

Introduction

About the Workshops

Hello, fellow educator! We are pleased that you have chosen to teach this program. We are sure you will find the workshops easy to read and easy to teach.

Before you begin the workshop, it is important to know what the icons mean and how the lesson plan is structured to make it easier to teach.

The workshops are set up to stand alone or be taught as a series of classes. Each workshop has a variety of tools including a supply list, postcards, flyers, worksheets, home practice assignments, a lesson plan and a parent practice worksheet to accompany the lesson plan. Some of the materials in the lessons can be customized to your own agency using Publisher 2002 software or above.

The parenting worksheet was created in case you are in a situation where you did not have a blackboard, overhead, or projector, then you could still teach the workshop. It is also beneficial for parents to have information to take home after the workshop that they can share with their family, or use to practice concepts.

At the end of each workshop, it is important to give the evaluation. This will give you a better idea of the concepts the parents are grasping, as well as the concepts with which they are struggling. Use the information in your next workshop and take more time on the concepts on which your parents need more help.

A section on the types of tools available for your use is also provided for each workshop, allowing for quick reference of each component of the workshop.

When you look at the lesson plan, you will find several icons on the left side of the page. These icons are to help you know at a glance when an activity is coming up. Let's take a closer look at the icons.

Icons

About the Icons



Objectives

- The first icon you will see is of a clipboard. This icon lets you know the objectives of the workshop.

Activities

There are many different types of activities, including group work, worksheets, and brainstorming sessions.



Brainstorm

- This icon means there is a brainstorming activity.



Role Play

- The mask symbol means there is a role play activity.



Home Practice

- The key icon means there is an at-home practice assignment you can give the parents. These assignments allow parents the chance to use the knowledge gained in class at home with their family.



Worksheet Number

- The number icon means there is an accompanying worksheet for the activity. The numbers are also listed on the actual worksheet, making it easy to facilitate workshops and find materials.

Icons

Arrow

- The arrow lets you know when it is time to do an activity.

Discussion Question

- The question mark symbol means it is time for a discussion question. Discussion questions are a great way to get everyone talking in your workshop.

Closing Activity

- The closing activity is a fun way to end each workshop. The stop sign lets you know when it is time to close the workshop. Leave some time at the end of the workshop to speak to parents and answer questions they might have.

Feedback/Evaluation

- This icon lets you know when it is time to give parents the feedback and evaluation sheets.

Don't forget to give the evaluation and feedback tools after the closing activity!

Tools



PRAISING CHILDREN AND THEIR BEHAVIOR CD

The Praising Children and Their Behavior CD has all the information provided for this workshop on disk.

In order to view the files on the disk, you will have to have an Adobe Acrobat reader. Adobe readers can be downloaded for free at www.adobe.com.

When you first open the CD, you will find three files. The first of the files is the adobe file for the lesson.

When you open the adobe file, the lesson will appear as one streaming file. You can use the arrows beneath the pages to go to any page of the lesson. The Table of Contents on the disk has been set up with links to each section for easier browsing of materials. Use your mouse to select which worksheet or page of the workshop you would like to open and you will be directly taken to that page. If you would like to print out the whole lesson at once, you can select the whole file to print without going to each worksheet individually. You can select one page to print by selecting the print icon and selecting the specific page you would like to print out.

The other file on the disk will be a publisher file. These files can be customized to fit your agency information if you have Microsoft Publisher 2002 or above.

The final file will be the PowerPoint presentation for the lesson. If your agency does not have a Proxima projector to show the slide show, you can make transparencies using this file or you can go to the transparency section of the adobe file mentioned above to print out your slides.

Workshop Tools

MARKETING TOOLS

It will be very important for you to market the workshops so that people will know about the class, and be able to sign up for the class. Here are some marketing tools you can utilize for the **Praising Children and Their Behavior** Workshop.

Flyers

There are two types of flyers for each workshop. You may decide you like one more than the other, or you may choose to use both. If you are really in need of parents, you may prefer the flyer with the tear-off feature works better as potential attendees can easily tear off your contact information.



On the other hand, you may prefer to use the informational flyer. This flyer is more detailed and eye catching and works well in highly populated areas like schools, grocery stores, or other businesses and agencies.



You may want to use a combination of the two for the best results. Flyers can be customized to fit your agency and information.

Postcards

Postcards are a great way to reach potential attendees when you receive addresses of potential attendees. They also serve as a great way to remind someone that a workshop is coming soon. Postcards can be customized to fit your agency and information.



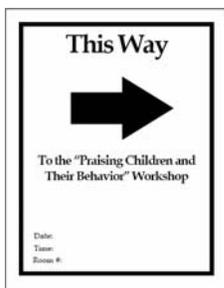
Workshop Tools

WORKSHOP TOOLS

Each workshop has a variety of workshop tools at your disposal. Here are the tools for this lesson.

This Way Sign

Use these signs to let parents know where the class will meet the night of your workshop.



Supply List

The supply list is located at the beginning of each workshop. Use this sheet as a checklist to make sure you have the necessary supplies and equipment for each workshop.



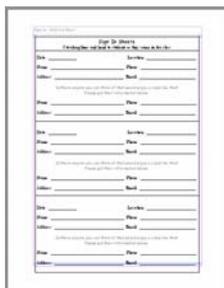
Name Tags

Name tags are a great way to learn the names of the parents taking the workshop. This label is ready to print onto Avery Label #5095. If you do not have ready to print labels, print the sheet provided on cardstock paper and put them in name tag holders.



