



Power Up Teaching and Learning
REMC ASSOCIATION OF MICHIGAN



Guidebook - Effective Communication

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Power Up Teaching and Learning Resources Overview

REMC Power Up Teaching and Learning Resources provide guiding questions, learning activities, ideas, and resources geared towards helping educational professionals “power up” their common teaching practices using educational technology. These are materials with a focus on implementing educational technology in common teaching practices. They can be used as they are or can be taken and modified as wanted under our CC license.

Effective Communication

In education, effective communication with students, parents, colleagues, and the community is vital to establishing relationships and building a successful learner-centered culture.

What is a Guidebook?

A guidebook provides the driving question, objectives and resources for learning new content. Slide decks and recordings are included, and licensing allows users to copy and modify provided content. Educators and professional development providers can easily integrate these resources into new or existing activities or training. At the bottom of the document is a table listing possible ways these resources might be used for various learning experiences.

Who Is This Designed For?

- Providers of Professional Development
 - Facilitators of Professional Development
 - School Leaders and Administrators
- Educators who desire to self-learn



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Module 1

Building Positive Relationships and Classroom Culture

This module helps teachers answer the driving question:

How can I, as an effective communicator, build a positive culture within my classroom community?

This module explores the following objectives:

- Understand the elements of communication
- Identify barriers in communication and how to limit or eliminate them
- Develop strategies to communicate effectively with parents and students

Module Subsections

- What is effective communication?
- What barriers prevent us from communicating effectively?
- How can we communicate with students and parents to build positive relationships?

Resources

- [Webinar Recording](#): A video for asynchronous learning. After each section, it can be paused to reflect or discuss with others. Depending on the context in which you choose to use this video, discussions may be in small groups or in partners either in person or on an online platform such as Zoom, Teams, or Google Meet.
 - [00:45-12:09: What is effective communication?](#)
 - [12:10-13:49: What barriers prevent us from communicating effectively?](#)
 - [13:50-25:38: How can we communicate with students and parents to build positive relationships?](#)
- [Presentation](#): A slide deck with notes and activities for learning about this module. It is divided by subsection into focused areas of learning. To help answer each guiding question, participants engage in various strategies such as direct instruction, video examples, connections to classroom practice, and reflective questioning by leveraging the interactive tools of [Nearpod](#). (If possible, we encourage facilitators to use Nearpod to help model how another technology tool can be effectively used in instruction. You will need to follow [these directions](#).) If for some reason, you are unable to use Nearpod, the slide notes for the slides with a Nearpod activity have



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directions and suggestions for alternative ways to facilitate without the use of Nearpod.

- Slides 9-19: What is effective communication?
- Slides 20-25: What barriers prevent us from communicating effectively?
- Slides 26-34: How can we communicate with students and parents to build positive relationships?
- Protocol Shared: [Connect - Extend- Challenge Thinking Routine](#)



Module 2

Impacting Classroom Culture and Student Learning

This module helps teachers answer the driving question:

How can we coach students using effective communication practices?

This module explores the following objectives:

- Review the elements of communication
- Identify elements of coaching
- Explore methods of coaching students in classroom practices

Module Subsections

- What is effective communication? A Review
- What is coaching?
- What are 6 skills we can use to coach our students?

Resources

- [Webinar Recording](#): A video for asynchronous learning. After each section, it can be paused to reflect or discuss with others. Depending on the context in which you choose to use this video, discussions may be in small groups or in partners either in person or on an online platform such as Zoom, Teams, or Google Meet.
 - [00:44-08:02: What is effective communication? A Review](#)
 - [08:03-11:27: What is coaching?](#)
 - [11:28-18:13: What are 6 skills we can use to coach our students?](#)
- [Presentation](#): A slide deck with notes and activities for learning about this module. It is divided by subsection into focused areas of learning. To help answer each guiding question, participants engage in various strategies such as direct instruction, video examples, connections to classroom practice, and reflective questioning by leveraging the interactive tools of [Nearpod](#). (If possible, we encourage facilitators to use Nearpod to help model how another technology tool can be effectively used in instruction. You will need to follow [these directions](#).) If for some reason, you are unable to use Nearpod, the slide notes for the slides with a Nearpod activity have directions and suggestions for alternative ways to facilitate without the use of Nearpod.



