

3 TIPS for TUTORS



First impressions matter!

Prepare for success on your initial call with In-Home Tutors clients! A strong start secures business; a weak one can cost opportunities.

Competence & Confidence

- Prior to your initial call, it is **essential to review information** you were given about the student like name, grade level, subject(s) to be tutored, address etc.
- **Convey confidence**, that you know the subject, and that you will do a great job.
- **Set goals** with the client.
 - Ex.) What is your main goal for the student?
 - Ex.) What is a short-term goal we can aim for in six weeks?



Gather Essential Information

- Keep the introductory call concise, **aiming for 5 to 10 minutes**.
 - You'll likely already have essential information such as the child's name, grade, & parent's concerns. **The goal is to introduce yourself, learn more about the student, and schedule the first session.**
- **Assume familiarity with the basics.**
 - Ex.) "I understand your student is in 10th grade and his Algebra 2 class is a concern. What other key details should I be aware of?"
- Learn the best way to communicate: **text or email?**
- **Confirm address** for sessions, retrieve gate code if needed.



Schedule Clearly

- Clarify what days and times are best for the student, then **set a firm time and location for the first session.**
- If a "meet and greet" is requested, explain that In-Home Tutor's policy is to start immediately for an instant assessment of compatibility. Reassure them that if the fit isn't right, they won't be billed upon providing feedback to In-Home Tutors.

**You still receive compensation in these situations.*



Billing Tip: If they have questions about our billing policy or pricing, don't guess at the answer. Offer to ask someone at the company to call them & help.