

# Study Skills Support Initial Session

Prompts to tutor for initial sessions	Tick when complete
Introduce self and LSC	
Explain your role, outline nature of study skills support i.e. flexible content, reactive, proactive, time, location etc; encourage regular meetings for best results	
Recap on AON regarding :- <ul style="list-style-type: none"> <li>• No of hours support allocated</li> <li>• Client's support requirements, other support types approved/required this could include note-taking, mentoring assistive technology and training, could we help?</li> <li>• Client's learning difference/disability/preferences</li> <li>• Other issues e.g. physical</li> </ul>	
Establish key areas client is experiencing difficulties with regarding learning/studies/work/personal(e.g. organisational)	
Agree initial action plan and mention ILP (to be completed at second or third session)	
Commence support	
Explain client will be requested to sign timesheet at the end of each session	
Inform client of compliments and complaints procedure: To contact Joanne Hancock, Services Officer Office: 0116 2548881 Email: <a href="mailto:Joanne@learningsupportcentre.com">Joanne@learningsupportcentre.com</a>	
Give business card/leaflet to client for any follow up queries they have	
Were client's questions satisfactorily answered?	
There will be opportunities throughout the year to give feedback, and we will provide you with a feedback form at the end of each term. However you can feedback at any point to your Tutor, Trainer or the Office Team.	