



Sample Workshop Outline

Please allot approximately 50-60 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
 - c. State the Objectives
- II. Define Communication (3 minutes)
- III. Identify the Common Barriers to Communication (15 minutes)
 - a. Ask parents if any of them have been successful with overcoming the following barriers to communication and give them the opportunity to relate personal experiences with the group.
 - i. Burst of Anger
 - ii. Negative Body Language
 - iii. Interruption
 - iv. Distractions
 - v. Lack of Empathy
- IV. Review the Facts (10 minutes)
- V. Innovative Techniques to Communication (20 minutes)
 - a. Distribute and review the "Communication Exercise." Allow parents to provide feedback.
 - b. Distribute and review the "Communication Tips." Allow parents to provide feedback.
 - c. Role play using the "Communicating With Your Teen" conversation starters.
- VI. Questions and Closing (5 minutes)