

PARENT CAFE

IOWA IMPLEMENTATION GUIDEBOOK



WELCOME

*Welcome to the Parent Café Iowa
Implementation Guidebook!*

Our hope is that this guide will provide you with direction, ideas and resources to assist in implementing Parent Cafés in your area. This guide will be a living document. We welcome your feedback as we make changes to ensure that it serves you well as Parent Cafés evolve in Iowa!




Please contact Joe or Sarah with any questions and/or suggestions you have:

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Please note: this is a working document and is subject to change.

IMPORTANT INFORMATION

- Many of the steps in this guidebook can be completed prior to facilitating a Parent Café, however, you must complete the two-day training before facilitating a café at which point you will receive your participant's manual.
- The most up to date information on Parent Cafés, including messages, flyers, the guidebook, etc., can be found at <https://www.cppconline1.com/parent-cafes.html>.
- All page number referrals will refer to the Parent Café Iowa Implementation Guidebook pages 1-21. Referrals to the Appendix will be stated as such with lower case Roman Numerals and noted with this symbol  .
- The BeStrong Families Parent Café Training Institute Participant's Manual  is also referenced throughout this guide. It is referenced by using this symbol  .
- The BeStrong Families Parent Café process “was developed as part of Strengthening Families Illinois under the visionary leadership of Lina Cramer and Lisa Ann Lee and with the full participation, expertise and wisdom of a team of Illinois parent leaders, including Letechia and Warren Holmes, Renee Haynie-Jackson, Guadalupe Celina Orozco and many others.” (Parent Café Training Institute Participant's Manual Welcome Letter) The training manual was developed and written by BeStrong Families and is owned by them. If you'd like more information on their manual, you can contact them at (800) 805-2505 or info@bestrongfamilies.net.

Icon Key



Parent Cafe Implementation Guidebook Appendix



BeStrong Families Parent Café Training Institute Participant's Manual

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How to Get Started

Educate yourself on Parent Cafes

Parent Cafés are physically and emotionally safe spaces where parents and caregivers talk about the challenges and victories of raising a family. Through individual deep self-reflection and peer-to-peer learning, participants explore their strengths, learn about the Protective Factors, and create strategies from their own wisdom and experiences to help strengthen their families.

Cafés are structured discussions that use the principles of adult learning and family support. They are highly sustainable with training reinforcement, institutional support, and a commitment to an approach that engages and affirms parents as leaders. Participants leave Parent Cafés feeling inspired, energized, and excited to put into practice what they've learned. (bestrongfamilies.org)

 Benefits of Be Strong Families Parent Cafés pages 6-7 in the BeStrong Families Parent Café Training Institute Participant's Manual.

 a. Parent Cafes are grounded in trauma informed practice and are strength based. Thus, the Five Protective Factors (appendix page xiv) are the foundation of each cafe you hold; the basis of every question. Knowing what they are and the definition of each is imperative for holding a successful cafe. Research shows that the Five Strengthening Families Protective Factors are crucial to keeping families strong. (Hopper, Bassuk and Olivet, 2010).The Protective Factors are as follows:

- Resilience: Parent Resilience
- Relationships: Positive Social Connections
- Support: Concrete Support in Times of Need
- Knowledge: Knowledge of Parenting and child development
- Communication: Social and Emotional Competence

b. Visit <https://www.cppconline1.com/parent-cafes.html> and review the following documents:

- Initial announcement email from CPPC
- First email from Joe and Sarah (basic information)
- Video on Parent Cafés

c. Converse with sites who are currently implementing Parent Cafés.

- By speaking with sites already implementing Parent Cafés, you will be able to ask questions, gain information about what worked or did not work for that site, generate new ideas, etc.



- If you are not familiar with sites implementing Parent Cafes in your service area, refer to appendix pages xiii-xx to view those implementing Parent Cafes or who are interested in implementing or contact Joe Burke @JBurke@dhs.state.ia.us or Sarah Hohanshelt at shohanshelt@gmail.com.
- d. Consider participating in a Parent Café in your service area.
 - By participating in a Parent Café you'll be able to see, hear and experience a café. This might be beneficial when thinking about and planning your own cafés.

