



# 20 COMMUNICATION TIPS FOR TUTORS TO LEAD A **SUCCESSFUL TUTORING TEAM**

*Michael Gibben*

---



# Hi and... Welcome!



**Do you find that you are stressed and anxious when hiring your tutors?**

**Do you find yourself overwhelmed with tutors cancelling sessions or quitting without notice?**

**Do you feel frustrated when a tutor is struggling?**

**Leading your tutoring business is a balance between contractual obligations, human relationships, and valuing yourself as a business owner.**

**These tips come from [8+ years](#) of [building](#) and [leading a tutoring team](#). Believe me, it was quite the learning curve and I encountered many struggles along the way. These [20 tips](#) are your start point. Be good to yourself.**

**Let's do this together!**

*Sincerely,  
Michael*



# 20 COMMUNICATION TIPS FOR TUTORS TO LEAD A **SUCCESSFUL** TUTORING TEAM

1

Ask specific hiring questions.

2

Actively listen to your potential tutors.

3

Re-iterate rather than assume.

4

Seek to understand rather than be heard.

5

Be open to compromise.

6

It is okay not to have an immediate solution.

7

Do not forget to follow up.

8

Due diligence is a vital part of onboarding tutors.

9

Process your emotions first before a hard call.

10

Communication is a two-way street.



# 20 COMMUNICATION TIPS FOR TUTORS TO LEAD A SUCCESSFUL TUTORING TEAM

11

Proactive is better than reactive.

12

Set concise goals for your tutors to achieve.

13

Set clear expectations with your team.

14

Vulnerability is not a weakness.

15

Share your mistakes, you are human.

16

Collaborate rather than micromanage.

17

Give credit to others.

18

Celebrate and reward your dream tutors.

19

Struggling tutors should have a voice.

20

Know when to endure and when to let go.



**NOTE:**

**Intellectual Property Rights**

- A. Coach For Tutors retains all ownership rights to the materials provided here.**
- B. All intellectual property, including the copyrighted Program materials, shall remain the sole property of Coach For Tutors, and no license to sell or distribute my materials is granted or implied.**
- C. Buyer agrees not to reproduce, duplicate, copy, sell, trade, resell or exploit for any commercial or personal purposes, any portion of these materials.**

**Limited Liability**

- A. Coach for Tutors (and this book) make no guarantees, representations or warranties of any kind or nature, express or implied.**
- B. In no event shall Coach for Tutors be liable to Buyer for any indirect, consequential or special damages at present or any future time.**
- C. Notwithstanding any damages that Buyer may incur, Coach for Tutors' entire liability under this Agreement, and Buyer's exclusive remedy, shall be limited to the amount actually paid by Buyer to Coach for Tutors.**

**Indemnity**

**Buyer agrees to indemnify and hold Coach for Tutors and each of their respective employees, officers, affiliates, successors, assigns, administrators, heirs, representative, advisors and agents (the "Indemnified Parties") harmless from any damage, liability, claim, cause of action, fee, fine, penalty, duty, impost, cost (including legal fees and costs) or other expense that any of the Indemnified Parties may suffer or be subjected to as a result of any action or omission.**