

**ABOUT THIS
MANUAL**

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THE APEX TRAINING SERIES

ASPIRA is proud to share its new APEX Training Series which consists of two publications. This APEX Workshop Series Manual is a companion book to Organizing and Working with Parent Groups: A Manual for APEX Facilitators.

1. Organizing and Working with Parent Groups: A Manual for APEX Facilitators (the "APEX Facilitator's Manual") is intended to help parents organize and work with other parents who want to become more effectively involved in their children's education. The APEX Facilitator's Manual provides useful information for developing important skills in working with groups, defining goals, setting agendas and conducting meetings and workshops to address issues of concern to Latino parents.

2. This APEX Workshop Series Manual was developed with parents for parents. It contains useful workshops which teach two processes: (a) the process of becoming aware of the importance and the many dimensions of parents' rights and parent involvement in education; and (b) the process of formulating and facilitating parent groups to discuss and decide on-going educational issues.

The initial workshops address the importance of education and issues which were identified by Latino parents as concerns of particular interest. The first five workshops are intended to stimulate parent involvement and workshop participation. WORKSHOPS SIX, SEVEN, EIGHT NINE and TEN will build upon the parent group's participation to foster self-guided parent group leaders.

HOW TO USE THIS MANUAL

Sequence (Order) of Workshops:

Because each workshop builds upon what was learned during the previous workshop, it is recommended that the workshops in this manual be conducted in sequence. However, if your parent group has been meeting for some time and you wish to begin by conducting the workshops on "organizing parent networks," "group dynamics" or "an effective facilitator", be sure to revise the workshops so that you provide the information on what **icebreaker, group discussion, lecture and role-playing exercises** are meant to accomplish.

Key Components: Each workshop consists of a **cover page** and **several activities** which make up the workshop.

· **COVER PAGE:** Each workshop has a cover page which contains the "**theme,**" "**facilitator preparation,**" and "**workshop timeline.**"

THEME: Brief description of the purpose of the workshop.

FACILITATOR PREPARATION: This section is divided into three areas and provides the facilitator with instructions on what the facilitator should "READ," "GATHER" and "DO" prior to conducting the workshop.

WORKSHOP TIMELINE: Sets forth each **ACTIVITY**, the time required for each **ACTIVITY**, and the total time of the workshop.

· **ACTIVITIES:** Each workshop has several **ACTIVITIES** which are labelled in alphabetical order. All **ACTIVITIES** will contain a "time limit," "objective(s)" and "facilitator directions." Many **ACTIVITIES** will contain additional "preparation."

TIME LIMIT: The amount of time needed to conduct the **ACTIVITY**.

OBJECTIVES: What the **ACTIVITY** is meant to accomplish.

PREPARATION: If this appears within an **ACTIVITY**, it indicates things (in addition to the **FACILITATOR PREPARATION** on the Cover Page) which must be done by the Facilitator in order to conduct the **ACTIVITY**.

FACILITATOR DIRECTIONS: Step-by-step instructions on how to conduct the **ACTIVITY**.