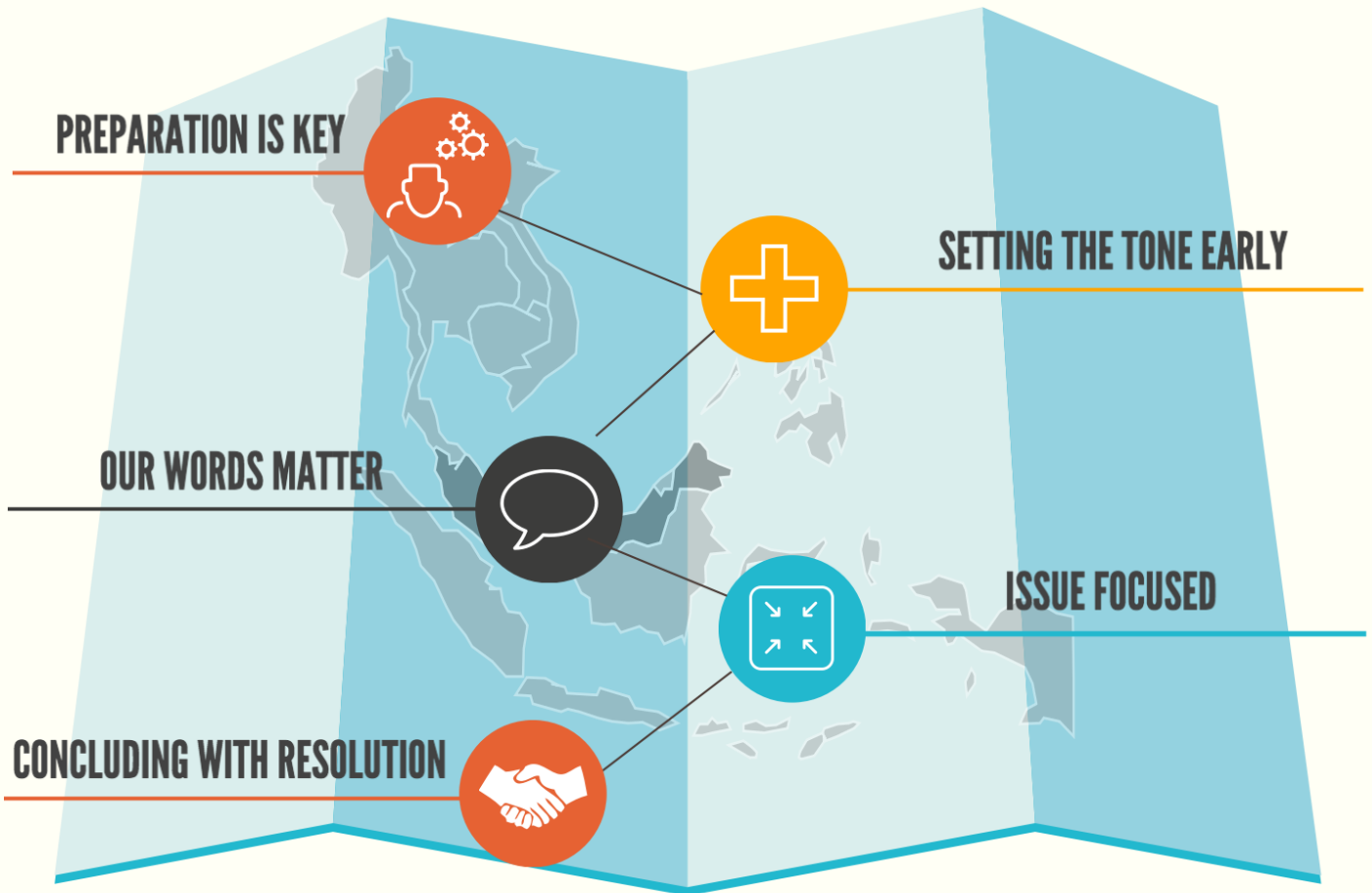


DIFFICULT CONVERSATIONS WITH PARENTS: A ROAD MAP FOR SUCCESS



PREPARATION IS KEY

Expect The Unexpected.

The parent may need to bring children to the meeting, so prepare materials that their kids can use in the room to minimize distractions.

A parent may not have eaten before the meeting, so offering water and a snack can be seen as a helpful and welcoming gesture.

Have Visuals Available.

Have any student work or records available and organized that may be applicable to the meeting.