Sign-In Sheet

The sign-in sheet for the workshops follows the new HIPAA guidelines. You will need to make copies and cut each so that participants do not see each other's confidential information. The sign-in sheet will ask participants for their name, address, phone number, and e-mail. The date and location should also be recorded to keep classes separate. There is also a section for a participant to refer others to the workshop. Use the information given to create a client base for future workshops.



Workshop Tools

Certificates

Certificates are a great tool to use so parents feel a sense of accomplishment. There are five formats to choose from.



Star Award



Celtic Knotwork Award



Double Border Award



Family Award



Pyramid Award

Workshop Tools

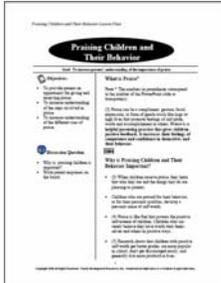
LESSON PLAN

Praising Children and Their Behavior Lesson Plan

The lesson plan is your guide for each workshop.

Numbers found in the text of the lesson plan correspond with the transparency or PowerPoint slides. Important concepts found on the slides and in the Parent Practice Sheet are bolded to let you know when an important concept is being covered.

The lesson plan will mirror the transparencies and PowerPoint presentation as well as the Parent Practice Sheet. Parents will be able to follow along with this worksheet, so if you do not have access to an overhead or projector, you will still be able to teach the workshop.



WORKSHEETS

Parent Practice Sheet

The parent practice sheet allows you complete flexibility in terms of teaching environments. Parents can simply use the sheet to follow along or take notes, or the worksheet can be used to emphasize objectives by having parents not only follow along, but also write down key concepts.

Parent answers for the worksheet are bolded when appropriate in the lesson plan to allow for speedy answers to questions. The PowerPoint presentation or transparencies will mirror the worksheet, which allows parents the opportunity to take home valuable information to practice.



Workshop Tools



Praise Role Play Exercise Facilitator Worksheet #1

This worksheet is for parents to practice giving and receiving praise in pairs.



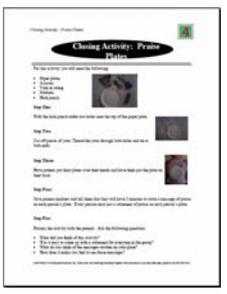
Praise for Being and Praise for Doing Worksheet #2

This worksheet is to be cut up during the workshop so that parents can decide if each slip of paper is Praise for Being or Praise for Doing.



Home Practice: Praise #3

This is a home practice assignment regarding praise. It helps parents praise their children and also helps parents praise themselves.



Closing Activity: Praise Plates Facilitator Worksheet #4

This activity will help bring together the concepts of the lesson. Parents will make plates and wear them so that the other parents in the group can write messages of praise on them. Parents will have 2 minutes to complete the activity.

Workshop Tools

EVALUATION TOOLS

Evaluation Sheet

A thumbnail image of an evaluation sheet form. The form is titled "Evaluation" and contains several sections with questions and a Likert scale (1-5) for responses. The questions include: "Please take a moment to fill out this evaluation form at the end of the workshop you just attended.", "How has your child's behavior changed?", "Which is MOST true for you after attending the workshop?", "What are the reasons you are attending this workshop?", "What are the reasons you are NOT attending this workshop?", "What are the reasons you are attending this workshop?", "What are the reasons you are NOT attending this workshop?", "What are the reasons you are attending this workshop?", "What are the reasons you are NOT attending this workshop?", "What are the reasons you are attending this workshop?", "What are the reasons you are NOT attending this workshop?"

Give out the evaluation sheet at the end of each workshop. The evaluation sheet is designed to measure whether or not the objectives of the workshop were met. This can be a valuable tool for you, since it allows you to see what part of the lesson needed more clarification. This information you gather will help you have better sessions in the future.

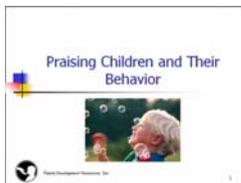
Feedback Sheet

A thumbnail image of a feedback sheet form. The form is titled "Feedback" and contains several sections with questions and a Likert scale (1-5) for responses. The questions include: "Please take a moment to fill out this feedback form at the end of the workshop you just attended.", "How did you feel about the workshop?", "What did you like best about the workshop?", "What did you like least about the workshop?", "What did you like best about the workshop?", "What did you like least about the workshop?", "What did you like best about the workshop?", "What did you like least about the workshop?", "What did you like best about the workshop?", "What did you like least about the workshop?"

The feedback sheet should be given with the evaluation form at the end of the workshop. It is a tool to measure details such as how the parents felt about the time of day the class met and, how much they liked the class. It also serves as a way for parents to offer suggestions on how to improve your next workshop.

TRANSPARENCIES

PowerPoint Presentation / Transparencies



The PowerPoint presentation and transparencies for the workshop mirror each other, allowing you to have more flexibility in the environments in which you will teach. PowerPoint presentations for the workshop are especially eye catching and should be used if possible.

The PowerPoint presentation for this lesson is "Praising Children and Their Behavior." Each slide is numbered and noted in the lesson plan. PowerPoints can be found on the Praising Children and Their Behavior CD.