



Group Connection Planning Guide

Title of group:

Parent educator(s):

Date:

Alternate date:

Start time:

End time:

Location:

Contact information:

Format (select all that apply): Ongoing group Presentation Family activity Community event Parent café

Volunteer(s): Yes No If yes, number of volunteers:

Volunteer name(s):

Presenter/facilitator(s): Yes No If yes, number of presenter/facilitator(s):

Contact information of presenter/facilitator(s):

Area(s) of emphasis (select all that apply): Development-centered parenting Parent-child interaction Family well-being

Targeted ages of children (select all that apply): Prenatal Fewer than 12 months 12-24 months 25-36 months 37-48 months 49-60 months Enrolled in kindergarten

Number of families expected:

Number of adults expected:

Number of children expected:

Childcare provided? Yes No

If yes, child care provider names:

Publicity (select all that apply): Newspaper Flyers Website Personal invitation Social media Radio/TV Text Phone call Email Other (specify):

Refreshments: Yes No If yes, refreshment details:

Materials and supplies:

Handouts and resources to share to extend learning:

**Describe the intent of the group connection. What will we focus on? What is the objective?**

**Outline the key points of information from parent educator resources and other sources:**

**List prompts or questions that connect the topic to families' experiences or perspectives:**

**List learning activities:**

**List facilitation strategies (note additional staffing needs):**



**Plan and Prepare for:**

- Set up and tear down
- Posting an agenda
- Welcoming and engaging families

- Introductions and announcements
- Summarizing information shared
- Opportunities to process information
- Evaluation or feedback