



The National Center on
Quality Teaching and Learning

Presenter Notes Teacher-to-Teacher Talk



This guide walks you through presenting the *Teacher-to-Teacher Talk* suite. This suite includes PowerPoint slides and supporting materials.

Materials Needed:

- Presenter's PowerPoint slides (17)
- Projector and audio equipment
- Learning Activity 1: Push My Buttons
- Learning Activity 2: What Do Teachers Talk To Each Other About?
- Learning Activity 3: Writing Compliments
- Tips for Teachers
- Tools for Supervisors
- Helpful Resources List

Icon Key:



Video



Activity



Discussion



Handout



Helpful Resource



Slide 1

Introductions:

- Begin the training by giving participants background information on yourself.
- Provide an opportunity for participants to introduce themselves (e.g., where they are working, their current role, etc.)

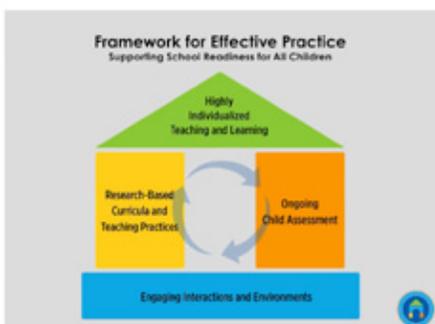
Introduce topic:

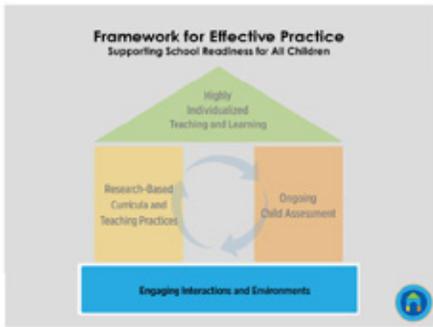
- Teacher-to-teacher talk focuses on communication between adults in the preschool classroom
- Emphasize
 - The communication occurs between teachers
 - The purpose of the communication is to enhance teaching and learning

Slide 2: Framework for Effective Practice

Introduce NCQTL:

- National Center on Quality Teaching and Learning
- Framework for effective practice supporting school readiness for all children (House Structure)
 - Consists of four components for quality teaching and learning
 - All four components interact with each other and are essential for effective everyday practice for all children.





Slide 3: House Foundation

This presentation fits into the foundation of the house.

- On-going and effective communication among teachers helps build an engaging environment

Learning Activity: Push My Buttons



A Introduce self-assessment activity.

Share that the goal of the activity is to reflect on best ways for adults to communicate with other.

H Distribute handout: Push My Buttons

Review directions and have each participant write down responses.

Emphasize:

- This is a self-assessment
- Responses are not meant to be shared

D Ask for volunteers to share comments and examples with the larger group.

TEACHER-TO-TEACHER TALK

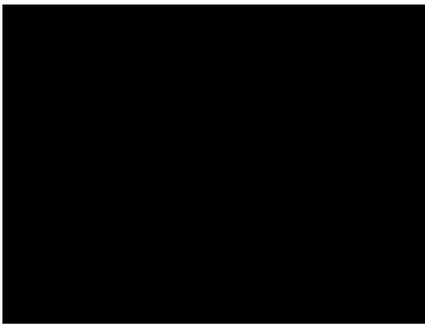
During this presentation you will learn:

- ① The purposes of communication among the teaching team
- ② How and what teachers talk with each other about to support teaching and learning

Slide 4: Goals

Outline goals for the presentation:

- To learn the purposes of communication among teachers
- To learn what and how teachers talk with each other about to support teaching and learning



Slide 5:

Video Example: What does teacher-to-teacher talk look like?

Set-up video: Inform participants that they will view a video that shows what teacher-to-teacher talk looks like.

 View Video

 Ask participants what characteristics they noticed about how teachers communicated with each other.



Points to highlight:

- A teacher walks across the room to talk with another teacher
- A teacher gives a direction to another teacher using a friendly tone
- A teacher coordinates an activity with another team member

DEFINITION: TEACHER-TO-TEACHER TALK

Teacher-to-teacher talk is...

...the purposeful communication between adults in a learning environment on a daily basis so that teaching and learning are provided in an effective and efficient manner.



Slide 6: Definition

Define teacher-to-teacher talk

Emphasize:

- Talk is purposeful
- The goal is to ensure that teaching and learning are provided in an effective and efficient manner

TEACHER-TO-TEACHER TALK DURING THE DAY

- Inside the classroom
- At outdoor times
- During meal times: snack, breakfast, lunch
- During transition times
- Any and all times of the pre-school day.



Slide 7: Teacher-to-Teacher Talk during the Day

Emphasize:

- Teachers talk with each other at all times of the day and during all activities
- Communication is ongoing and systematic

WHY DO TEACHERS TALK TO EACH OTHER?

- To ensure **consistency** with classroom routines and expectations
- To **share** information
- To **develop/maintain** a sense of teamwork



Slide 8: Why Do Teachers Talk To Each Other?

Emphasize the main purposes:

- To ensure consistency with classroom routines and rules
- To share information and provide support to each other
- To create a sense of teamwork



Slide 9: Video example: Getting materials

Set-up video: Inform participants that they will view a video that shows teachers working as a team and providing support to each other.

