

Transitions: Professional Development for Staff Facilitator's Guide

Audience

A professional development module for school staff, family engagement teams, transitions planners, etc.

Purpose

The purpose of the professional development is to guide staff discussion and planning for the transition of students and their families to the next level.

Training Options

Option 1 (Recommended)	Option 2	Option 3
Professional Development <u>presentation</u> and <u>activity</u>. Presentation of <i>Transitions: Professional Development for Staff with Activity</i> PowerPoint. Presenter/Facilitator uses provided script (within the PowerPoint). Facilitation instructions on the <i>Conversations about Transitions</i> activity are below.	Professional Development <u>presentation</u> only. Presentation of <i>Transitions: Professional Development for Staff</i> PowerPoint. Presenter uses provided script (within the PowerPoint).	Professional Development <u>activity</u> only. Facilitation of the three-step <i>Conversations about Transitions</i> activity. Facilitation instructions on the <i>Conversations about Transitions</i> activity are below.

Materials

For Options 1 and 3: Chart paper, chart markers, copies of the three-step *Conversations about Transitions* activity sheets for each break-out group, pencils/pens, PowerPoint: *Transitions Professional Development for Staff with Activity*, printed script (within PowerPoint) for presenter.

For Option 2: PowerPoint: *Transitions Professional Development for Staff*, printed script (within PowerPoint) for presenter.

Logistics

- Professional Development PowerPoints and *Conversations about Transitions* activity sheets available on at www.familyengagement.weebly.com.
- For large groups, divide into smaller teams of no more than 10.
- Provide each group a set of the *Conversations about Transitions* activity sheets.

Best Practices

- Transition topics are addressed to families throughout the year, not at one event.
- Parents will be included in the process by providing information and opportunities throughout the year to discuss the changes that will occur when their child moves up.



Transitions: Professional Development for Staff Facilitator's Guide

Activity: Conversations about Transitions (approximately 25 minutes)

Step 1: What do students, parents and schools need to know?

Sample Script: Before we plan our transition strategy, we must first talk about our expectations. This form addresses the major transitions we often focus on. Equipping our students and their families with the skills and information they need to be successful at the next level is the key to a successful transition. So the first thing we want to do is develop a list of the things everyone involved need to know.

Let's take a few moment's and list those things:

- *What do our incoming students and parents need to know?*
- *What do our outgoing students and families need to know?*
- *What do we need to know as staff?*

You'll have 5 minutes to do this.

Step 2: Current Transitions Practices

Sample Script: Now we have listed what we feel all transition stakeholders need to know to make a smooth transition. Next we want to determine what we currently do for students, their families and staff to prepare them for the transition to the next level.

You'll have 5 minutes to do this.

Step 3: Looking Ahead

Sample Script: It is our responsibility to help our students and their families through the transition process, so how can we best do that so that the process is as smooth as possible? Keeping in mind that "transition is a process not an event," we've listed the things that everyone should know and what we currently do to prepare for transitions.

The final step in our conversation is to look ahead at what we want to do. Take the next 10 minutes to brainstorm about what we as a school can do to support the transition process. Then we will share out.

Do you have a great idea for *Transition Planning*? Leave your comments on the Family Engagement weebly at familyengagement.weebly.com.

