

## INGREDIENTS FOR A SUCCESSFUL CONFERENCE

This information can apply to our regular parent conferences as well as any other conferences during the year.

### A. Beginning the Conference

1. Be pleasant and make the parent feel at ease
2. Begin (and end) the conference with some positive comment about the student
3. Have the rank/grade book during the conference as well as any other information relative to the student being discussed

### B. During the Conference

1. Try to put yourself in the parents' position and imagine the effects your remarks may have
2. Be honest, but tactful
3. Be a good listener
4. Avoid arguments. It is usually possible to evaluate a student's progress without being critical
5. When you offer suggestions, try to offer alternatives
6. If a parent tells you why he thinks his child is acting in a certain way, accept it, but direct the conversation to other possible causes. As you know, many parents have no idea that their child presents a certain image away from home.
7. You may get an unflattering comment about a past teacher. At this point, remember your professional ethics.

**Note:** During the regular parental conference program if you have good parental attendance, limit the conferences accordingly. If a parent persists in continuing the discussion, encourage them to set another appointment to continue the conversation.