

# Two@aTime project

Leader Guide



# Leader Guide

## Dear Elementary Teachers,

In today's fast-paced world, where screens compete for our students' attention at every turn, something truly meaningful is being left behind: the ability to connect face-to-face. A generation shaped by watching, scrolling, and texting is now facing growing challenges—feeling disconnected, having trouble communicating face-to-face, and, because of this, experiencing rising emotional stress.

That's why we're so excited to introduce you to the Two@aTime Project—a fun, engaging, and impactful program designed to bring real connection back into your classroom.

This inspiring 6-week journey helps students in grades 3–5 build confidence and connection by learning how to express themselves and develop real-life relationships—not just online. With just 10–15 minutes a day, students begin learning how to balance screen time with positive human interaction—skills that will support them for a lifetime in school, at home, and in the world beyond. The U.S. Surgeon General reports that today's youth spend 70% less time with friends than they did two decades ago. As digital habits grow, social confidence can shrink. But with guidance and opportunity, our students can rediscover the joy and power of face-to-face connection.

Through engaging videos, meaningful class discussions, and hands-on activities, students will explore five essential communication skills with symbols to guide them:

- **Active Listening** (*Treasure Hunter*)
- **Asking Open-Ended Questions** (*Keys*)
- **Appreciating Others** (*Magnifying Glass*)
- **Showing Empathy** (*Shoes*)
- **Finding Common Ground** (*Puzzle Piece*)

Each tool helps students not only communicate more effectively but also build stronger relationships, deeper friendships, and a greater sense of belonging.

We invite you to bring the Two@aTime Project into your classroom. Just a few minutes a day can spark growth that will last a lifetime. Let's help our students start strong by building early habits that will help them thrive, connect, and succeed, one conversation at a time.

**With gratitude,**

*The Two@aTime Team*



## Two@aTime Project: Teacher Outline (Grades 3–5)

**Length:** 6 weeks | **Format:** In-class, each day for 10–15 minutes |

**Goal:** Strengthen face-to-face communication skills

### Program Overview

The Two@aTime Project is a 6-week in-class program designed to help students build meaningful face-to-face communication skills in a screen-saturated world. Each day, students engage in short, focused activities that reinforce one weekly communication skill from the Two@aTime Project through engaging activities, real-life modeling, and practical practice.

### Mission:

To help youth and families find a healthy balance between screen time and face-to-face connection—making human interaction a meaningful part of everyday life.

### Teacher Invitation:

We invite you to explore [Two@aTimeProject.com](https://Two@aTimeProject.com) to learn more about the program. It's a great way to see how everything connects and to prepare for a successful, engaging classroom experience.

### Teacher's Role

- **Kick off each week** with a fun and engaging **6–8 minute video on Monday** that introduces the weekly communication skill.
- **Dedicate 10–15 minutes** per day to short, meaningful discussions and activities that reinforce the weekly skill.
- **Model** and **coach** the skill in real-time during classroom interactions.
- **Encourage students** to try the skill at home and engage with family members.
- **Celebrate** students as they earn badges for each skill and become *Two@aTime Master Communicators* by week 6.



WEEK	SKILL	SYMBOL	FOCUS
Week 1	<i>Active Listening</i>	Treasure Hunter	Listening with full attention to find the “treasures” in what others share
Week 2	<i>Open-Ended Questions</i>	Keys	Asking questions that unlock stories and deepen conversation
Week 3	<i>Appreciation</i>	Magnifying Glass	Noticing and naming the good in others
Week 4	<i>Empathy</i>	Shoes	Stepping into someone else’s shoes to understand how they feel
Week 5	<i>Finding Common Ground</i>	Puzzle Piece	Discovering shared interests or goals with others
Week 6	<i>Celebration &amp; Review</i>	Master Communicator	Reviewing all skills and celebrating student growth

### Student Materials

- **Journey Journal** – a personal place for students to reflect on what they’re learning and how they’re growing each week
- **Treasure Map** – a visual tracker that helps students chart their progress as they build each Two@aTime skill
- **Badges** – colorful, skill-specific badges that represent each communication tool and are collected weekly to add fun and a sense of accomplishment
- **Activity Materials** – materials for engaging partner and group experiences that help students practice and apply each week’s communication skill in a fun, hands-on way

## Two@aTime Parent & Family Resource

The *Two@aTime Parent & Family Resource* is a free, easy-to-use companion to the classroom program that is available to all families at [Two@aTimeProject.com](https://Two@aTimeProject.com).

It's designed to help parents, caregivers, and families reinforce the same communication skills students are learning in class—through fun, practical ideas built into everyday moments like **Drive Time**, **Dinnertime**, and **Bedtime**.

This resource makes it easy for families to:

- Practice the *Two@aTime Project* communication skills at home
- Strengthen relationships and bonds with face-to-face communication that's simple, natural, and fun

It's a powerful way to bring the learning home and build confident, connected kids one conversation at a time.

## How Teachers Help

Teachers play a key role in connecting school and home. Each participating teacher will:

- Send home the Two@aTime Parent Letter during Week 1, which introduces families to the program and invites them to use the resource
- Encourage students to share what they're learning in class at home
- Support a classroom culture where students feel excited to try out what they're learning both at school and with their families

This collaborative effort helps ensure students not only learn the skills but live them, in the classroom and beyond.