Determine if You Wish to Proceed

a. Determine who needs to be involved in making this decision to host a Parent Cafe in your community. Remember, one of Community Partnership for Protecting Children's Four Strategies is Shared Decision Making. Of course, you will want to have discussions with your Shared Decision-Making Team as you go through the process of identifying contacts. Your list will change and grow as you go through this process.

- Some groups to consider (in no particular order):
 - CPPC Shared Decision-Making Team
 - Governance Board
 - Decategorization (DCAT)
 - Churches
 - Social service agencies
 - Schools
 - Hospitals
 - Local business owners
 - Civic groups



- b. Complete the Cost Estimator forms in the appendix on pages i and ii .
 - Completion of the Cost Estimator will give you an early picture of the financial side of Parent Cafés.
 - It will also allow you the opportunity to weigh, with your Shared Decision Making Team, if cafés are something your site wishes to proceed with from a financial aspect.

Present the Parent Cafe Model to Decision Makers

Anytime you are introducing a new program such as Parent Cafes, you, of course, are going to want to speak with as many of the stakeholders in your community as possible. This initial process is crucial to gaining an understanding of whether a program like Parent Cafes is wanted and needed in your location. The Talking Points document referenced below will guide you through the process to see what the interest among your stakeholders for Parent Cafés.



- a. Refer to Talking Points on appendix pages iii-vii and Presentation Skills on pages 16-18.
- b. Read each of the sections of the talking points document and complete necessary tasks prior to your meeting.
- c. Practice your presentation.
 - Practice will allow you to get more comfortable and confident in the material.

Considerations When Planning a Parent Café

In this section you will find things to consider when planning a Parent Café or choosing a specific topic. This section will allow you begin conversations about the format, the direction and the topics you hope to cover in your Parent Café. This will give you a clear understanding of the types of café you will be running (i.e. Dad's Café, Vitality Café, WOW Café, etc.).

- a. Setting up your café based on a Preferred Audience vs. Topic
 - o Examples of preferred audiences might include:
 - Young parents
 - Dads
 - Parents with children with a mental health diagnosis
 - Foster parents
 - o Preferred Audience: Things to Consider
 - Location
 - Example: If you are reaching out to low income families, a location to consider might be the community room at a low-income housing complex.
 - Transportation
 - Example: If you are reaching out to low income families and hold your café across town from a low-income housing complex, you may need to arrange for public transportation or hold in the evening and coordinate transportation with local churches.
 - Child Care
 - Example: If child care is held on site, you must recruit and pay child care providers if you cannot get volunteers or hold cafés at a time when children are in school or involved in other activities such as church youth groups (this will vary by age of child(ren))
 - . Refer to pages 7-8 of this guidebook for more information on child care.
 - Meal
 - If you are reaching out to low-income families, they may be experiencing food insecurities. Consider serving a full meal. Otherwise, heavy, healthy snacks may be appropriate.
 - With providing food, timing, cost and food preparation are all things to consider. Is refrigeration needed? Are you spending more to have pre-prepared food or preparing it yourself? Are you having the food delivered by a local restaurant?

- Time of Café
 - When is the participant that you are specifically reaching out to most available? All above points will be dependent on the time of day you are holding your café. Some services, locations, food choices, etc. may be unavailable in the evening, for example.
- Topic: Things to Consider
 - You may end up with a wider age range of participants.
 - Because you've chosen a specific topic, it may limit the number of participants interested in the subject area.
 - Topic choices may lead to a table theme.
 - Example: If your topic is summer safety, you may have a table with a pool theme.
 - The more polarizing, sensitive topics can be brought in as the cafés progress and relationships are built. By doing this, you will learn about your participants and can tailor more sensitive subjects to that specific group.
 - Current events and needs within the local community may determine the topics for your café.
 - Always consider the Five Protective Factors when choosing a topic.



Five Protective Factors pages 8-9 in the BeStrong Families Parent Café Training Institute Participant's Manual.

