



An Asynchronous Online MSAA Professional Development workshop for: All Educators, PK-12

Effective and Stress-Free Parent Communication



Featuring Seaside Educational Consultants Presenter: **Jared Procopio**

Asynchronous Online Workshop

- Earn 15 PDPs; Approved by DESE for Licensure
- Registrants work at their own pace within allotted timeframe

WORKSHOP STRUCTURE:

MSAA offers this asynchronous workshop in five modules. When the instructor signs off on completed work, registrants will receive an assessment form which will generate a PDP certificate.

Registration is now open. The workshop portal opens October 1, 2021, and closes January 15, 2022.

Content Area: Leadership/Administration	Fees: Members: \$405/all five modules Non-Members: \$540/all five modules
REGISTER NOW	15 PDPs

Module 1: Starting Strong

Student achievement in the classroom is largely influenced by the quality and quantity of communication between the school and home. Parents are better equipped and more likely to support your academic initiatives if they know what is taking place in the classroom. This module will explore the real value of parent communication and how to establish an effective foundation of communication through an opening document like a syllabus.

After this module participants will be able to:

- Explain a variety of ways effective communication with parents benefits students.
- Evaluate their communication materials.
- Identify and implement the most valuable categories of a syllabus.

Module 2: Open House

Open House is typically the first time you will speak with parents face to face. It's a great opportunity to share your class information and expectations while establishing a positive rapport. It can also be a significant source of stress! The good news is that effective preparation will help reduce your stress levels and build confidence. This module will provide ways to improve your Open House presentation and give you the tools to organize everything you will need in advance.

After this module participants will be able to:

- Evaluate and improve their current Open House materials and presentation.
- Explain the value of using visual aids during the Open House presentation.
- Create an organized and effective Open House presentation plan.

Module 3: Phone Calls Home

We live in an age where nearly everyone has email and it's easy to forget the distinct benefits of using a phone call to communicate important information with a student's parents. Phone calls can be tricky to fit into the workday and present the potential of having a stressful conversation. In this module, you will explore the benefits of a phone call home and ways to make the process more effective and stress free.

After this module participants will be able to:

- Evaluate their current stance on placing phone calls home.
- Explain the benefits a phone call has over other forms of communication.
- Determine when a phone call home is ideal.
- Develop and implement a basic phone call starter script to save time, reduce stress, and increase effectiveness.

Module 4: Preparing for a Parent Meeting

Parent meetings are a great opportunity to share important information, have a constructive conversation, and develop an action plan to maximize a student's academic potential. There are several key preparations that should be done in advance to ensure a smooth, professional, and effective meeting takes place. This module will take you through the simple steps that can be done in advance to set your parent meetings up for success!

After this module participants will be able to:

- Identify the benefits and drawbacks of using jargon and acronyms during meetings.
- Evaluate the effectiveness of their parent meetings.
- Identify and complete the preparations needed to set up an excellent parent meeting.

Module 5: Holding an Effective Parent Meeting

Verbal communication is deceptively complex and a lot goes on during a conversation between two or more people. In this module, you will look at the science behind how people process information when communicating and what can be done to prevent misunderstandings. You will also develop a parent meeting form template that can be used to ensure key ideas are shared and recorded for future reference.

After this workshop participants will be able to:

- Explain how people process information during a conversation.
- Apply communication science to avoid miscommunication.
- Create and implement an effective and easy-to-use parent meeting form.

Jared Procopio has been actively working in the field of education since graduating from Assumption College in 2002. He taught 7th and 8th grade Social Studies in a middle school team model for most of his career before assuming his current position in 8th grade Science. During his time in middle school, he helped enact several amazing programs and events that were made possible through consistent teamwork and collaboration. Jared is adept at motivating and fostering teamwork in others, skills he honed as head coach of the middle school cross-country team for over 15 years. He is always seeking new opportunities to mentor, work with other educators, and innovate in the classroom. As a consultant for Seaside, he looks forward to lending his expertise in parent communication, team leadership, and effective lesson development.

