

# Keys to Success for Any Parent Meeting

Veteran event planners recommend the following tips for a successful parent meeting:

- Establish a fun, friendly, non-threatening atmosphere.
- Have plenty of signs and/or helpers to guide parents to the right room as they arrive.
- Greet parents individually and cordially as they enter the room.
- Avoid asking questions that any parent can answer incorrectly, so there is never a possibility of embarrassing anyone.
- Have name tags for parents and staff.
- Serve refreshments.
- Provide childcare if possible.
- Remember that some parents may be uncomfortable reading or writing in public.
- Have lots of handouts.
- Start and ending on time, and respecting parents' childcare arrangements and family commitments.

Also see "17 Secrets to Planning a Successful Parent Meeting" in Binder Section 1.

## A Word About Room Setup

Room setup affects the success of any meeting. Obviously it is important for everyone to be able to see and hear what is going on. If you are just showing the PowerPoint® presentation, people simply need to see the screen. But for any discussion using this kit, participants should be seated at tables (round is best) in groups of five to eight where they can comfortably write and talk with one another.

## Choose the Right Format

You have chosen to present the meeting on *12 Ways Busy Parents Can Help Children Succeed on Standardized Tests*. Now you need to decide which of the *two presentation formats* (described below) you want to use:

### 1. DVD: a narrated video presentation

Please note that the DVD includes separate presentations for each of the four meeting topics included in this kit. As you start the DVD you can select the presentation you want from the onscreen menu.

The simplest option is to use the ready-to-use, 20-minute DVD presentation, narrated by the president of The Parent Institute®, Dr. John H. Wherry, who directed the compilation of this meeting kit. It is a PowerPoint® presentation that includes audio narration and full-motion video clips with sound. All you need to do is insert the DVD disk into your DVD player and select *12 Ways Busy Parents Can Help Children Succeed on Standardized Tests*. (Look for the disk labeled "DVD" in the disk pocket in your binder. Look for the yellow pencil.)



## It all begins with your introduction

Here are some sample remarks to introduce the presentation:

*Today's presentation is titled 12 Ways Busy Parents Can Help Children Succeed on Standardized Tests. It summarizes ways parents become more effectively involved in helping their children do well in school and on important standardized tests. It presents 12 specific tips for busy parents and many practical ideas that I think you will find helpful. After the presentation you will receive a handout summarizing all the main ideas.*

## View the PowerPoint® presentation

Make it a point to stay in the room with parents as the presentation is being shown. Staying in the room shows that you think the presentation is important. (Of course if you choose the option of narrating the presentation yourself, you will be there the whole time!)

## Distribute the participant handouts *after* the presentation

Call participants' attention to the presentation summary and show them that it lists all the ideas discussed.

### Discuss Topic #1

*Looking at the summary handout of main ideas from today's presentation, what do you think are the three most useful suggestions to help your child succeed in school and on standardized test?*

### Discuss Topic #2 (Use the following suggested questions.)

After the initial discussion of the *ideas parents feel are most important*, the meeting agenda calls for you to identify other priority ideas from the video that *you think are also critical*.

Following are suggested discussion questions to help reinforce each of the main ideas presented in the video. Before the meeting, select several key points that *you think* are especially important and pick out some questions from the chart below to ask them during "Open Discussion Topics #2 and #3."

Key Point in Video	Suggested Discussion Questions
1. Make sure your child is in school every day.	<ul style="list-style-type: none"><li>• Why do you think school experts listed <i>make sure your child is in school every day</i> as the most important thing parents can do to help children succeed?</li><li>• Do you agree that time missed from school can never really be recovered?</li><li>• What do you think are some acceptable reasons (other than sickness) for pulling a child out of school for a day?</li></ul>