

### **Ideas for Parent / Professional Meetings**

- Pre-teach – set agenda by asking all what they want to talk about, list, prioritize
- Ask students for ideas to improve meetings
- Ask everyone to share one positive story (go around) before the meeting
- Ask student to invite other students to the meeting
- Smaller number of school personnel at meetings
- Get rid of lingo, explain as you go along
- Recognize parent as the expert about their child. All are contributors.
- Accentuate the positive
- Cheat sheet for the acronyms
- Give parents “cheat sheet” about who the professionals are – ex. picture, name, title, job description
- Allow time
- Prepare / talk to parent prior to the meeting – issues, input
- Careful of phrases like, “I know what you’ve been through” or “I know just how you feel”, etc.
- Offer water, coffee, food, etc.
- Express to the parent that they can bring someone along to the meeting. (ex. PAC rep)
- Regular communication between meetings
- Follow-up phone call – ask for feedback about how the parent felt the meeting went.
- Urge parent to bring extra person to accompany them
- Look at positives and focus on them; put things in perspective
- Practice reflective listening by professionals
- Each person shares in the group
- Chose a supportive general ed. teacher as a representative
- Parents list the issues they want to convey to empower them
- Keep Kleenex on desk on the table
- Each member has a positive contribution or story to keep the session positive