

# CAEP Family Engagement Course

## *7 Elements of Effective Parent Teacher Communication: Candidates' Strengths & Weaknesses*

### Tips for Faculty

The CAEP Family Engagement Course is a free online course consisting of three modules that teach candidates about 1) the importance of family engagement; 2) parent phone calls, including practice making a live phone call; and 3) parent-teacher conferences.

The course is available at <http://www.CAEPfamilyEngagmnt.org> and the companion faculty website is available at [www.caepnet.org/AboutFamilyEngagement](http://www.caepnet.org/AboutFamilyEngagement)

The course is organized around The 7 Elements of Effective Parent Teacher Communication.<sup>1</sup> During the 2015-2016 pilot, the following trends emerged as areas of strengths and weaknesses for candidates around the 7 Elements. Faculty implementing the CAEP Family Engagement Course should watch for these trends in their candidates.

#### **7 ELEMENTS OF EFFECTIVE PARENT TEACHER COMMUNICATION:**

*Warm Welcome: Establish the context for the conversation in the first few seconds of the conversation*

- Many candidate forget to introduce themselves and skip the Warm Welcome all together, especially in their first call. This tends to improve for subsequent calls.

*Share Information: Use examples to describe the reason for the call.*

- Almost all candidates incorporate the Share Information step. But many talk *at* the parent, rather than *with* them.

*Gather Information: Ask open-ended questions to get more information*

- Many candidate do not Gather Information—or do not do so in a meaningful way. They may ask a few perfunctory questions at the end of the conversation, but Gathering

#### **CANDIDATES NEED PRACTICE:**

- ✓ Navigating unfamiliar situations
- ✓ Asking open-ended questions that seek the family's perspective
- ✓ Distinguishing empathy from agreement

---

<sup>1</sup> Walker, J. & Dotger, B. (2012). Because wisdom can't be told: Using comparison of simulated parent-teacher conferences to assess teacher candidates' readiness for family-school partnerships. *Journal of Teacher Education*, 63(1), 62-75.

Information should create an open dialogue between parent and teacher. **This is an area in which most candidates require improvement.**

*Establish an Action Plan: End with an action plan that is ideally a combination of both the teacher's and parent's ideas.*

- Along with Share Information, this is the step most candidates incorporate and with which they seem the most at ease; however, many candidates do not incorporate the parent's ideas into their plan.

*Maintain Positive Expectations: Convey a caring and calm demeanor regardless of the parent's tone. Demonstrate specific knowledge of students as individuals.*

- Most candidates need to work on this step, especially when it comes to delivering bad news (for more details, see breakdown of call #2, module #2).
- When delivering bad news, some candidates become overly effusive, which detracts from the seriousness of the call.
- Other candidates revert to the compliment sandwich; however, research shows that while this method makes delivering bad news easier on the news-giver, it makes it harder on the news-recipient.<sup>2</sup> Those learning bad news prefer to hear the information in a direct manner (see module on effectively delivering bad news).

*Be Empathetic: Express empathy for parents' emotions. Validate a parent's concerns and expressing understanding if a parent becomes emotional.*

- Candidates demonstrate difficulty differentiating between validating a parent's emotions and agreeing with the content of what parents are saying.

*Manage Flow: Keep conversations on track and within the allotted time.*

- Candidates vary considerably on how well they stay on track.

**TAKE AWAYS:**

- ✓ Candidates want to focus on *delivering* news rather than on *gathering* information by asking open-ended questions and establishing a dialogue.
- ✓ Candidates will default to giving "good" news—even when the situation requires delivering bad news.
- ✓ Practice and skills in delivering bad news can help candidates

---

<sup>2</sup> Legg, A. & Sweeny, K. (2013). Do you want the good news or bad news first? The nature and consequences of news order preference. *Personality and Social Psychology Bulletin*, 40(3), 279-288.; Marshall, L. & Kidd, R. (1981). Good news or bad news first? *Social behavior and personality*, 9(2), 223-226.