



# Parent/Teacher Conference Tips

Proper **COMMUNICATION TECHNIQUES** and **IMPORTANT QUESTIONS** teachers should be prepared to answer...

## 8 Proper Communication Techniques

*It's good to expect parents to show up with a positive attitude. However, keep in mind that you may encounter frustrated parents of a challenging student. It's important to approach these situations calmly and patiently.*

### 8 TECHNIQUES

1. Start each conversation with positive comments.
2. Use specific examples when talking to a parent of your observations of their child's actions.
3. Identify any concerns you have with the child without defending your classroom policies.
4. Become familiar with the child's home life by asking the parent about their specific needs.
5. Use collaborative statements that focus on you and the parent working together to address these concerns.
6. Leave time for the parents to talk so you don't fall behind schedule.
7. Work together with parents to set up a plan on how best to move forward with their child.
8. Schedule a time to meet with parents again to discuss the results of these actions.

## 5 Important Questions Teachers Should Be Prepared to Answer

*The point of a parent-teacher conference is to communicate your classroom goals as well as update parents on their children's progress. Be open to new ideas. Parents may approach you with suggestions specific to their own child's learning style. These suggestions may be good to implement to the class as a whole.*

### 5 QUESTIONS

1. What will students learn this year?
2. How will students be assessed?
3. How can parents stay more involved?
4. How will learning differences be approached?