# Part 5

# Programs 5, 6 and 7 Agendas and Checklists for Each Session

- 1. Sessions One through Eight
- 2. Checklist for Each Session

# Programs 5, 6 & 7 Agendas and Checklists for Each Session

The content covered in each session needs to be paced according to each parent groups' particular needs for discussion and content, level of participation, and prior familiarity with the parenting concepts. Pace yourself according to questions and needs of the group. The subsequent session is used to troubleshoot any questions or problems and show the remaining vignettes on that topic.

The following outline is a suggested guideline for completing the entire program in 8, 2-hour weekly sessions. Do not omit any of the vignettes listed below. If you do not complete all the required vignettes in a session, you can continue showing them in the next session. For large or very talkative groups you might find it takes longer to complete the program.

If you are combining the Program 5, 6 & 7 with Basic Series, show it after Program 9 and 10 (or Basic Program 1 through 4).

## Program Five:

# How to Communicate Effectively With Adults and Children

Session One: Welcome & Introduction to Program Parents' Goals

"Listening Attentively" Part 1: Vignettes 1–5

Session Two: Active Listening & Speaking Up

"Speaking up"

Part 1: Vignettes 5-12

Session Three: Communicating More Positively to Oneself and Others

"Self Talk"

Part 2: Vignettes 13–28

Session Four: Giving and Getting Support

Part 3: Vignettes 29–42

## Program Six:

### **Problem-Solving for Parents**

Session Five: Adult Problem-Solving Meetings

Part 1: Vignettes 1–14

Session Six: Family Problem-Solving Meetings

Part 1: Vignettes 15–17 Part 2: Vignettes 18–22

# Program Seven: Problem-Solving With Young Children

Session Seven: Teaching Children to Problem-Solve Through

Stories and Games

Part 1: Vignettes 1–12

Session Eight: Teaching Children to Problem-Solve in the

Midst of Conflict

Part 2: Vignettes 1–10

Session Nine: Review and Celebration

Catch up and complete Vignettes

# Program Five: How to Communicate Effectively With Adults and Children Outline—Session One

### Introductions, Parental Goals and "Listening Attentively"

#### I. Welcome

Greet each parent.

Leaders introduce themselves.

#### II. Introductions (if new members)

Find out group members' names, ages of children, and personal goals.

Write parents' goals on board or poster so you and group can refer back to them.

#### III. Ground Rules (if new members)

Ask for parent ideas on group rules and why they think they are important (confidentiality, respect for others, being positive, right to pass, equal time to talk). Adopt rules for group.

Post rules each week. (A sample poster of rules is in appendix.)

#### IV. Program Goals and Topics

Give an overview of the program, its general goals, topics and format.

Refer to the advance pyramid poster or the parent handout.

Give one book (The Incredible Years) and a magnet to each family.

#### V. Topic of Day: "Listening Attentively"

- A. Brainstorm benefits and barriers to being able to listen.
- B. Vignettes: Program 5, Part 1: 1—5

#### **Key Concepts:**

- Understanding importance of effective listening skills.
- Recognizing ways to show you are listening (e.g., ask questions, paraphrase or summarize, reflect feelings.)
- Avoiding blocks to listening skills.

#### C. Role Plays

Divide group into sets of 3. (See Vignette 5 Role Play in Manual)

Group role play: Listening to daughter (Vignette 1).

Group role play: Listening to wife (Vignette 2). (optional)

Group role play: Listening when someone is angry. (Vignette 5).

D. Summarize Key Points (Refrigerator Notes).

#### VI. Review Home Activities

Pass out home practice forms.

Read aloud and make sure parents understand the home activities. Encourage each parent to practice and do the reading.

Let them know that you will be asking about their experiences at the beginning of the next session.

Ask them to complete their self-monitoring checklist.

#### VII. Parent Weekly Evaluation

Remind parents of the importance of parent feedback for the group leader and the entire program. Collect evaluation forms before parents leave.

#### VIII. Closing

Take this time to formally close the group. You may need to recap the learning. Thank parents for coming; praise their willingness to explore and try new ways of communicating.