Funding

In this section you will find information on minimum costs for running a Parent Cafe, how to tailor a cafe to your site and budget, things to consider when setting up a cafe and the cost of Parent Cafe training. Review this section and complete the Cost Estimator in the appendix when preparing to present to potential funders, your Shared Decision Making Team, etc.



a. Minimum costs for hosting a Parent Café

- Refer to Cost Estimator on pages i and ii in the appendix.
- Café in a Box
 - Parent Café in a Box is a portable, easy-to-use resource to support your local parent engagement efforts. Café in a Box includes cards containing over 300 questions pertaining to the 5 Protective Factors.
 - In addition to the basic Café in a Box, there are three other types of cafés in a box:
 - **Dad Cafés** – Provide the foundation for cafés with fatherhood themes.
 - **W.O.W. Cafés**- provide the foundation for cafés with youth themes.
 - **Vitality Cafés** – provide a deeper dive into how parent scan take care of themselves across six vitality domains: physical, mental & emotional, spiritual, social, financial, and environmental.
 - **A More Perfect Union Cafés** – allow parents to explore the broader context for parenting in a complicated and often unjust world.

To learn more about Café in a Box and what it includes visit <https://www.beststrongfamilies.org/resources>.

b. Example: Creating a Parent Café Budget with the Theme of Self Care

- **Basic Café Budget**
 - Choose a room with windows and low or no cost, if possible.
 - Space for flexible seating to adjust to what is comfortable for participants.
 - Table
 - Unlit aroma candles or essential oils
 - Paper and writing utensils
 - Coloring sheets
 - Stress balls
 - Starburst candy
 - Colored plastic table cloth
 - Wireless speaker

- Food
 - Consider serving comfort food but at the healthier end of the spectrum.
 - Consider serving snacks vs. a meal.
 - Inexpensive plates and silverware.
- Cost
 - Start Up cost might be around \$25/table.
 - Ongoing cost might be around \$15/table
 - This does NOT include any kind of compensation for table hosts or facilitators
 - Cost will vary based on how often you have to replace table decor, table cloths, buy more candy, paper plates, etc.
- **Expanded Café Budget**
 - Location
 - Reserve a room that meets all needs which may require paying a fee.
 - Consider the convenience factor for participants when choosing your location.
 - Example: If your café is wrapping up when school will be letting out, hold it near the school so participants can easily access their children for pick up.
 - Table
 - Floral centerpiece- artificial flowers, medium sized vase with pea gravel in the base of the vase
 - Battery powered candles
 - Hard candy, chocolates and fruit flavored candy
 - Kinesthetic toys- stress balls, pipe cleaners, etc.
 - Notebooks, writing utensils, colored pencils and coloring sheets
 - Colored plastic or cloth table cloth
 - Wireless speaker
 - Food
 - Full meal provided by local restaurant.
 - Heavy duty plates and silverware.
 - Cost
 - Start Up cost might be around \$75/table.
 - Ongoing cost might be around \$40/table
 - This does NOT include any kind of compensation for table hosts or facilitators
 - Cost will vary based on how often you have to replace table decor, table cloths, buy more candy, paper plates, etc.
- **Blended Café Budget**
 - Location
 - Choose a location with enough space but at low or no cost.
 - Consider the convenience factor for participant (i.e. Accessibility to public transportation or near where they live).
 - Table
 - Decorative paper centerpiece
 - Battery powered candles

- Two types of candy
- Paper, writing utensils, coloring pencils and coloring sheets
- Stress balls and pipe cleaners
- Colored plastic table cloth
- Wireless speaker
- Food
 - Big box retailer sandwiches and side salads
 - Medium grade plates and silverware.
- Items that may be utilized at no cost
 - Location may be donated.
 - Reuse what you are able to.
- Other things to consider:
 - Can you get the cost of the location to hold your Parent Cafés donated?
 - Churches and ISU Extension offices are often good places to start.
 - Do you want to have hors d'oeuvres, a light meal or a full meal?
 - Cost can vary greatly.
 - You can mix and match between the basic and expanded budgeted items.
- Cost
 - Start Up cost might be around \$50/table.
 - Ongoing cost might be around \$30/table
 - This does NOT include any kind of compensation for table hosts or facilitators
 - Cost will vary based on how often you have to replace table decor, table cloths, buy more candy, paper plates, etc.
 - Cost can also vary widely in this category based on how many "basic" vs. "expanded" items you choose.

d. Facilitator Training

Facilitator training is a training developed by BeStrong Families designed to insure the fidelity of the Parent Café model. The training will include topics such as: the Five Protective Factors, Benefits of a Café, Anatomy of a Café, etc. By completing the training, facilitator's are certified to organize and host Parent Cafes according to the BeStrong Families Parent Café model.

