



Facilitator Guide Plain Language for School Leaders

What's the purpose of the training?

To provide guidance to school leaders and others responsible for home-school communication on how to simplify written and oral communication for better understanding.

Who is the audience?

Administrative staff who regularly communicate with families in writing, orally, and on the district or school website.

How can this video training be used?

This video training is designed to be used in a group setting by a facilitator who has previewed the video and is prepared to lead activities and discussions.

How long will the training take?

Plan for roughly 60 minutes to complete the training. The video is about 25 minutes long. There are 4 occasions in the video where the facilitator is required to pause to allow participants to discuss an issue or complete embedded activities. Additional activities are suggested below if more than one 60-minute session is available for training.

What is the role of the facilitator?

The facilitator should...

- Preview the video to become familiar with the content and when to pause for the embedded activities.
- Be aware of time limitations and be able to manage the group effectively.
- Check that video displays can be easily seen and heard.

Suggestions for continued professional development activities:

- Have individual staff members select a portion of the district or school's website to edit for plain language and then share their suggestions with the group.
- Display recent memos or other written information sent to parents.





- Discuss with the group how these items can be rewritten to reflect plain language principles.
- Follow up with staff by sharing additional resources:
 - [Plain Language Principles and the Plain Language Act of 2010](#)
 - [Plain Language Quick Reference Guide](#)
 - [Plain Language and Easy Read Communication](#)

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