



## Sample One-on-One Agenda

### 1. Opening and your Background

- Introduce yourself, the school and/or organization you work with, and give the name of the person who referred you.
  - "I am working with a group of parents at the Common School to develop a shared vision of how we can build a community school."
- Why are you meeting with this person and how did you get their name?
  - "I wanted to follow up since you were so involved at the parent meeting."
  - "My friend Joan said you had really great ideas on how to improve our school."

### 2. Breaking the Ice

- Be friendly! Start out with the usual conversational questions.
  - "How was your weekend?"
  - "What did you think of the event the other night?"
- Start with easier questions that get the conversation going, like:
  - "How long have your children gone to this school?"
  - "How long have you lived here?"
  - "What are your interests?"
- Share points of connection you have with the other person.
  - "I live a block away from you and my grandmother grew up on your street."

### 3. Storytelling and Listening

- Share your story and vision
  - Share events or decisions that shaped you or influenced you to be involved in family engagement/improving the schools?
  - What do you want to be a part of building and organizing towards?
  - Share your vision of a vibrant Community School
- Ask and listen
  - What events or decisions have shaped or influenced them?
  - Where are they coming from?
- Reflect on what you have in common and what is different.

#### **4. Learn about Interests and Skills**

- Share about yourself
  - How did you first get interested and connected to the group?
  - Why do you care about school issues?
  - What motivates you to keep going?
- Ask and listen – What issues concern them?
  - “What is important to you?”
  - “Why do you do what you do?”
  - “How does that make you feel?”
  - “Who are you connected to?”
  - “What is your vision for your community school?”

#### **5. Ask for a Commitment**

- After you have learned more about what motivates the person, decide if there are any points of common interest. Then make a proposal about next steps.
  - “Will I see you at our next meeting / training on \_\_\_\_\_?”
- Build your web of relationships. Ask the person who else they recommend you talking to.
  - “Do you have suggestions of other people I should meet with?”
- Get a commitment. Before ending the conversation, ask the person to commit to a specific action that meets their interests and talents and the needs of the group.

#### **6. Thank You and Next Steps**

- Thank them for meeting with you and be clear about how you will follow up.
  - “I’ll call to remind you about the parent association meeting on Monday at 7 pm.”