



Building Strong Relationships with Parents From the Start

Category: Working with Parents

Workshop Overview

Following is a general overview of this workshop, including desired participant outcomes, an explanation of the workshop’s alignment with the Learning Forward Standards for Professional Learning, and resources that are included in print and electronic form.

Category: Working with Parents

Duration: Full workshop – 3 hours

Desired Outcomes:

Participants will...

- Acquire new knowledge on building better relationships with the parents of students.
- Identify strategies to impress the parents of students.
- Describe strategies on how to communicate with the parents of students.
- Explain the importance of teaching and how to enjoy their job.

Learning Forward Standards for Professional Learning:

- **Learning Communities:** Occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment.
- **Resources:** Requires prioritizing, monitoring, and coordinating resources for educator learning.
- **Implementation:** Applies research on change and sustains support for implementation of professional learning for long term change.
- **Outcomes:** Aligns its outcomes with educator performance and student curriculum standards.

Resources in This Binder:

- Handouts
 - Activity Sheet: Student Behaviors
 - Workshop Agenda
 - Attendee Notes
 - 3-2-1 Evaluation Form
 - Certificate of Completion
- “Think About It” Exercise
- Ready, Set, Go Planning Activity



Topic Outline

Understanding the general flow of topics to be covered is an important part of giving a strong presentation. This allows the presenter(s) to lead effective group discussions and speak extemporaneously. Following are the main topics covered in this PowerPoint presentation. As you prepare to give the workshop, you may want to refer to this page often.



Main Topics:

1. When, What, How, and Where to Tell Parents
2. Wow the Parents
3. Parent Night
4. Note Passing
5. Love Your Job

Subtopics:

1. When, What, How, and Where to Tell Parents

- a. Parent Conferences
- b. Working Together
- c. When Do You Tell Parents?
- d. What Do You Tell Parents?
- e. How Do You Tell Parents?
- f. Where Do You Tell Parents?

2. Wow the Parents

- a. How to Impress
- b. Questions to Ask

3. Parent Night

- a. Goals for Parent Night
- b. Strategies for Parent Night

4. Note Passing

- a. Examples of Notes

5. Love Your Job

- a. To Love Your Job...

Presentation Outline



This outline is designed for you to see the PowerPoint presentation at a glance. Note that slide numbers and the approximate amount of time needed per slide are shown in the right two columns. **The times in bold print show the approximate total time needed for that topic, which includes the approximate times for the activities, shown in parentheses.** You might consider keeping this page within reach during the presentation.

Section of Presentation	Slide #	Timing (mins)
Getting Started		
Introduce self, co-teacher, participants	1-2	
Explain materials issued to participants		
Cover objectives (from Workshop Overview)	2	10
Topic 1 – When, What, How, and Where to Tell Parents	3-9	30
Discussion Point – Importance of Parent-Teacher Conferences		
	4	(5)
Topic 2 – Wow the Parents	10-15	35
Activity – Quick Write	11	(15)
Topic 3 – Parent Night	16-22	45
Discussion Point – What are the positive and negative aspects of a parent night?		
	16	(5)
Activity – First Impression Critiques	22	(20)
Break		
Topic 4 – Note Passing	23-29	40
Activity – Note Writing	24	(15)
Topic 5 – Love Your Job	30-32	15
Discussion Point – How would you feel if teaching and working in schools with children were taken away from you?		
	32	(5)
Closing Remarks	33	5
Total of 3 hours (not including break)		

Helpful tip!

This workshop can be broken up into shorter sessions so that you can adapt the presentation according to your time constraints.

Slide 22

PDXPERT PARENT NIGHT

Work with a partner to get feedback about the impression you make on parents.

ACTIVITY: First Impression Critiques

The MASTER Teacher
Unleash Support. Inspire.

Activity: First Impression Critiques

Allow 20 minutes for this activity.

Instructions:

Have participants work in pairs for this activity. Each participant should first spend a few minutes jotting down thoughts on his or her own communication with parents. Ask participants to reflect on what they think they do well and what can be improved.

Pairs should prepare a short role-play demonstrating a parent/teacher interaction on parent night. The participant playing the teacher should introduce himself or herself to the other participant as if he or she were a parent on parent night. The skit can show either good or bad communication between the parent and teacher.

Have participants share their impressions of each pair's skit. Offer praises for the skits with good communication and advice for those that showed poor communication.

Debrief: Ask 2–3 participants to share their experiences and what they learned from the activity.

Future Use: Participants should think about the feedback they have received and work to improve their weaknesses in making a favorable first impression.



“Think About It” Exercise



Have staff complete this exercise to begin implementing what they learned during the workshop. Distribute this document to staff by attaching the file to the Next Day Follow-Up Email, or make copies for the staff.

1. When was the last time you attended a parent-teacher conference? How did you conduct it? What were your objectives? Was your meeting with your students’ parents successful?

2. Are there any problems with parent-teacher conferences that the workshop did not cover? What are they, and how do you propose handling the problem? If you are not sure of how to handle the problem, how could you find the answer?

3. Consider situations outside of the classroom where you could apply the techniques to build good professional relationships you have learned. How are these situations similar to and different than situations in the classroom?
