

# Sample virtual team-building huddle script

The following scripting may help you prepare for the virtual team-building huddle. But remember, the best advice is to relax and be yourself!

## Script for the initial phone call to set up the meeting:

- *During FELA, you and I will be working together to help your child reach their reading growth goal. I would love to introduce myself, meet you and your child, and plan together for your child's success. That way, we'll be ready to hit the ground running during the first week of practice. Does [date and time] work for us to meet?*

## During the team-building huddle

### Part 1: Personally connect

- *Thank you, again, for taking the time to meet with me. I really appreciate it. Once again, I'm [insert name]. What would you prefer I call you? I really believe that you are the expert on your child! But first, how are YOU doing? I know there's a lot going on. Are you doing ok? I find humor to be good medicine. What was the last thing that made you laugh? [Pause for reply. Reciprocate with something that made you laugh and is culturally appropriate]*
- *So [insert child's name], can you do something for me? I would like you draw a picture of yourself reading. Can you do that? Do you have a piece of paper and something to draw with? Ok, you draw yourself while I talk to your [insert relationship] a little more.*
- *Can you tell me about a teacher that [child's name] has had in the past? What is something they did that you appreciated or really worked for your child? [Pause for reply] That sounds like something I could definitely try to do. What else do you think helps your child learn best? [Pause for reply]. I appreciate your insight here. The thing I love about teaching is [insert]. I hope we will both see some success for your child!*
- *Do you have anything your child has written? Their writing, including spelling errors, can give me some information about their understanding of letters and letter sounds. [Pause for reply] Thanks for sharing this with me!*
- *[Insert child's name], may I see your picture? That's wonderful. I like how you [insert detail]. Can you tell me more what's going on in here [indicate the child's head or heart], when you read? [Pause for reply] I'm really excited to work on reading with you!*

## Part 2: Review the FELA journey and make commitments

- *Now that we know each other a little better, I'd love to walk you through what to expect over the next week. We'll start by building a team, which is what we're doing right now!*
- *Then we'll move to finding your starting point and setting your goal. We want to get a snapshot of where your child is and then agree on where we are going!*
- *Ok, so after we've set a goal, we're going to work toward that goal. How are we going to do it? With practice! Your child is going to read with you, with me, and the three of us are going to come together in the family workshops.*
- *Let's talk about each. [Explain the practice time you'll be facilitating—1:1 or small group, during the school day or out of school, approximate time]*
- *One thing I'm really excited about is family workshops! We'll practice as a whole team in family workshops. You, your child and I will meet other families, just like you who are coaching their child at home, for about an hour. We'll come together to practice a specific reading tip. Then you can use that reading tip at home when the two of you practice.*
- *Finally, you'll practice together at home. We're hoping you can read for between 15-30 mins [edit depending on the age of the child] at home each day. Does that sound doable?*
- *After [insert time frame] we're going to see how far we've come by checking your growth. Then, we'll celebrate! And you can earn prizes for all your practice time*
- *So, let's now make a commitment [use commitment sheet provided in FELA Toolkit download or create your own]. For the next [insert time frame]. I'm promising to [read commitments]. You both are promising to [read commitment]. Is everyone comfortable with these? We can change them if needed.*

## Part 3: Confirm logistics

- *Before we end today, I wanted to make sure you have all the logistical information you need. Your child will practice with me [insert time/date] on [platform or location].*
- *The whole team—you, me and your child—will practice together in the family workshops. The first family workshop will be [insert time/date] on [platform or location]. Will that work for you?*
- *And remember, Grandma, Grandpa, Auntie, any caring adult who will be helping [insert child's name] read is welcome to come to the workshop if you can't make it. It's truly a family workshop.*
- *When do you think you'll be practicing at home? Now, how should we communicate? Do you prefer text, WhatsApp? Let me write this down so we all remember it.*

### After the team-building huddle

#### Script for the follow-up text (or email, whichever the family prefers):

- *Thanks for taking the time to meet with me today. I really appreciate [insert]. To follow-up, [insert anything you promised to follow up on]. I'm looking forward to working together on [insert child's name] reading!*

