

Effective Communications/Parent Conferences

18 Inservice Points

Component No. 7 406 003

General Objective

To train teachers in basic parent conferencing skills and provide strategies for effectively dealing with difficult topics in parent conferences.

Specific Objectives

1. To become informed of strategies and steps for conducting parent conferences.
2. To assist new teachers in practicing their conferencing skills through a team approach.
3. To observe and participate in simulations which demonstrate skills presented in the following areas:
 - a. Dealing with aggression;
 - b. Dealing with conflict;
 - c. Giving feedback;
 - d. Receiving feedback;
 - e. Speaking precisely;
 - f. Listening carefully.
4. Building an easily explained student academic and behavior profile for parent conferences.

Activities

1. Discussion sessions.
2. Simulations and role-playing.
3. Practicing in order to internalize conferencing skills.
3. Team conferencing sessions with a peer coach.
5. Designing a student academic and behavior profile.
6. Practice sessions using a student profile as a handout.

Evaluation

1. Pre and post test.
2. Observe simulation exercises in workshop.
3. Participants will complete a workshop evaluation form.