- Training is two days.
- Refer to training section on page 9.
- Approved Iowa trainers
 - To be determined with new training requirements for evidence-based Parent Cafes.
 - Training Materials
 - \$36 for cafe in a box
 - Can be per participant or per group if they are from the same agency
 - \$25 for participant's manual
 - Everyone participating in the training needs this
 - \$150 Cafe Decor

- BeStrong Families trainers
 - Cost varies.
 - Be Strong Families can be contacted at (800) 805-2505 or info@bestrongfamilies.net.
- e. Start Up Funding *
 - Refer to list at the top of page 2. These would be a good starting point to request startup funding. Your list will vary based on your location.
 - Refer to the cost estimators on pages i and ii in the appendix to determine the level of needed Parent Café funding.
- f. Ongoing Funding *
 - Ongoing funding requires a cultivation of relationships over time.
 - Consider education agencies in your area about your start up Parent Cafés to recreate the potential for ongoing funding (i.e. United way, DCAT, foundations, civic groups, churches, etc.)
 - Refer to Talking Points document on pages iii-vi to tailor your presentation to ongoing funders as well as Presentation Skills on pages 16-18.
- g. General Things to Consider
 - Child Care
 - Space
 - In considering the space, you'll want to make sure it is of sufficient size to insure the children have enough room to play, do different activities, etc.
 - Ideally this space should be in the same building as the Parent Café. If not, it should be in very close proximity to your Parent Café location.
 - Be aware of safety issues such as balconies, construction areas (even those nearby), etc.
 - If you will be using outdoor space (park or playground), consider all safety aspects such as staff to children ratio, traffic, etc.
 - If you will be serving snacks, be sure that your space has the capability to do that (places to eat, prepare food, trash receptacles).
 - Volunteers
 - Volunteers can be a key piece in providing child care. Here are some things to consider:
 - Perform and pay for background checks.
 - Consider your child to staff ratio.
 - 5:1 ratio is standard but consider physical or mental disabilities, the age of the children, etc.
 - You'll need to seek out volunteers in various settings (i.e. existing groups of volunteers within churches or civic groups, college and high school students needing volunteer hours, etc.)
 - Consider recruiting volunteers with knowledge in child development and appropriate response to children's behaviors.

- Safety
 - The lead child care provider should have emergency contact information as well as the parent's phone number for each child in case of emergency.
 - An emergency protocol should be developed and shared with the parents.
 - Consider safe food handling protocols.
- Liability
 - Insurance is not required, however, each person involved in running the café including the agency it is housed under, the facilitator, the table hosts, the childcare providers, etc. should be involved in deciding whether or not to carry a liability policy.
 - If a liability policy is not taken out for your café and an accident occurs, each person involved in the running of the café could be liable.
 - Check with the location you are holding the café to see if they have liability insurance to cover you while you are using their facility (this may partially be why you have to pay a fee to use the space).
- Needed Materials
 - When considering needed materials for the children, things to keep in mind include:
 - Age appropriate toys and activities (remember this is for approximately a one-hour time period)
 - Age appropriate snacks
 - Example: you might give a 1-year old crackers vs. giving children 3+ year olds raw carrots and ranch
 - As stated before, you should follow food safety guidelines (example: refrigerated items are kept cold)
 - Extra diapers, wipes and a place to dispose of soiled diapers
- Transportation Barriers
 - Consider holding cafés near where your audience is located or is easily walked to (i.e. a hospital, housing complex, etc.)
 - Consider holding your café near a bus stop
 - If you talk to HIRTA, they may be willing to accommodate your transportation needs. They need advanced notice, so plan accordingly.
 - Consider the time of day you are holding your café
 - Is HIRTA busier during a certain time of the day?
 - Is the car being utilized by another family member?
 - Consider the weather when scheduling your cafés (winter may pose travel hazards)
 - Have each registrant's contact information in case the café needs to be cancelled due to the weather.
 - A good rule of thumb is a minimum 24-hour advanced notice if you must cancel.

