PARA317 Paraprofessionals: Effective Communication

About the Course

Effective Communication will provide you with an opportunity to reflect on your current level of communication and explore some helpful tools and resources that you can apply in your role as a paraprofessional. After completing this course, you will be able to recognize different types of communication, including verbal and nonverbal communication. You will also be able to implement strategies for effectively communicating with students and teachers. In addition, you will understand techniques for collecting and communicating progress monitoring data.

About the Series

This course is in a series of online courses for paraprofessionals offered by Public Consulting Group. Paraprofessionals are an important part of the 21st century classroom. As a paraprofessional, you can support quality classroom instruction, help maintain a positive learning environment for students, and provide added support for students who need special services. Whether you're just getting started as a paraprofessional, or you've been serving for many years, the courses in this series will give you practical, universal tips and strategies to be at your best in the classroom.

Course Outline

Introduction

- Welcome, Course Objectives, and Navigation
- Pre-Assessment
- Pre-Course Reflection
- Key Terms

Section 1: Communication Overview

- Section Overview

- Understanding Communication
  - What Is Communication?
  - Quick Check: Communication
  - Positive Communication Strategies
- Types of Communication
  - Non-Verbal Communication
  - Reflection: Body Language
  - Supporting Students with Communication

Section 2: Communicating with Teachers and Students
- Section Overview
- Communicating with Teachers
  - Communication Tools
  - Reflection: Using Communication Tools
- Communicating with Students
  - Student Communication
  - Tips for Communicating with Students
  - Quick Check: Communication Strategies

Section 3: Effectively Communicating Data Collected and Progress on IEP Goals
- Section Overview
- IEP Goals and Data Collection
  - IEP Goals for Progress Monitoring
  - Quick Check: IEP Goals
  - Data Collection
- Objective Documentation and Feedback
  - Objective vs. Subjective
  - Tips for Objective Data Communication
  - Reflection: Documentation Tools to Support Communication

Closing Activities
- Post-Assessment
- Course Evaluation
- Course Completion