Training Starter Template

Family Involvement

Objectives: All participants in the training will be able to:

- Create a family-friendly environment
- Send a clear message that family involvement is welcome
- Actively reach out to the hard-to-reach families

Total amount of time: _____ **Number of participants**: _____

Preparation: _____
_____
_____
_____
_____

Materials: _____
_____
_____
_____
_____

Training Opening

- Engage Participants ___ minutes
  (Ice breaker/warm up activity related to the topic)
  _____
  _____
  _____

  Introduce the Topic ___ minutes (Motivate participants, show them why the topic is important, and share objectives and agenda)
  _____
  _____
  _____

Training Middle ___ minutes
(Explain the topic in detail, demonstrate the concept and discuss it, and practice and apply the topic)

- Ask participants to think about and answer the question, "What can we point to in our rooms or centers that show family involvement or families' contributions? Is it clear that all families are welcome?"
- Divide into small groups and, using blank paper and markers, have each group create a "Family Welcome" area or areas. Have groups present their designs and agree upon ideas that seem do-able for the program.
- Brainstorm ways that families can help and support the program. Then ask participants to start thinking of specific families and which families would match best with some of the different ways to support the program.
- Discuss the issues of getting the hardest to reach families involved. Talk about challenges, potential underlying causes for their lack of involvement, and potential solutions.
- Hand out the *Reaching Out to Families* tip sheet and have small groups talk about which strategies would be most effective in overcoming some of the challenges.

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Training Wrap Up and Closing

- Summarize, consolidate ___ minutes
  (Connect back to the objectives, check for understanding, and discuss questions)

  _____
  _____
  _____

- Plan Next Steps ___ minutes
  (Be specific about application to immediate practice.)

  _____
  _____
  _____

- Closing Comments ___ minutes
  (Acknowledge, motivate and inspire)

  _____
  _____
  _____

Post-training assessment and revision

- Formal or informal assessment of effectiveness of training
- Note changes to make
- Note areas for additional training

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