

## LEARNING EXTENSIONS: HOW TO USE THE TUTORIAL & QUESTIONS FOR TEAM TRAINING

To support programs in meeting professional development needs, we've designed a tutorial and group discussion questions so that you can easily facilitate your own **The Importance of Connecting with Parents** team training. Team training based on the tutorial and Questions for Personal Reflection and Group Discussion will create an opportunity for your team to:

- collaborate and learn together
- discuss issues that are specific to your site
- share ideas, expertise and challenges
- build supportive team relationships
- solve-problems

To develop effective training for your team, we suggest that you (the facilitator):

- preview the tutorial and list the questions
- select questions that are most helpful to your team
- decide how long the training will be and determine the format
- determine how you will introduce the questions and how long you will spend on each question
- think about how you will encourage participants to follow through with ideas and suggestions at the end of the training.

It might be helpful to schedule a follow-up meeting to discuss how the ideas and strategies are working in the program. Enjoy your training and let us know how it goes!



## GROUP DISCUSSION QUESTIONS

1. Reflect on how your interactions with parents changed. Why is it more important than ever to connect with parents each day? What are some of the challenges that you've had to overcome?
2. Consider/discuss your pandemic drop off process.
  - a. Are parents encouraged to share information about their child? If so, what kind of information is shared each day?
  - b. Who greets/screens the children and families? Do CNC staff have an opportunity to connect directly with the parents of the children they care for?
  - c. If someone other than CNC staff greet/screen the families each morning, how do they document the information provided by parents and make sure the information gets to the CNC staff who cares for him/her?
3. Consider/discuss your pandemic pick up process.
  - a. Do you have an opportunity to connect directly with the children's parent's during pick up?
  - b. How are you sharing information and staying connected with parents?
  - c. How do you share information with parents about their child's eating, toileting and sleeping?
  - d. How many times a week do you connect with parents about their child's activities, developmental milestones, success and challenges?
4. List 3 strategies from the tutorial that you'd like to try.
5. List 3 ways that parents can connect with you if they have a question or concern.
6. Reflect on all that you're doing to keep children, families and staff safe during this time.
  - a. Do parents know about all that you're doing?
  - b. How could you share this information in a way that would be reassuring to parents?
7. How do you tell parents about important changes to pandemic response policies and procedures? How do you make sure they understand?

