Interactive Notes

Facilitating Collaborative Parent/Teacher Conferences

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What outcomes do we expect to achieve with Parent/Teacher conferences?

- Build Strong _____
- Two-way communication
- _____ support
- Emphasis on _____
- Opportunities for growth

What is Your Data?

1. _____ – Measuring progress toward a goal. Takes place during

   regular classroom activities.

Examples of Formative Assessment:

2. _____– Measuring progress at a specific point in time, such as the

   end of defined period.

Examples of Summative Assessment:

Steps for Communicating Data in Family Friendly Ways

1.

2.

3.

What is the key to success?

Be Prepared

- 3 key _____ points on the child
- Assessment Results/Visuals:
    - Photographs
    - Portfolios – Child's work
    - Manipulatives
    - Etc.
- Options, Resources, or Suggestions for _____ that May be Addressed
- Home Support Tools/Resources

First Impressions

- _____ seconds to make a good impression
- Catch their eye
- Move toward the person _____they move toward you
- Greet first and extend hand first
- _____

"Design is how you make your first impression with your consumers.

Make sure it is a lasting one."   – Jay Samit

The Environment

- Waiting area

- Adult size furniture

- Do NOT let the _____ be a barrier.

- Don't create an "us" against "them" physical message.

- Minimize _____

- Create a pleasant environment

Who Goes First?

This is THEIR conference, not YOUR conference.

Open it up for the parent to start...

"We're sure glad you could come today. We would like to start with your questions."

Active Listening

1.

2.

3.

4.

5.

What Can We Take Away?

- Focus on Details

- Listening vs. Problem-Solving

- Bias

- Avoid and Be Cognizant of Distractions

- Ask Clarifying Questions/Restate

Do or Don't

_____ React, Defend, or Interrupt

_____ Listen with your ears AND eyes

_____ Practice mirroring

_____ Display negative body language

_____ Undermine yourself

_____ Focus on negatives

_____ Take notes & collect information

_____ Ask clarifying questions

_____ Get backed into a corner or lose direction of the conference

_____ Try to understand parent's perspective/empathize

Addressing Challenges

- Surveys help teachers be prepared and for possible _____ conversations/topics

- Don't commit to something unrealistic/unreasonable

- Solicit their ideas for possible _____

- Have resources prepared in advance

Create an Action Plan

- What?
    - Created built on specific data
    - Specified skill or strategy is identified
- Who?
- When?
- Where?
- How do we measure progress?
- Does the parent need resources for home?

Let's Role Play

Possible responses:

Time Management

Have a _____ system

Provide an opportunity to continue the conversation (if necessary) at a set date/time

Have a plan for how you will _____ the session

Stand and thank them for coming

"Coming together is a beginning; keeping together is progress; working together is success."

- Henry Ford

Positive Endings

- Don't let the parent leave _____

- Seek the _____ if you have concerns

- Address any unresolved issues ASAP

- Build _____ relationships

Resources

"Active Listening Exercises | Online Call Center Agent Soft Skills Part 20." YouTube, 5 Nov. 2021, www.youtube.com/watch?v=KNYBTZjE2Yk.

"DAP: Observing, Documenting, and Assessing Children's Development And." NAEYC, www.naeyc.org/resources/position-statements/dap/assessing-development. Accessed 6 Oct. 2022.

"Supporting Families With Understanding and Tracking Children's Development – CLI Engage Public." The Printable Princess, 4 Mar. 2019, public.cliengage.org/tools/quality/family-engagement-resources/supporting-families-with-understanding-and-tracking-childrens-development.

"Winning Strategies for Parent Teacher Conferences." The Printable Princess, 4 Mar. 2019, www.theprintableprincess.com/parent-teacher-conferences.