Sample Workshop Outline

Please allot approximately 60-75 minutes for the completion of this workshop. The Parent Involvement Coordinator is encouraged to use this workshop outline and PowerPoint as a template; therefore, you should adapt and edit it to meet the needs of your families, school and system.

I. Introduction (5 minutes)
   a. Your name and title
      i. Ask parents if they had a smooth transition getting to the workshop and if school personnel were friendly and helpful.
   b. Title of the workshop
      i. How important is college? Why? Allow for responses.
   c. State the Objectives

II. Planning Strategies (20 minutes)
   a. Ask who has already started planning. "show of hands"
   b. Ask who has a child who knows what their career path is or has an idea of what they want to pursue? Allow the audience to respond.
   c. Ask parents how many of them have started looking into taking college tours. Allow for response.
   d. Refer to the "College Preparation Checklist" and review a few points from each section. Discuss graduation requirements also.

III. Identify Your Options (15 minutes)
   a. Read the questions one by one. Do not engage in open dialogue around these questions as some participants will not feel comfortable discussing financial information in this setting.
   b. Review the "College Preparation Activity" and allow participants to comment on which step they will engage in first with their teen.

IV. Financial Barriers and Resolutions (5 minutes)
   a. Review the information on the slide.

V. Coping with Separation Anxiety (15 minutes)

a. Ask parents what plans do they have in mind to avoid a bad case of separation anxiety. Allow for response.

VI. Additional Support and Resources (10 minutes)

a. Identify support opportunities the community can offer.
b. Identify support opportunities the school can offer.
c. After reviewing what parents can do, distribute the "Preparing your Child for College Tip Sheet" and review with your parents. Allow for feedback.

VII. Questions and Closing (5 minutes)