

# Parent Workshop Planner

Focus: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Location: \_\_\_\_\_

**Outcomes—What will the workshop result in?**

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**Who will we invite?**

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**How will we invite them?**

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**What we will emphasize in the invitation:**

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**How we will remind parents about the workshop**

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**Who will present?** \_\_\_\_\_

**Who will facilitate?** \_\_\_\_\_

**Activities: What will participants do?**

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**Materials: What will they receive?**

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**Follow up: How we will follow up on the session**

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