Remind them of any details they need to know for the next session.

# LEADER CHECKLIST Session One

Session One: Parent Goals and "Listening Attentively"

Vignettes: Program 5, Part 1: 1–5		
SITE: DAT	E:	
LEADER NAMES: TIM	E:	
VIGNETTES COVERED: Part 1:		
Vignettes in parentheses are optional. Use if you have time.		
(Circle vignettes shown.)		
<b>DID I</b> 1. Write the agenda on the board	YES	NO
2. Welcome and make introductions		
3. Review parents' goals		
4. Brainstorm group ground rules		
5. Present program goals (pyramid)		
6. Explain format for meetings		
7. Brainstorm benefits and barriers to being able to listen		
8. Role play not listening and listening		
9. Role play alternative responses to Vignettes 1 & 2		
10. Explain importance of home activities and reading assignments		
11. Assign this week's home activities (self-monitoring checklist)		
12. Weelkly evaluation		
Handout Pads:		

#### Handout Pads:

Home Activities for the Week – Active Listening

Refrigerator Notes about Active Listening

### Self-Evaluation

2

# Program Five: How to Communicate Effectively With Adults and Children Outline—Session Two

#### Active Listening and Speaking Up

- I. Welcome
- II. Review Ground Rules
- III. Report on Home Activities
  - Ask parents about listening actively.
  - Reinforce parent participation in reading chapters or practicing listening.
- IV. Topic of Day: Active Listening and Speaking Up
  - A. Do benefits and barriers exercise regarding speaking up.Brainstorm advantages of speaking up and effective skills needed to speak up.
  - B. Vignettes: Program 5, Part 1: 5—12

#### **Key Concepts:**

- Understanding the importance of effective listening skills
- Recognizing ways to show you are listening (e.g., ask questions, paraphrase or summarize, reflect speaker's feelings, eye contact)
- Learning how to speak up effectively about problems
- Recognizing how to validate another's feelings
- Knowing how and when to express your own feelings
- Avoiding communication "blocks" such as not listening, storing up grievances and angry explosions
- C. Role Play

Leader do a live role play (see Vignette 7 Role Play in Manual). Divide group into triads to practice speaking up and listening. Group role play Vignette 8 & 12.

V. Review Home Activities

Practice listening and speaking up.

- VI. Parent Weekly Evaluation
- VII. Closing

# LEADER CHECKLIST Session Two

Session Two: Active Listening and Speaking Up

Vignettes: Program , Part 1: 5–12

SIT	ΓΕ:DATE:						
LE	ADER NAMES:TIME:						
	GNETTES COVERED: Part 2  6 7 8 9 10 11 12						
(Ci	rcle vignettes shown.)						
	<b>D I</b> Write the agenda on the board	YES	NO				
2.	Review parents' home activities						
3.	Review the concepts from last week's session (briefly)						
4.	Brainstorm effective ways to speak up						
5.	Benefits and Barriers to speaking up						
6.	Leader does live role play						
7.	Group role play Vignettes 8 & 12						
8.	Review this week's home assignment						
9.	Weekly evaluation						

#### **Handout Pads:**

 $\label{thm:local_equation} \mbox{Home Activities for the Week} - \mbox{Speaking Up}$ 

Refrigerator Notes About Speaking Up

#### Xerox:

Parent Record Sheet: Listening & Speaking Up

Parents thinking Like Scientists (two handouts)

### Self-Evaluation

# Program Five: How to Communicate Effectively With Adults and Children Outline-Session Three

#### Communicating More Positively With Oneself and Others

- I. Welcome
- II. Ground Rules
- III. Report on Home Activities

Ask about any difficulties with speaking up and listening.

- IV. Topic of Day: Communicating More Positively With Oneself and Others
  - A. Discussion
  - B. Vignettes: Program 5, Part 2: 13—28

#### **Key Concepts:**

- Recognizing negative self-talk
- Understanding how angry and depressive emotions and thoughts can affect behaviors with others
- Learning coping strategies to stop negative self-talk
- Learning coping strategies to increase positive self-talk
- Increasing polite and positive communication skills with others
- Avoiding communication "blocks" such as put-downs, blaming, and denials
- Understanding the importance of seeing the problem from the other person's point of view
- C. Brainstorm negative thoughts with scenario. (See Vignette 14 Brainstorm)
- D. Role Play

Role play and practice changing negative thoughts into positive, coping thoughts. (Vignette 15)

Role play alternatives to Vignettes 17 & 19.

