

Points for a Good Conference

Practical Arrangements:

- ❑ Reserve a conference room or another quiet place to ensure privacy.
- ❑ Arrive at the conference site before the parent.
- ❑ Greet the parents when they arrive.
- ❑ Have your materials ready and with you.
- ❑ Set a reasonable time limit, such as when your next class starts.
- ❑ End the conference on time and set another meeting if everything has not been covered.
- ❑ Summarize the conference and action plans to which you and the parent have agreed when the meeting ends.
- ❑ Make notes as necessary.

Communication Strategies:

- ❑ Establish rapport with the parent.
- ❑ Begin and end on a positive note.
- ❑ Make some positive comment about the student early in the conference.
- ❑ Address the parent by name frequently.
- ❑ Encourage the parent to talk and listen when they do.
- ❑ Try to develop a feeling of mutual cooperation.
- ❑ Encourage parents to make suggestions.
- ❑ Delay making definite suggestions to correct the concern until it is necessary to make progress in the conference.
- ❑ Use the parent's positive suggestions.
- ❑ Do not surprise the parent with a new problem.
- ❑ Do not make small talk. Respect the parent's time.
- ❑ Maintain control of the conference. Do not let the parent rehash old problems that are not pertinent to the current discussion. Often parents want to bring up things that happened a year or more in the past.
- ❑ Do not monopolize the conversation.
- ❑ Do remain calm.