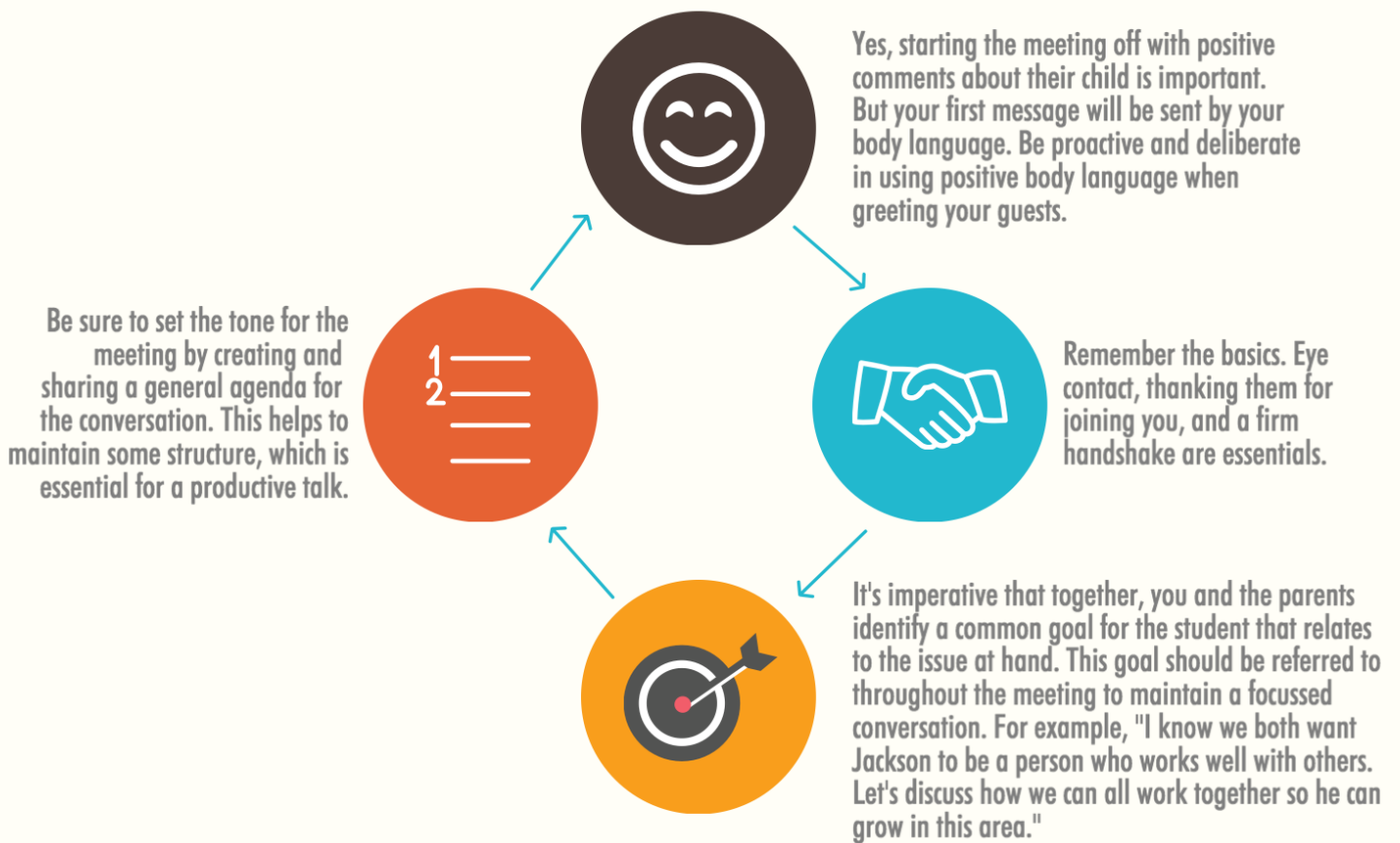
When discussing academics, having visuals like Bloom's Taxonomy printed and available. These can help parents better understand the learning process and how it relates to their child.

Prepare Yourself Emotionally.

It's difficult to not take comments personally. Though striving to receive feedback through a professional lens rather than a personal lens is crucial for maintaining a healthy conversation.

Consider what language you will use to defuse or conclude a meeting if it turns too emotional. This will help during the heat of the moment.

SET THE TONE EARLY



ISSUE FOCUSED

Offer the option to the parents if they would like to begin sharing first or if they want you to.

Who Starts.

Explain that you would like to take notes to ensure that you understand them correctly.

Take Notes.

It's easy to come to the table focussed only on what we will be sharing. Be sure to listen intently and openly to parents.

Listen. Really.

Conversations can easily derail, that's why it's important to stay focused on the common goal identified at the beginning of the meeting.

Common Goal Focus.

Maintain a healthy conversation by only discussing their child. If a parent wants to bring up another child, redirect them.

Just On Their Child.

Use "we" instead of "you" to emphasize that this will be a team effort.

Collective Team Effort.

OUR WORDS MATTER

HOW we share information with parents is just as important as **WHAT** we share



Remember To...

Begin w/Specific Compliments About Their Child

Use Affirmative Words
(Share What The Student IS Doing Instead Of What
The Student Is NOT Doing)

Speak To The Student's Behavior, Not The Student



Remember Not To Use...

Sarcasm

Absolutes
(He always...She never...)

Education Jargon

CONCLUDING WITH RESOLUTION

Share the parent's concern back to them in your own words to ensure that they know you understand the concern.

Set 1-3 measurable and attainable short-term goals.

Determine **HOW** and **WHEN** you will discuss the student's progress to the goal(s).

Close with a specific compliment, positive body language, and firm handshake.



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