Role play speaking up politely. (See Vignette 22 in Manual)

#### V. Review Home Activities

In addition to explaining the handouts, encourage parents to praise themselves for their efforts

- VI. Parent Weekly Evaluation
- VII. Closing

## LEADER CHECKLIST Session Three

Session Three: Communicating More Positively With Oneself and Others Vignettes: Program 5, Part 2: 13–28

SI	TE:		OATE:_							
LE	ADER NAMES:	1	TIME:							
VI	VIGNETTES COVERED: Part 2									
13 26		20	21	22	23	24	25			
(Ci	ircle vignettes shown.)									
	DID I  1. Write the agenda on the board  YES  NO									
2.	Review parents' home activities; elicit reaction and experiences	าร		_						
3.	Brainstorm negative self-talk and discuss its									
4.	Practice changing negative self-talk			_						
5.	Role play alternatives to Vignettes 17 & 19									
6.	Role play speaking up politely									
7.	Review this week's home assignment									
8.	Weekly evaluation									

#### **Handout Pads:**

Home Activities for the Week – Communicating More Positively to Oneself and Others Refrigerator Notes for Teaching Children to Manage Anger Refrigerator Notes about Self Talk

#### Xerox:

Behavior Record Sheet: Polite Statements

Tips to Being Polite

Tiny's Anger Management Steps

Learning Self-Control

Self-talk in Problem Situations

Thermometer (2)
Time Out for Parents

**Record Sheet: Practice Coping Thoughts** 

### Self-Evaluation

# Program Five: How to Communicate Effectively With Adults and Children Outline—Session Four

#### Giving and Getting Support

- I. Welcome
- II. Ground Rules/Announcements
- III. Report on Home Activities

Discuss personal experiences with self-talk methods.

Ask parents to share any experiences.

Ask about buddy calls.

#### IV. Topic of Day: Giving and Getting Support

A. Explain that at this meeting the focus of the class shifts to learning how to be supportive to others and ask for support when it is needed. (Show pyramid to explain progression.)

Brainstorm benefits and barriers to asking for support.

B. Vignettes: Program 5, Giving and Getting Support Part 3: 29—42

#### **Key Concepts:**

- Understanding the importance of support for a family or individual
- Recognizing communication styles or beliefs that block support
- Fostering self-care or positive self-reinforcement strategies in adults and children
- The importance of getting feedback from others
- Knowing how to turn a complaint into a positive recommendation
- Striving for consistent verbal and nonverbal messages
- Making positive requests of others
- Understanding why compliance to others' requests is essential in a relationship
- Knowing how to be supportive to others
- Avoiding "blocks" to getting support such as defensiveness, denials, crosscomplaints, inconsistent or mixed messages

#### V. Review Home Activities

Assign buddies and explain the purpose of buddy calls. Ask them to try doing one of the home activities with their buddy.

- VI. Parent Weekly Evaluation
- VII. Closing

# LEADER CHECKLIST Session Four

Session Four: Giving and Getting Support
Vignettes: Program 5, Part 3: 29–42

SITE:DATE:_											
LEADER NAMES:											
VIGNETTES COVERED: Part 3											
29	30	31			_	35	36	37	38	39	
40	41	42									
(Ci	rcle vigne	ttes sho	wn.)								
	<b>D I</b> Write the	agenda	a on the	e board	I				YES	5	NO
	<ol> <li>Write the agenda on the board</li> <li>Review parents' home activities (self-talk); elicit</li> <li>reactions and experiences (to reading chapter)</li> </ol>										
3.	Brainstorr (do on b				s to aski	ing for s	support				
4.	Role play	<sup>'</sup> Vignett	te 32								
5.	Role play	<sup>'</sup> Vignett	te 35								
6.	Give pare	ents a sc	ripted	role pla	ıy						
7.	Explain b	ouddy ca	alls								
8.	Review th	nis week	c's hom	e assigi	nment						
9.	. Weekly evaluation										