- Frequency of Cafés
 - When considering the number of cafes to hold you will want to think about your topic and the reason for the café such as:
 - A tragedy within the community could be a one-time café or a series of cafés depending on your target population.
 - There is not general rule of thumb as to how many cafés you should hold or how much time should be between each café, but consider your audience when making these decisions as everyone needs time to process information and effectively utilize the new material.

* Joe and Sarah are willing to assist sites in developing financial strategies for Parent Cafés, however, there are not currently dedicated state funds for Parent Cafés, and Joe and Sarah cannot be responsible for funding you receive or do not receive.

Training

Focus topics in this section include who should attend training, what the cost of training is and the requirements for that training. Setting up a training will also require you to reach out to approved Iowa trainers. Their contact information can also be found in this section.

Who Should Attend

- a. Who should attend?
 - Because you will have a significant portion of your first year budget invested in hosting a training, you may want to consider the following:
 - Are you seeking parents with a professional background, community members or both to facilitate your cafes?
 - Do you already know individuals that would be great facilitators from other cafes in your area?
 - Does this individual have long term plans to stay in the area?
 - Less likely to get trained and relocate shortly thereafter
 - Characteristics to look for when thinking about potential facilitators
 - Strong interpersonal skills
 - Adaptability
 - Good time management skills
 - Belief in the mission of Parent Cafes
 - Table Hosts
 - The best practice model is to have table hosts attend the facilitator training as well.
 - Refer to page 10-11 to see tips for selecting a table host and what to do if your host cannot attend the facilitator training.

- b. Cost for training
 - Approved Iowa Trainers
 - To be determined with new training requirements for evidence-based Parent Cafes.
 - Training Materials
 - \$36 for cafe in a box
 - Can be per participant or per group if they are from the same agency
 - \$25 for participant's manual
 - Everyone participating in the training needs the participant's manual
 - \$150 Cafe Decor



- Approved Iowa trainers will be far less expensive due to their proximity to all CPPC sites. Contact

- To inquire about setting up a training in your area for Parent Cafes, please contact Julie Clark-Albrecht at jclarka@dhs.state.ia.us.

- Please allow at least 4 week's notice.
 - Be Strong Families Trainers
 - Be Strong Families can be contacted at (800) 805-2505 or info@bestrongfamilies.net.
 - Cost varies.

c. Training requirements (to be handled by training host)

- Minimum of 10 participants; maximum of 30 participants

- Location

- Can work with local organizations to get this donated.

- Prepare your presentation by utilizing the Talking Points document on appendix pages iii-vii . Think about what you are asking for and from whom.

- Review the Presentation Skills on pages 16-18.

- Complete the Cost Estimator (appendix pages i and ii) to show other in-kind donations as well as secured funding.

- Think about connections you already have that might consider donating the space or giving it to you at a highly reduced cost.

- Marketing

- Flyer distribution

- Flyer templates for advertising your training can be found on appendix pages viii-ix .

- Templates for you to edit and print can be found at <https://www.cppconline1.com/parent-cafes.html>.

- Information on your website, Facebook page and/or out to email lists.

- Print Evaluations

- Provide an interpreter if necessary

d. Optional

- Lunch

- Catered lunch vs. open campus for lunch

- Décor/set up similar to a Parent Café

- Round table set up

- Music

For Table Hosts

The best practice model is for table hosts to attend the facilitator training. If they are unable to attend the training, table hosts need to be trained by those who have completed the facilitator training. It is essential that the Parent Cafe model is followed as outlined in the facilitator training manual. If you have a very short window to train a table host, we have put together an Emergency Table Host Training outline. If you have to use this document, please take time to go back and complete a full training with your table host.



Tip Sheets for Successful Parent Cafés: Training Parents to be Hosts pages xxvii-xxix in the BeStrong Families Parent Café Training Institute Participant's Manual.



Refer to appendix pages xii-xiv for information on facilitating an Emergency Table Host Training.

Cafe Facilitation

Here you will find tips for cafe preparation and facilitation and things to consider when hosting a cafe. The BeStrong Families Parent Cafe Training Institute Participants Manual and this guidebook's appendix are great resources to walk along side this section.

