VITAL Tutoring Lesson Plans

Learner's Name:	Tutor's Name:	Month/Year:
Learner's **Long -Term Goal**:		
Learner's **Short -Term Goals**: _____		

Session Number	Session Date	Learning Activities/Materials Used	Time Spent	Learner Progress **I**=Introduced **R**= Reviewed **M**= Mastered

Ideas for GOALS (Be specific) :

* Enter employment
* Improve employability skills
* Enter other educational and /or training
* Obtain Citizenship/achieve citizenship skills
* Increase involvement in community activities
* Increase involvement in children's educational activities
* Attain wellness and healthy lifestyle
* Retain employment
* Meet work related goal
* Attain life or consumer skills
* Ready for GED Class
* Register to vote
*Other personal goal

Time spent tutoring	
Tutor preparation time	

Totals this side

Continue on reverse

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Session Number	**Session Date**	**Learning Activities/Materials Used**	**Time Spent**	**Learner Progress** **I**=Introduced **R**= Reviewed **M**= Mastered

Short-term goals met? (Please explain.)	**Total time spent tutoring**	
	Total tutor preparation time	
	Total time this period	