#### **Handout Pads:**

Home Activities for the Week – Polite Requests and Positive Feedback Refrigerator Notes About Effective Communication

#### Xerox:

Behavior Record Sheet: Giving and Getting Support

Behavior Record Sheet: Sources of Stress

Piggy Banks (5)

### Self-Evaluation

# Program Six: Problem Solving for Parents Outline—Session Five

#### **Adult Problem Solving Meetings**

- I. Welcome
- II. Ground Rules

#### III. Report on Home Activities

Ask parents to report on experiences with "making a request" and trying to support another person.

Did anyone try to give feedback or ask for clarification?

Discuss sources of stress.

Ask about buddy calls.

#### IV. Topic of Day: Problem Solving for Adults

- A. Discussion—Make a list of stresses, which will be used to practice problem solving.
- B. Vignettes: Program 6, Part 1: 1—14

#### **Key Concepts:**

- Recognizing when to use spontaneous problem-solving skills
- Understanding the six important steps of problem-solving
- Learning how and when to collaborate effectively
- Communicating effectively while problem-solving
- Avoiding bocks to effective problem-solving, such as blaming, attacks, anger, side-tracking, lengthy problem definition, missed steps and criticizing solutions
- Recognizing how to use problem-solving strategies to get more support
- Learning how to express feelings about a problem without blaming

#### C. Role Play

Introduce brainstorming with "brick" analogy and how to make friends.

Break up into triads to practice steps of defining problem, summarizing, identifying goal, and brainstorming.

Break up into triads to practice evaluating solutions.

Role play alternatives to Vignettes 8, 9 & 11

#### V. Review Home Activities

Explain handouts.

#### VI. Parent Weekly Evaluation

#### VII. Closing

# LEADER CHECKLIST Session Five

Session Five: Adult Problem Solving Meetings

Vignettes: Program 6, Part 1: 1–14

SITE:DATE:_														
LEADER NAMES: TIME:_														
<b>VI</b> (	GNETTE 2		VERED:			7	8	9	10	11	12	13	14	
(Ci	rcle vigne	ttes sh	own.)											
	<b>D I</b> Write the	e agenc	da on th	e board	k				YE	:S	NO			
2.	Review parents' home activities; elicit reactions and experiences (to communication skills)													
3.	Ask abou	ıt readi	ng								_			
4.	Review g (do on b	•									_			
5.	Review th	he con	cepts fro	om last	week's	session	(briefly	)			_			
6.	Teach an	d mod	el brain	stormin	ıg						_			
7.	7. Role play problem definition, goals and brainstorming									_				
8.	3. Role play evaluation process									_				
9.	Role play	altern	atives to	vignet	tes 8, 9	9 & 11					_			
10	. Review tl	his wee	ks hom	e assigr	nment						_			
11.	. Weekly E	valuati	on								_			

#### **Handout Pads:**

Home Activities for the Week – Problem solving for adults Refrigerator Notes About Family Problem Solving

#### Xerox:

Record Sheet: Problem Solving With Your Child Sources of Stress Record Sheet Problem-Solving Checklist Use the Problem-Solving Approach to Help Your Child

### Self-Evaluation

# Program Six: Problem Solving for Parents Outline—Session Six

#### Family Problem Solving Meetings

- I. Welcome
- II. Ground Rules
- III. Report on Home Activities

Find out group experiences with problem solving checklists.

Review some problems for problem solving.

- IV. Topic of Day: Family Problem Solving
  - A. Vignettes: Program 6 Part 1: 15—17 (review steps)
  - B. Vignettes: Program 6, Part 2: 18—22

#### **Key Concepts:**

- Understanding how to use the six problem-solving steps found in Part 1 with school-aged children
- Recognizing the importance of evaluating plans during each problem-solving session
- Understanding the importance of rotating the leader for family meetings
- Learning how to help children express their feelings about an issue
- Reinforcing the problem-solving process
- C. Role Play

Follow sequence of role plays in manual

#### V. Review Home Activities

Continue with problem solving one or two issues during the week.

