!

In all of our years of tutoring, we've *never* grown weary or burned out. We love touching the lives of others, helping students and parents achieve their goals, and have the satisfaction of being in control of our careers.

As you read through this manual to help you start your tutoring business, you'll see: *We LOVE what we do!* Tutoring is an engaging and inspiring business that you can begin slowly or jump in with both feet.

Tutors are in high demand and the ever-growing need for tutoring makes this the best time for you to get started!

We value your time and appreciate your choice to pick up this book. With that in mind, we don't want to waste your time with a bunch of fluff as you read through this "how to" book, so we've tried to keep our methods concise and to the point.

About Us

We want to make the most of your time as you read but thought you may like to know a little about us - if not, you can move on to the next section.

We both eased our way into tutoring and firmly believe that is the best way to start. Each student teaches you something about tutoring, about yourself, and about the skills you will need to be the best tutor in town. And that's our goal! We don't want to you to have a mediocre tutoring business - we want you to have the reputation of being the best at what you do and rock that "Best Tutor in Town" badge!

So how did we start? Believe it or not, we were both homeschooling moms with professional backgrounds.

Starting from the time Char's children were kindergarten age she taught her two boys until the 9th and 11th grades. Karen taught her son through 8th grade, as well, and continues to homeschool her daughter, who is now a senior in high school. For three years Karen also taught at a private school.

Throughout our homeschooling years we wrote curriculum, taught classes in homeschool co-op settings, and passed along the love of learning to many children. This experience was rewarding in many ways. When we found we had more time on our hands as our children grew older, we offered our services to others and began down the path to becoming private tutors.

First, we started with one student and then another and another...until our businesses grew!

Oh boy, did we learn a lot!

We already understood learning styles and teaching methods, but there was so much more to learn.

That's why we wrote this book - to make it easier for you.

Karen has a degree in Accounting, and Char has a degree in Finance. After tutoring for a few years, Char went on to earn her Master's Degree in Education.

Don't be afraid to take some classes or seminars that can help you hone your skills. The more prepared you feel, the more confident you will be with your student. Confidence is key!

Over the years as our client base grew, we'd find ourselves cheering each other on...

"How many students do you have?"

"How much money are you making?"

We would also encourage each other and suggest resources when presented with a challenging situation.

It's been an incredibly exciting journey to do something we absolutely love and get paid for it! Which is why we want to share our discoveries with you.

Along with this manual, you can find additional information on our website, GatewayToTutoring.com.

Enough about us...let's get to the nitty gritty and get you in business!

Tutor Tip:

For Additional
Information visit:

GatewaytoTutoring.com

So, Why Tutor?

Tutoring is big business. There will always be students that need help and parents that want their students to succeed.

Even Olympians have coaches, don't they?!

If you love learning, love inspiring others, and love making money...tutoring could be the golden nugget to bring you great rewards - emotionally and financially.

It's a win-win business!

Tutoring in the US is a \$7 billion industry. The top 50 US tutoring franchises comprise only 30% of this. Franchises include companies such as Sylvan Learning and Mathnasium. The majority of tutoring services are privately owned and are expected to grow 7% each year through 2022. We have to believe the numbers are higher due to the fact that some tutors may not report their income.

The reason for this growth is largely due to the increasing number of students enrolling in universities and colleges. Parents and their students are looking for help to meet education standards and increase their grades to better prepare them.

You have knowledge that can be shared with others!

Whether you have an engineering background, raised or are raising children, have obtained a college degree or are in the process of earning one, worked in an office, are a veteran of the Armed Forces, worked at a hobby you enjoy, tinker with computers, program software professionally or are self-taught, are bilingual, are a history buff, or *so much more*...you can teach others.

All of the experiences and knowledge that you have acquired can be passed along to others who

have not risen to the level you have. And yes, you probably don't know it all - but that's okay.

If you're willing to sharpen some skills that will help you to convey what you already know, and are willing to continue learning, tutoring is for you!

What would it feel like to have freedom from punching a clock or working bell to bell?

What is that freedom worth to you?

Do you enjoy inspiring others?

Quite likely you already have many of the skills you need in order to start tutoring.

This book will help you know how to develop the skills you have, pair those skills with your desire to tutor, and give you the confidence to begin tutoring tomorrow!

Tutor Tip:

Why Tutor?!

- Tutoring is a \$7 billion business
- Flexible Hours
- Great Pay

Skills That Will Make You Successful

Listening –

Listening is key! It is important to listen to the concerns and desires of the parents as well as students. Parents know the strengths and weaknesses of their child better than anyone and often use the services of a tutor to get their child from point A to point B. Listening to students carefully, along with their body language and tone, will convey vital information. Occasionally a student will tell you that they understand the material yet, show hesitancy. The best way of confirming this is to ask them to explain the idea, concept, or steps to you in their own words. Listening beyond their, “Yeah, I get it,” will help you fill in the gaps.

Adaptability –

Perhaps you learned a particular way when you were in school. For example, you sat in a quiet room, with a desk, and no calculator. But in this day and age, being adaptable as a tutor is vital. You want to be in sync with new technology, new teaching methods, and learning styles. For example, Common Core, which is the set of standards that most public-school curriculum is aligned with, has methods of teaching that you may not be familiar with. (More on how to find information on Common Core is discussed in Section Two). It is extremely important that you are able to support how the material is addressed in class so you know how to adapt your approach to the tutoring session. Be ready!

Flexibility –

Sometimes a parent or student will need to make a change in their schedule. We try not to be so overbooked that we cannot accommodate them when the need arises. This will enhance your value and will make your clients more understanding when you may need to shift a session yourself.

Always be the one that gives more than your client expects.

If they cancel a session at the last minute for a *good* reason- don't charge them. If that continues, well, you'll need to charge them in order for them to respect you as a professional.

Positivity –

Having a positive and optimistic attitude conveys hope and is essential to every tutoring session. Students often draw strength from the confidence that their tutor has in them. For example, if you're troubled by the teacher, the curriculum, or the teaching methods, don't let it show. Talk privately with the parents or email the teacher for clarification. It's important to remember: when a student tells you something that doesn't sound quite right.... there's probably some information missing!

Patience –

Every so often, a student needs to have a new concept explained multiple ways before they begin to grasp it. Staying calm and keeping a pleasant demeanor throughout the process is key.

Remember that often, the parents have hired you because they don't want to push through the frustration and/or manipulation from their children. Don't think for a minute that their children won't try antics with you! You being able to handle the students seamlessly in these times of manipulation makes you *PRICELESS!*

Creativity –

From learning a math algorithm ... to memorizing a new vocabulary word, presenting a concept in a different manner than what you have been using can often help the student become proficient with it in a short amount of time. In other words - don't be afraid to change it up!

Be willing to try new methods or take a different approach to material based on their specific learning style. (Learning styles are discussed in Section Four). Try having the student teach the lesson, use manipulatives for math, or create a song.

These techniques do not have to be uniquely your own ideas - though they might! An internet search can reveal oodles of ways you can enhance a lesson with a little creativity.

Tutor Tip:

The Best Tutors Are:

- Good Listeners
- Adaptable
- Flexible
- Positive
- Patient
- Creative

Thank you for reading the beginning of our book.
You can get the complete version on [amazon.com](https://www.amazon.com)
or find the link at our website:
GatewaytoTutoring.com.

We welcome any questions you may have.
Email us at hello@gatewaytotutoring.com.