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The Tactful Teacher: Effective Communication with Parents, Colleagues, and Administrators

Yvonne Bender

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By equipping teachers with the tools they need to communicate effectively with colleagues, parents, and administrators, this handbook prepares them to deal successfully with and understand the dynamics of a variety of work-related situations. Especially helpful for those new to the field, this guide teaches the skills to build effective communication, tailor messages to fit their recipients, and interact with difficult people and under pressure. Using specific scenarios, such as dealing with angry parents, sharing unpleasant information, or communicating in less-than-ideal school environments, different communication strategies, and why they work, are discussed in detail. Advice is also given on handling "The Social Addiction Trap" and those tricky "what's your opinion" questions with grace and aplomb.

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