Assign buddies.

- VI. Parent Weekly Evaluation
- VII. Closing

# LEADER CHECKLIST Session Six

Session Six: Family Problem Solving Meetings

Vignettes: Program 6, Part 1: 14–17

Program 6, Part 2: 18-22

SI.	TE:DATE	E:				
LE	ADER NAMES:TIME	<b>:</b>				
<b>VI</b> 14	GNETTES COVERED: Part 1 15 16 17					
<b>VI</b> 18	GNETTES COVERED: Part 2 19 20 21 22					
(Ci	ircle vignettes shown.)					
	I <b>D I</b> Write the agenda on the board	YES	NO			
2.	Review parents' home activities; elicit reactions and experiences					
3.	Complete part 1 of Program 6	<del></del>	<del></del>			
4.	Review the concepts from last week's session (briefly)					
5.	Role plays (in manual)					
6.	Complete part 2					
7.	Review this week's home assignment					
8.	Weekly evaluation	<del></del>				
На	andout Pads:					
Но	ome Activities for the Week – Problem Solving for Adults					
Re	frigerator Notes About Family Problem Solving					

## Xerox:

Parent Record Sheet: Problem Solving

#### Self-Evaluation

# Program Seven: Problem Solving With Young Children Outline—Session Seven

#### Teaching Children to Problem Solve Through Stories and Games

- I. Welcome
- II. Report on Home Activities

Discuss their experiences with family problem solving.

Find out reactions to readings

- III. Topic of Day: Teaching Children to Problem Solve Through Stories and Games
  - A. Brainstorm advantages and disadvantages (barriers) to problem solving.

#### **Key Concepts:**

- Understanding a variety of games and stories that can be used to help children begin to learn problem-solving skills
- Appreciating the developmental nature of children's ability to learn problemsolving skills
- Strengthening a child's beginning empathy skills by reversing roles or talking about another person's feelings
- Recognizing why both aggressive and shy or withdrawn children need to learn problem-solving skills
- Learning how to help children think about the "feeling" as well as the "behavioral" consequences to solutions proposed
- Knowing how to help older children evaluate their proposed solutions
- Understanding the importance of validating children's feelings
- Avoiding "blocks" to effective problem-solving with children such as lectures, quick solutions, judgments about solutions, criticism, too many questions, or focus on "correct" solutions rather than the "process" of problem-solving
- Learning how to help children make more positive attributions about another person's intentions
- Recognizing the value of modeling solutions and problem-solving for children
- B. Vignettes: Program 7 Part 1: 1—12
- C. Role Play

Role play (See Vignette 5 in manual)

Role play #2 (See Vignettes 11 & 12 in manual)

#### IV. Review Home Activities

Explain handouts.

Talk about how the group wants a final celebration and have them start thinking about continuing to get support

- VI. Parent Weekly Evaluation
- VII. Closing

## LEADER CHECKLIST Session Seven

Session Seven: Teaching Children to Problem Solve Through

Stories and Games

Vignettes: Program 7, Part 1: 1–12

SITE:I LEADER NAMES:							_DATE:				
1	2 3	4	5	6	7	8	9	10	11	12	
(Ci	rcle vignettes sho	own.)									
	<b>D I</b> Write the agend	la on th	ne board	l				YES	S	NO	
2.	2. Review parents' home activities; elicit reactions and experiences										
3.	Ask about readi	ng									
4.	Brainstorm adva		versus	disadva	ntages	of					
5.	Review the cond	cepts fro	om last	week's	session	(briefly)	)				
6.	. Role play #1 (large group)										
7.	7. Role play #2 & #3 (small group)										
8.	. Begin to discuss group ending										
9.	Weekly evaluation	on									
Нα	andout Pads:										
Нο	me Δctivities. Pro	hlem S	Colvina								

Refrigerator Notes about Teaching Problem Solving to Children

#### Xerox:

"The Suppose Game" or, Give Out Wally Books

**Possible Solutions** 

Wally Problem Solving Steps

**Evaluating Solutions** 

Record Sheet: Problem Solving With Your Child

#### Self-Evaluation

# Program Seven: Problem Solving With Young Children Outline—Session Eight

#### Teaching Children to Problem Solve in the Midst of Conflict

#### I. Welcome

#### II. Report on Home Activities

Discuss any experiences with problem-solving games, stress, role plays. Ask for ideas about continuing to get support and celebration ideas.