Facilitator and Table Host(s) Responsibilities BEFORE the Parent Cafe

- Identify and train Table Hosts
 - Selecting table hosts is an ongoing process that you will be doing throughout the life of your cafés.
- Tips for Selecting a Host
 - Observe individual's adaptability to the café and the process while they are participating in the café (i.e. they seem to like, understand and engage in the café).
 - They seem to have above average interpersonal skills.
 - Compliment potential table hosts to reinforce the skills you are noticing within them that may benefit them in the role as a table host (i.e. you let them know at the end of a café that you noticed their great interpersonal skills).
 - Set up an appointment to hold a one on one conversation with the individual(s) you have identified about potentially becoming a table host. This could be done by phone or in person but not via email. You should not have these conversations at the end of a café when clean up or picking up their child(ren) is taking place.
- Table Host Training
 - In the best-case scenario, the table host(s) would also attend the facilitator training. Although, due to timing standards, cost, etc. this may not always be possible.
 - If the best-case scenario cannot be reached, ideally, you would have identified your potential table hosts and would be moving forward with your own training.
 - Be sure to have a copy of the agreements for each table host.
 - An average training should last 45 minutes to an hour.



Review the Anatomy of a Café on page 10 in the BeStrong Families Parent Café Training Institute Participant's Manual.



Review the Parent Café Table Host Role pages 15-16 in the BeStrong Families Parent Café Training Institute Participant's Manual.



Parent Café Agreements page 12 in the BeStrong Families Parent Café Training Institute Participant's Manual.




Emergency Table Host Training on appendix page xii-xiv

- Securing a location for café to be held
 - Room set up
- Securing table hosts
 - Be sure to follow up with them prior to the café
- Selecting themes/Creating Ambiance
 - See page 11 in the BeStrong Families Parent Café Training Institute Participant's Manual.
 - When selecting a theme, the theme should run throughout the café including music, table decorations, quotes/notes, table toys, etc. and where further information on the topic can be found.
 - Example: Relaxation
 - Play soothing music
 - New age, without words, nature (rain, seashores, streams, etc.-al are available on YouTube)
 - Table items that promote relaxation
 - Scented candles, stress balls, kinetic sand, calming pictures (islands, lakes, nature, etc.)
 - Have reminder notes that promote relaxation
 - “Breathe in through the nose, out through the mouth.”
 - “Sit in a comfortable position.”
 - “Clear your mind.”
 - “Concentrate on one thing.”
 - “Hands on your lap.”
 - Provide a list of community resources for meditation, relaxation and self-care (i.e. yoga studio).
- Advertising cafes
 - Name your café
 - Create flyers
 - Appendix pages x and xi .
- Identify individuals/groups you wish to invite
- Bringing materials list
 - Appendix page xii .
 - Including food/snacks
- Selecting discussion questions



Facilitator Role DURING the Parent Cafe

- 
- Welcome participants
 - Explain agreements
 - Appendix page xv .
 - Create a comfortable environment
 - Adhere to the agenda

Parent Café Fidelity Model on page 36 in the BeStrong Families Parent Café Training Institute Participant's Manual.

Facilitator Presentation Skills Review

- Body Language
 - Posture
 - Keep your shoulders back and chin up
 - A good way to test this is to stand against a wall then move out from the wall maintaining a straight, natural stance.
 - Lean slightly forward when listening
 - Facial Expressions
 - Smile
 - This promotes a confident image!
 - Be sincere
 - Don't overreact.
 - 2 Step Rule
 - Take two deliberate steps towards the audience or to the side
 - Stay in place for a few moments then take two more steps
 - Helps avoid fidgeting or appearing to be nervous
 - Attire
 - Casual, Professional Attire
 - All clothing should be free from tears, rips and stains as much as possible.
 - Yes
 - Collared or buttoned-down shirts
 - Blouses/Sweaters
 - Casual dress/skirt
 - Slacks or jeans
 - Capris
 - Belt
 - Or any combination thereof
 - No
 - Graphic t-shirts
 - Sweatpants or pajama pants
 - Hats
 - Shorts

- Remember, the most important thing is to be culturally sensitive to all attire when considering what is appropriate and not appropriate.
- Make sure you are comfortable in the clothing you choose.

If you'd like additional information on professional attire, see appendix page viii.

