



Sample Workshop Outline

Please allot approximately 50-65 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. Building a Partnership (3 minutes)
 - a. Explain how parents play a critical role in the communication process.
- III. Discuss the common challenges that prevent effective communication (15 minutes)
 - a. Ask the parents if they have ever had an unpleasant experience when trying to communicate with the school?
 - b. Review the different challenges and highlight the solutions
 - c. Distribute the "Educational Acronyms" handout
 - d. Distribute the "Myths vs. Realities" handout
- IV. Different Methods of Communication (10 minutes)
 - a. Explain the advantages and disadvantages of the different types of communication
 - b. Discuss how parents use these different types of communication to meet their needs and goals
- V. How and Who to Seek for Assistance (5 minutes)
 - a. C.L.E.A.R. Communication
 - b. Explain different people at the school who parents can contact for assistance
- VI. Tips for Conversations with Teachers (5-10 minutes)

- a. Explain that parents and teachers want to have productive meetings, so here are few suggestions to help
- VII. Benefits of Effective Communication
 - a. In conclusion, emphasize how everyone benefits from good communication – the school, parents, and students.
- VIII. Scenario Study Activity (optional, time permitting - 10-15 minutes)
 - a. Schools are provided two case study samples to generate conversation and discussion about how parents can use the strategies and methods they learned during the presentation for these examples.
- IX. Questions and Closing (5 minutes)