#### III. Topic of Day: Problem-Solving in the Midst of Conflict

A. Vignettes: Program 7, Part 2: 1—10

#### **Key Concepts:**

- Understanding the importance of adults not imposing solutions on children but rather fostering a "thinking process" about conflict
- Recognizing how and when to use "guided solutions: for very young children or for children who do not have positive solutions in their repertoire
- Discovering the value of first understanding the child's feelings and view of the problem before attempting problem-solving
- Learning how to foster children's empathy skills and ability to perceive another's point of view
- Understanding ways to encourage children's generation of solutions to problems
- Learning how to help children think about and evaluate consequences to proposed solutions
- Recognizing when children may be ready to problem-solve on their own
- Avoiding "blocks" to effective problem-solving with children such as lectures, negative or quick judgments about solutions, excessive focus on the "right" answer, and the failure to validate a child's feelings

#### B. Role-Play

Role play responding to sibling fight (Vignette 1). Role play problem solving Vignettes 5 & 10 (see manual).

#### IV. Review Home Activities

Explain handouts.

Finalize celebration and discuss how group members can continue to get support.

#### VI. Parent Weekly Evaluation

#### VII. Closing

# LEADER CHECKLIST Session Eight

Teaching Children to Problem Solve in the Midst of Conflict Session Eight:

Vignettes: Program 7, Part 2: 1–10

SITE:	_DATE:
LEADER NAMES:	_TIME:
<b>VIGNETTES COVERED: Part 2</b> 1 2 3 4 5 6 7 8	9 10
(Circle vignettes shown.)  DID I  1. Write the agenda on the board	YES NO
2. Review parents' home activities; elicit reactions and experiences (to problem-solving games)	
3. Ask about reading	
4. Make a group list of problems they want to proble	em-solve
5. Role play Problem-Solving Vignette 1	
6. Role play Problem-Solving Vignettes 5 & 10	
7. Discuss termination (feelings about group, planning party, continuing group on own)	
8. Review this week's home assignment	
9. Weekly evaluation	
<b>Handout Pads:</b> Home Activities – Parents Teaching Children to Problem Refrigerator Notes about Problem-Solving WithChildren to Problem Proble	

Behavior Record: Problem-Solving With Children

### Self-Evaluation

Xerox:

### Outline-Session Nine

### Special Problems & Celebration

#### I. Welcome

#### II. Report on Home Activities

Discuss any experiences with Problem-Solving Review group list of problems they would like to problem-solve

#### III. Topic of Day: Review and Catch Up

- A. Complete any unfinished vignettes
- B. Role play problems raised by group members

#### IV. Celebrating Group (if not continuing with Program 8)

A. What has it been like to participate in this parent group?

How can it carry on?

\*Leaders and parents share what it has meant to be in the group.

#### B. Celebration

Certificates and flowers are given out to each parent.

Special gift for parents (e.g., picture of group, certificate in frame, care package with bubble bath, candy, little bear, tea etc.)

Special food (planned the prior week by parents)

V. Parent Final Program Evaluation (Long form in appendix)

# LEADER CHECKLIST Session Nine

Session Nine: Special Problems & Celebration

SITE:	DATE:	
LEADER NAMES:	TIME:	
VIGNETTES COVERED: Complete any unfi	nished	
DID I	YES	NO
1. Write the agenda on the board		
2. Review parents' home activities; elicit reactions and experiences (to Problem-Solving)		
3. Ask about reading		
4. Review group list of problems for problem-solvin	g	
5. Role play		
6. Discuss termination (feelings about group, continuing group on own, providing support)		
7. Present certificates, flowers, gifts		
8. Parent Final Program Evaluation (long form)		

### Self-Evaluation