

Parent Leader Workshop Planning Guide

Step 1:

- ✓ Contact the principal and explain that this is a co-presented workshop that you would work with a member of the school staff to deliver. It will reinforce the school's programs that help students increase literacy.
- ✓ Ask the principal to identify the staff person you should work with on it.

Step 2:

- ✓ Meet with that identified co-presenter to plan the workshop.
- ✓ Share the "generic" agenda (p. 2) as an example—then make your own. See the workshop planner (p. 3) as a possible guide to your own planning.
You can get the agenda in a Word file at <http://teacher.depaul.edu>.
- ✓ Decide who will do which part of your agenda for the workshop.
- ✓ Figure out what materials will be needed for it.
For example, the co-presenter may use materials from the school's literacy program, including books and student activity guides to help parents understand how that program works. You may want to do the "word-picture activity" in which case you'll need paper. You may want to ask if the school could purchase "boggle," "magnetic poetry," or other game-like literacy resources.

Step 3:

- ✓ Schedule the workshop.

Step 4:

- ✓ Publicize it.
- ✓ Prepare a flyer. *You could use the agenda itself as a flyer—send it with a note asking parents to join you at the session.*
- ✓ Work with teachers, parents, and administrators to increase involvement.
For example, you could present a preview to the LSC, you could ask teachers to have students to write persuasive notes to their parents about participating.

Step 5:

- ✓ Conduct the workshop.
See list of recommendations for effective workshops.

Step 6:

- ✓ Follow up.
- ✓ Make sure that teachers know which of their students' parents come so they can follow up, too. *(Teachers could ask students whose parents come to send them a note of appreciation for their commitment.)*

Step 7:

- ✓ Discuss the workshop with the school administration and recommend next steps for more workshops.

Parent Workshop Agenda
Making More Literacy Progress

School:

Date:

Presenters:

Focus: Literacy—An NCLB Priority

Purpose: To provide information and recommendations parents can use to help increase student literacy—state learning goals 1, 2, 3, 4, and 5.

Outcomes:

Activities:

1. Introductions
2. Welcoming Activity
3. Workshop Preview
4. Literacy Development Activities You Can Take Home
5. Discussion of Next Steps Parents Will Take to Support Greater Learning
6. Workshop Evaluation

Thank you for joining this workshop so we can all work together to achieve greater learning by our students.

General Workshop Planner

This is a guide for the planning of a workshop.

List the outcomes you want to accomplish.

What will parents know more about?

What will parents learn how to do?

Then set the agenda

Introduction

Purpose

Kinds of activities

“ground rules”—participate actively, everyone’s ideas are welcome

Activities

Explain

Demonstrate

Facilitate

Conclusion

Discuss what steps parents will take next.

Share ideas to follow up on the workshop.

Evaluation

Recommendations for Effective Parent Workshops

Begin on time.

If parents have not arrived on time, then start informally, asking parents to participate for example in making a list on the chalkboard of ways they already are helping their children learn.

Establish Ground Rules

- No cell phones.
- Clear understanding of main idea.
- Encourage others.
- Be involved.
- Be a responsible group member.
- Be accepting of others' ideas.
- Give everyone opportunities to talk.

During the Workshop

- Start with informal welcoming activity.
- Ask volunteers to read short sections.
- Restate the idea.
- Ask for comments.
- Use highlighters.
- Role play.
- Share “what works”—put it on chart paper.