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- Slides 9-14: What is effective communication? A Review
- Slides 15-23: What is coaching?
- Slides 24-35: What are 6 skills we can use to coach our students?
- Protocol Shared: [Think - Puzzle - Explore Thinking Routine](#)



Module 3

Developing Skills in Feedback and Addressing Challenging Conversations

This module helps teachers answer the driving question:

How can we effectively communicate with members of our educational community?

This module explores the following objectives:

- Review the elements and barriers of effective communication
- Understand how to give effective feedback
- Identify how to prepare for challenging conversations

Module Subsections

- What are the elements and barriers to effective communication? A Review
- How can we give effective feedback to colleagues?
- How can we address challenging conversations and maintain professional relationships?

Resources

- [Webinar Recording](#): A video for asynchronous learning. After each section, it can be paused to reflect or discuss with others. Depending on the context in which you choose to use this video, discussions may be in small groups or in partners either in person or on an online platform such as Zoom, Teams, or Google Meet.
 - [00:43-04:30: What are the elements and barriers to effective communication? A Review](#)
 - [04:31-10:44: How can we give effective feedback to colleagues?](#)
 - [10:45-18:28: How can we address challenging conversations and maintain professional relationships?](#)
- [Presentation](#): A slide deck with notes and activities for learning about this module. It is divided by subsection into focused areas of learning. To help answer each guiding question, participants engage in various strategies such as direct instruction, video examples, connections to classroom practice, and reflective questioning by leveraging the interactive tools of [Nearpod](#). (If possible, we encourage facilitators to use Nearpod to help model how another technology tool can be effectively used in



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instruction. You will need to follow [these directions](#).) If for some reason, you are unable to use Nearpod, the slide notes for the slides with a Nearpod activity have directions and suggestions for alternative ways to facilitate without the use of Nearpod.

- Slides 9-14: What are the elements and barriers to effective communication?
A Review
- Slides 15-26: How can we give effective feedback to colleagues?
- Slides 27-32: How can we address challenging conversations and maintain professional relationships?
- Protocol Shared: [The 4 C's Thinking Routine](#)



Ways You Might Use This

Below is a list of various ways you might use the ideas in this document and the accompanying resources for different types of professional learning.

Learning Experience	Time Frame	Brief Description of Activity Example
Asynchronous Study	1+ weeks	Use a technology platform that allows for several ways to have access and share your ideas. (For example, Padlet allows for verbal, written, and visual expression.) Have a once-a-week question to discuss after posting a resource.
Blended Learning	2-3 weeks	Run the 5Es model on the one-pager, allowing for group discussion during the facilitated seminar. Suggestion: Use an LMS like Schoology to keep discussions and information centralized. *Each of the E's of the one-pager should take approximately 30 min to 1 hour.
Choice Board PD	1hour -1 week	Using the resources in the toolkit, create a professional learning choice board to personalize the learning for teachers.
Collaborative Consultancy	1- 3 hours	After providing professional learning on coaching students, provide teachers an opportunity to share their challenges in giving feedback or initiating challenging conversations using the consultancy protocol to help teachers collaborative problem solve.
Collective Wisdom: Make/Take or Practice Sessions	1-2 hours	For communication to parents and students, invite teachers to bring their best communication ideas. If hard copy resources are needed, have them bring enough for every person present to make a template. This is a share-out of ideas. Review either "How can we address challenging conversations and maintain professional relationships?" in the recorded webinar or slide presentation. Survey teachers beforehand on topics or scenarios they've witnessed or experienced on this topic. Either in small groups or with partners make teachers action plans.
Coaching Resources	10 min +	As needs arise, use resources in the toolkit independently based on needs.