 View Video

 Ask participants for examples from the video of teacher communication and teamwork.

Example from video:

A teacher observed that a volunteer needed some support and she gave the support.



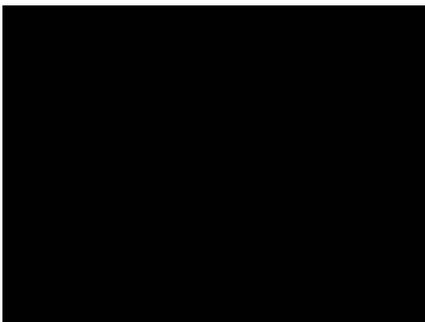
Slide 10: What Do Teachers Talk About?

 Before showing the slide ask participants to share their ideas of what teachers may talk with each other about.

- Write ideas on a large sheet visible to the group and refer back to the ideas as you discuss slides 9 and 12.

Teachers talk with each other about:

- children's interests,
- children's learning objectives,
- teaching practices,
- adaptations
- children's behavior



Slide 11: Video example of teachers talking with each other about a child's learning objective

Inform participants that they will view two videos that show teachers talking with each other about a child's learning object

 View video

 Ask participants for examples from the video of teachers talking about child's learning objective

Example:

- Teachers talk to each other to about a specific objective: reinforcing a child for using his words to express himself.



WHAT ELSE DO TEACHERS TALK ABOUT?

- Coordinating classroom activities
 - Transitions
 - Materials
 - Work loads
- Paper work
 - Documentation
 - Child observations
 - Required forms such as attendance
 - Lesson planning

Slide 12: What Else Do Teachers Talk To Each Other About?

Other things teachers talk with each other about:

- Coordinating classroom activities
 - Transitions
 - Materials
 - Work loads
- Paperwork
- Documentation: Child observations, forms, lesson plans

Note: Remember to refer back to participants' list generated f or Slide 10.

Learning Activity: What Do Teachers Talk About Discussion Questions



A Have participants divide into small groups of 3-4

H Distribute handout

Groups discuss the following questions:

- What are some comments that can be made to another teacher about:
- Children's interests
- Instructional practices
- Children's behaviors
- What questions can teachers ask each other about adaptations for children with special needs?
- What questions can teachers ask each other about adaptations for children with dual language needs?

D Share ideas from small group conversations with large group.

HOW DO TEACHER TALK TO EACH OTHER?

It's how you say it!

- Awareness of non-verbal cues
- Use language that implies teamwork
- Warm, caring and respectful
 - give friendly directions
 - giving compliments

Slide 13: How Do Teachers Talk To Each Other?

D Ask participants to comment on the adage: "It's not what you say but how you say it."

Emphasize:

- Awareness of non verbal cues
- Use of language that implies teamwork (e.g., us, we)
- Use of language that is warm, caring and respectful

D Discuss the following questions:

- What are some non-verbal cues that are used between teachers in the classroom and what do they convey?
- What are examples of warm, caring, respectful words and phrases that teachers might use with colleagues?



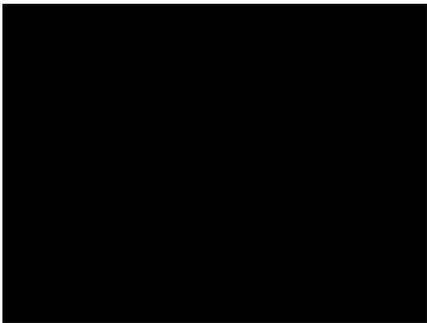


Slide 14: Video example of a teacher complimenting a teacher

- View video example
- Ask participants for an example from the video of a teacher complimenting another teacher

Example from video:

A lead teacher gives a compliment to the teaching assistant.



Slide 15: Video example of a teacher giving a friendly direction to another teacher

- View video example
- Ask participants for an example from the video of a teacher giving a friendly direction to another teacher

Example from video:

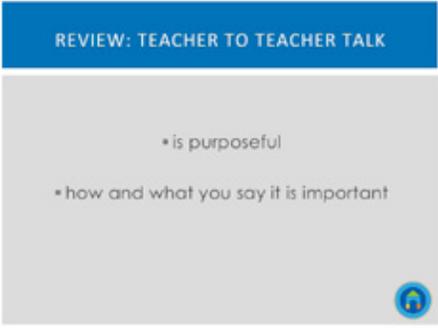
A teacher gives a friendly direction to another teacher to assist a child in making a choice about where to play.



Learning Activity: Writing Compliments



- Divide participants into small groups of 3-4.**
Introduce Writing Compliments activity.
- Distribute handout: Writing Compliments**
Review directions and have each group write down responses.
- Have a participant from each group share examples with the larger group.**



Slide 16: Review

Review.

- Teacher-to-teacher talk is talk between teachers and volunteers so that teaching and learning are provided in an effective and efficient manner.
- Teacher-to-teacher talk has several purposes:
 - To provide consistency
 - To share information
 - To develop/maintain sense of teamwork each other

Based on participant roles:

-  Distribute and review Tips for Teachers
-  Distribute and introduce Tools for Supervisors
-  Provide Helpful Resource list and review key resources.



Slide 17

Provide participants with NCQTL contact information and encourage them to visit our website for additional resources.

This document was prepared under Grant #90HC0002 for the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start, by the National Center on Quality Teaching and Learning.



For more Information
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