

WORKSHOP AGENDA

Date:

Location:

Bridging the Gap: Effective Problem-Solving Strategies for Communicating Concerns with Your Supervisor

Objectives

- Help teachers learn practical strategies for presenting their concerns to supervisors constructively, ensuring their voices are heard while maintaining professionalism and collaboration..

Materials

- Handouts: "CALM" Framework Sheet, Dissent Infographic

Outcome

- Teachers will leave with a clear communication strategy, confidence to address concerns, and practical experience in navigating challenging conversations with supervisors.

Introduction and Icebreaker (5 Minutes)

- Activity: "Two Words to Describe Your Boss"
 - Ask participants to describe their supervisor in two words and share them with the group.
 - Discuss how perceptions influence communication styles.
- Purpose: Acknowledge the challenges and dynamics of communicating with leadership.

The Framework for Problem-Solving Communication (10 Minutes)

- Mini-Lecture: Introduce the "CALM" Framework for addressing concerns:
 - C – Clarify the Problem:
 - Identify the issue clearly and gather facts.
 - Use examples or specific observations (e.g., "We're struggling with the new policy because...").
 - A – Align with Goals:
 - Connect your concern to the center's mission or goals (e.g., "This impacts children's learning or teacher efficiency...").
 - L – Listen Actively:
 - Be open to feedback or alternative perspectives from your supervisor.
 - Show willingness to collaborate.
 - M – Make Suggestions:
 - Offer possible solutions instead of just highlighting the problem.

Role-Play Scenarios (15 Minutes)

- Activity: Divide participants into pairs or small groups for role-playing.
Instructions:
 - Assign one person to play the teacher and the other the supervisor.
 - Provide realistic scenarios (see examples below).
 - Have the "teacher" use the CALM framework to address the issue, while the "supervisor" responds.
- Scenarios Examples:
 1. Lack of classroom supplies is making lesson planning difficult.
 2. New staff schedules are causing stress and confusion.
 3. A policy change is affecting children's routines and teacher workflow.
- Debrief:
 - After role-playing, discuss as a group:
 - What worked well?
 - What could be improved?

Wrap-Up and Action Plan (10 Minutes)

- Group Discussion: Key takeaways from the session.
Tips for Success:
 - Be respectful and solution-focused.
 - Choose the right time and setting for the conversation.
 - Follow up after the discussion to show commitment.
- Activity: Each participant writes down a concern they've been hesitant to address and drafts a plan to discuss it using the CALM framework.
- Closing Affirmation: Remind teachers that their input matters and that addressing concerns constructively strengthens the team and the center's mission.

Notes