Learning Experience	Time Frame	Brief Description of Activity Example
FlipGrid Forums	5 min	Use ideas from this page to spark ideas on how teachers can use FlipGrid in Professional Development . Read an article or watch a video from the toolkit at the end of a meeting (i.e. PLC, staff meeting), pose a question, and have teachers reflect their ideas on FlipGrid. Use FlipGrid as a reflection tool on the one-pager.
Gallery Walk	30 min +	Do a gallery walk to receive feedback and enliven discussions on final deliverables for each of the subcategories. Instead of the reflections on coaching students and feedback/challenging conversations with colleagues, use one of the strategies from the resources to develop a plan of questions and language in anticipation of the student coaching or colleague dialogue.
In-Person: Full Day	6 hours	Facilitate the 5Es from the one-pager but use protocols and small group discussions for exploring and extending sections. • Final end of the day deliverable to share (i.e. newsletter, email) • As part of the final deliverable, roll play coaching conversations between teacher and student using Fishbowl protocol. • As part of the final deliverable, roll play feedback or challenging conversations between colleagues using Fishbowl protocol.
*In-Person: Drop-In Sessions	20 min	Survey staff of the top three guiding questions from the toolkit. Create a drop-in session to read a resource and discuss. Use a catchy title like Tuesday Tips
*Module	1 hour	A module of a sub-category in the toolkit. This can be asynchronous sessions in person or on a virtual platform like Zoom, Google Meet, or Teams. For this asynchronously, participants watch the webinar recording and have a discussion on a common space like Jamboard, Schoology, or Padlet.
*PD on the Potty	5 min	Choose a guiding question or one of the resources from the toolkit to share information about communication and advertise upcoming PD. For more ideas, check out PD on the Potty - Professional Learning as you find Relief QR Codes work great for this.



Learning Experience	Time Frame	Brief Description of Activity Example
*Podcast Topics	5+ min	Create short podcasts highlighting main points for guiding question resources in the toolkit or specific articles, videos, and podcasts. Invite guests to talk about this topic. Keep the podcasts short and create a playlist. Link the source in the podcast description.
*Twitter Slow Chat	5+ min	Use the guiding questions in each sub-category as questions for the chat. Invite teachers to share a takeaway from one of the resources connected to each guiding question in the chat. Check out this article by G. Couros 6 Ways to Use Twitter to Enhance In-school Professional Learning

*These are examples of micro-learning professional learning. According to the Edutopia blog post, "[Just-in-Time Professional Development for Edtech Tools](#)", microlearning uses just-in-time, bite-sized learning experiences to engage a learner anywhere and at any time. Instead of attending lengthy training, learners can work through micro-courses, or mini-lessons, at their own pace.



Resource Materials

Slide Decks

- [Module 1 slide deck](#) presentation
- [Module 2 slide deck](#) presentation
- [Module 3 slide deck](#) presentation

MI Streamnet Recordings

- [Module 1 MI Streamnet recording](#) video
- [Module 2 MI Streamnet recording](#) video
- [Module 3 MI Streamnet recording](#) video

Thinking Routines

- [Connect - Extend- Challenge Thinking Routine](#) template
- [Think - Puzzle - Explore Thinking Routine](#) template
- [The 4 C's Thinking Routine](#) template

Other Power Up Effective Communication Resources

- [Power Up Teaching and Learning Effective Communication](#) webpage
- Effective Communication Professional Learning Activities - an "out-of-the-box" activity for professional learning that is ready to use with a few personalized customizations for the user's situation and desired tools
 - [Building Positive Relationships and Classroom Culture](#) document
 - [Impacting Classroom Culture and Student Learning](#) document
 - [Developing Skills in Feedback and Addressing Challenging Conversations](#) document
- [Facilitator Guide for Professional Learning Activities](#) - a checklist for preparing to run a professional learning activity.
- [Effective Communication Toolkit](#) document - provides guiding questions, resources and technology connects for guidance in creating your own professional development on these topics.
 - [MI Streamnet Toolkit Overview](#) video

