

Guidelines for running a 60-minute meeting using the PowerPoint® presentation

One hour provides time for showing the PowerPoint® presentation and a useful follow-up discussion. See suggested agenda below.

Remember: Maintaining a fun, friendly, non-threatening atmosphere for your meeting sets the stage for success.

You'll find the six-page reproducible parent handout, including the evaluation form, specifically for this 60-minute meeting at the end of this guide. See binder section 6 for a variety of additional parent handouts that you may choose to distribute. Also included in the shipping box with your Meeting Kit binder are 50 copies of The Parent Institute *QuickTip*, "Ways Busy Parents Can Help Children Succeed in School." For inexpensive additional copies call 1-800-756-5525 and ask for stock # 1101 (English) or # 2101 (Spanish). Sold in bundles of 25, minimum order 100 copies.

Here is the suggested agenda for a 60-minute meeting:

60-Minute Meeting Agenda <i>Ways Busy Parents Can Help Children Succeed in School</i> A Presentation and Discussion With Parents	
Minutes	Activity
5	Welcome, introduce <i>Ways Busy Parents Can Help Children Succeed in School</i> PowerPoint® presentation.
30	View PowerPoint® presentation.
3	Distribute presentation handouts, review purpose and objectives.
7	<u>Open discussion topic #1</u> <i>What do you feel were the most useful ideas to help your child succeed in school that you heard in today's PowerPoint® presentation?</i>
3	Group identifies top ideas.
7	<u>Open discussion topic #2</u> <i>What are some practical ways busy parents can find more time to spend with their children?</i>
3	Group identifies top ideas.
2	Closing comments, evaluation & adjourn.
60 min.	Total time

It all begins with the PowerPoint® presentation

Here are some sample remarks to introduce the presentation:

Today's presentation is titled Ways Busy Parents Can Help Children Succeed in School. It summarizes years of national and international parent involvement research and the experience of The Parent Institute in developing materials to help parents become more effectively involved in the education of their children since 1989. 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, staying in the room will not be an issue!)

Distribute the participant handouts *after* the presentation

Call participants' attention to the PowerPoint® summary on page two of the handout.

🕒 **A word (and a secret) about time:** You will note that the suggested agenda timelines are specific and brief. (Only *you* see the agenda. It is not printed in participant's workbooks.) While you are the leader and you can make adjustments as you see fit, experience proves that groups accomplish more with very tight deadlines. **Secret: A time-honored leader's technique is to tell meeting participants that they have less time for each meeting activity than they actually do.** Announcing, "We have three minutes to do this," (when you actually allow seven) and then announcing, "Time is almost up!" (when two or three minutes actually remain) will move the meeting along briskly, keep the energy level high and contribute to the fun. In practice, you can allow them as long as it reasonably takes them to complete the task. They'll be so busy thinking and working that only you will have time to watch the clock!

Review the purpose and objectives for the discussion

The purpose and objectives are printed on page three of the "Participant Workbook." Having them clearly spelled out helps keep the meeting productive and on track.

Start the discussion promptly

Turn to page four of the workbook and read the first discussion question aloud. **Announce that you would like everyone to first think silently** about, and write down in his or her workbook, ideas they would like to mention, and that you will then open the discussion to the group. (Thirty seconds to think is plenty of time.) Then open the discussion and stress that you'd like to get everyone's ideas—and enforce that by asking those who have not said anything to contribute before accepting additional answers from those who have already shared an idea.