

Conference Tips

10-Minute Building Meeting

Trainer Agenda

Materials needed:

- Conference Tips one-pager
- Sign-in sheet

Welcome (1 minute)

Welcome your members to the meeting and have them sign in via the sign-in sheet. Provide quick snacks if possible.

Intro (1 minute)

Talk about the importance of parent-teacher conferences.

- Your only contact with parents may be during conferences, so it is important to make the most of this time.

Content (4 minutes)

Highlight the most important tips to keep in mind when preparing and planning for your parent-teacher conference days.

- Be mindful of potential communication gaps; when working with parents who are deaf or hard of hearing or with parents who speak another language, have an interpreter available.
- Ensure that the schedule allows enough time for a rich conversation and allows you to remain on schedule.
- Have samples of student work ready to share with parents; avoid speaking only in generalities.
- Open with a positive statement and encourage collaboration, especially when dealing with critical and constructive feedback.

Note: Allow time for questions. If there are too many questions to address in the time provided, move to the next item on the agenda and offer to connect after the meeting.

Connect content with the local (2 minutes)

Share that (your local name) is sharing this information because you want all members to build healthy, productive relationships with parents and want parent-teacher conferences to be productive and successful. Additionally, this is an opportunity to highlight the work of the union.



- Representation and advocacy: Highlight the work that the union does to help inform district protocol, policy and calendars to ensure that educators can best serve students. Also encourage members to reach out to the local for assistance if a conflict arises; the local and Education Minnesota has resources that can be used to help members resolve conflict through facilitated conversation.

Wrap up (2 minutes)

Leave them with the reminder that successful parent-teacher conferences can have a great impact on the learning of students. Emphasize that the union is an existing structure that provides guidance, advocacy and support for its members, and encourage members to come to the union with any support needed to build and maintain these relationships.

Note: After the meeting, the meeting facilitator should send a copy of the list of participants to the local field office.