- Nervousness
 - Know your subject!
 - Refer to your manual if needed but don't set up camp there.
 - Be over prepared
 - Talk to one person at a time like you would normally do in a one on one conversation. This helps you slow down and focus!
 - Use good posture
 - Helps you breathe properly
 - Speak up! Talk a little louder than you think you need to.
 - Use your hands to make natural gestures
 - Be available at least 15 minutes before the café starts
- Fillers
 - Learn to accept silence instead of adding 'fillers'
 - Practice reducing the number of 'pause fillers' such as: uhh, ahh, umm, and, ya-know and okay.
 - Use of fillers can be distracting and take away from your message
- Creating Buy-In
 - Eye contact
 - Look directly into the eyes of your listeners
 - Instead of scanning the room, look directly into the eyes of one participant for 2-3 seconds before moving on to another person
 - Warmth/humor
 - Your message will be most effective if you come across as friendly, kind and empathetic
 - Pleasant facial expressions
 - Appropriate anecdotes, jokes and stories In good taste
 - Relevant to the topic
 - Fresh
 - Properly timed
 - Of appropriate length
 - Positivity
 - Personify the spirit of Parent Cafés
 - Be enthusiastic, warm, cheerful and considerate
 - Arrive early to reiterate your enthusiasm and excitement for Parent Cafés
 - Use names
 - Table tents or name tags



Principals on Adult Learning on pages iii-ix in the BeStrong Families Parent Café Training Institute Participant's Manual.



Host as a Leader and Leader as a Host on pages xiv-xvii in the BeStrong Families Parent Café Training Institute Participant's Manual.

Table Host(s) Role DURING the Parent Café

- Welcome participants
- Create a comfortable environment
- Ask discussion questions
- Ensure table adheres to cafe agreements



Review pages 13-19 in the BeStrong Families Parent Café Training Institute Participant's Manual.

Table Host(s) Presentation Skills Review

- Be available at least 15 minutes before the cafe starts
- Use pleasant facial expressions
- Be enthusiastic, warm, cheerful and considerate

Parent Cafe Check-Ins

The goal is to have each site complete four quarterly reviews and one annual check in.

Quarterly Review*

**The 10-15 minutes you take to complete the quarterly review would be greatly appreciated to help us collect and compile data that will be accessible to you on the CPPC website and will help further the expansion of Parent Cafés across the state. The data can then be used by you and other sites to apply for start-up and ongoing funding.*



- Form available to view in the appendix on page xviii .
- Form available for download and editing at <https://www.cppconline1.com/parent-cafes.html>.
- Due on the 15th of each month
 - October (July-September)
 - January (October-December)
 - April (January-March)
 - July (April-June)
- Data from all reviews will be compiled and added to the CPPC website.
 - This data will be shared with the State of Iowa and other potential Parent Café sites.
 - Data is important as we look to the future of Parent Cafes and potential funding sources.

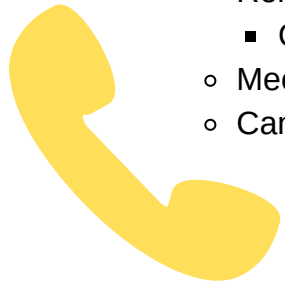
Check-In Format

- Joe and Sarah will take time to look at your quarterly review to learn more about your area.
- Joe and Sarah will have a discussion with each site based upon submitted documentation.
- Joe and Sarah will assist sites in getting information out about their Parent Cafés, strengths and needs and conquering barriers.
- Check-in completed yearly
 - Can be completed via skype, phone, etc.
 - Parent Café site can choose the time of year for their check-in.
- Joe and Sarah will provide feedback from yearly check-in to site coordinator, facilitator and table host(s).

Quarterly Phone Calls

Parent Café calls will be held quarterly with a focus of providing specific, useful information to Parent Café sites and those interested in learning more about Parent Cafes. Cafés will last one hour unless otherwise noted.

- Held the 3rd Tuesday at 10:00am in October, January, April and July.
- A conference number and code will be provided when the agenda is emailed out to the mailing list.
- Reminders will be sent to those on the Parent Café mailing list.
 - Contact Sarah at shohanshelt@gmail.com if you wish to be added.
- Meeting dates and times can be changed to meet the needs of the group.
- Can meet more frequently if desired.



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