## Conclusion

In Week 6, students will celebrate their growth with:

- A review of all five communication skills
- A classroom certificate ceremony
- Optional family involvement or showcase (if school allows)

# Treasure Map

## Two @ a Time



## WEEKLY SKILLS AND KEY IDEAS

### Week 1: Active Listening

**Symbol:** A treasure hunter

A treasure hunter is the perfect symbol for active listening because it represents the process of searching, focusing, and discovering valuable insights during conversations—much like searching for hidden gems.

**Key Ideas:**

**Concentration:** The treasure hunter must remain focused to avoid missing any clues, just as an active listener stays attentive in conversations.

**Finding Hidden Gems:** These treasures represent the main ideas, important details, and feelings that the speaker is sharing. By listening carefully, we uncover these hidden gems, helping the speaker feel valued and understood.

### Week 2: Asking Open-Ended Questions

**Symbol:** A set of keys

A set of keys is the perfect symbol for asking open-ended questions. Just as different keys unlock different doors, open-ended questions unlock various parts of someone's story, helping you learn more about them.

**Key Ideas:**

**Multiple Keys, Different Doors:** Sometimes, one key opens only part of the story. You may need to use several keys (questions) to fully unlock the person's experience and learn more about them.

**Exploring New Rooms:** Each open-ended question opens a new "room" in the conversation, revealing more thoughts, feelings, or experiences from the person you're talking to.

### Week 3: Appreciation

**Symbol:** A magnifying glass

Just like a magnifying glass helps us zoom in to focus on small, intricate details, appreciation requires us to pay attention to the unique qualities, talents, and characteristics of others. It represents curiosity and effort in seeing beyond the surface and appreciating what makes each person special.

**Key Ideas:**

**Seeing Beyond the Surface:** Appreciating others often requires looking deeper than what's immediately visible, and the magnifying glass symbolizes the curiosity to truly notice these unique qualities.

**Zooming In on Strengths:** The magnifying glass focuses on the positive traits in others, such as their kindness, creativity, or sense of humor. It encourages students to take time to appreciate these qualities in those around them.

### Week 4: Empathy

**Symbol:** A pair of shoes

The common phrase "walking in someone else's shoes" captures the essence of empathy—imagining what it's like to be in another person's situation. A pair of shoes symbolizes understanding others' feelings by mentally and emotionally stepping into their experiences.

**Key Ideas:**

**Walking in Someone Else's Shoes:** Empathy involves understanding how others feel by stepping into their shoes and considering their perspective.

**Recognizing Emotions:** When we think about how others might feel, we better understand their emotions, which helps us offer support or kindness when needed.

## WEEKLY SKILLS AND KEY IDEAS

### Week 5: Finding Common Ground

**Symbol:** A puzzle piece

A puzzle piece represents how, despite differences, people can fit together by finding shared interests, values, or experiences. Just like puzzle pieces come together to complete a picture, finding common ground helps individuals connect, creating a stronger sense of togetherness.

**Key Ideas:**

**Connecting Differences:** Even though everyone is unique, like puzzle pieces, we can find ways to fit together by discovering shared interests or values.

**Completing the Picture:** Finding common ground is like completing a puzzle; connecting with others to build a bigger, shared picture through understanding and cooperation.

### Week 6: Celebration & Review

**Final Session Celebration:** During the final week, students will participate in a celebration of their accomplishments. Each student will receive a certificate recognizing their journey on the Two@aTime Treasure Map to Great Communication and becoming Master Communicators!

**Skills Review:** Students will be asked to reflect on and demonstrate each tool, the associated symbol, and why it helps them become master communicators. Students may participate in a culminating project and share during the celebration.



## WORDS AND PHRASES TO KNOW

**Digital Pause for Real Talk** – set down your phones, tablets, and gaming controllers. Look up, lean in, and enjoy real conversations, shared laughter, and fun moments with friends and family!

**Active Listening** – giving another person your full attention by stopping what you are doing and paying attention; maintaining eye contact with the speaker, staying focused on what they are saying, and listening for facts and feelings

**Main Idea** – the central or most important idea of a story, text, or conversation; the primary message or point about the topic

**Open-Ended Questions** – questions that can not be answered quickly with a yes or a no and instead get the other person telling a story (e.g., “Tell me about your family?”)

**Closed Questions** – questions that can be answered with a short phrase, one word, or a “yes” or “no” (e.g., “Is it raining today?”)

**Appreciation** – recognition and enjoyment of the good qualities of someone or something

**Empathy** – the ability to understand how someone is feeling and their perspective by imagining yourself in the same situation

**Social Cues** – the ways people communicate without using words, such as facial expressions and body language

**Emotions** – feelings you get when something happens to you; examples of feelings are happiness, sadness, anger, and fear

**Common Ground** – when people share interests, beliefs, and/or opinions, even if they disagree on other things

**Collaborate** – working together with others to accomplish a task

# TIPS FOR SUCCESS

## Leader Preparation

The **Two@aTime Project** is designed for easy implementation in grades 3–5, helping students build key communication skills over a six-week period. Here are essential preparation steps and tips to ensure the program's success.

### Preparation

**Materials:** Each week has a Leader Page listing necessary handouts and materials that will be used during that week. Review these, and have all resources ready.

**Video Access:** Videos are available on the Two@aTime website at [Two@aTimeProject.com](https://Two@aTimeProject.com). They require a large screen or monitor with internet access for the best viewing experience.

**Parent & Family Engagement:** Refer parents and caregivers to the **Parent & Family Resource** online at [Two@aTimeProject.com](https://Two@aTimeProject.com). This resource includes skill overviews, discussion prompts, and activity ideas for Drive Time, Dinnertime, and Bedtime to reinforce learning at home.

## Tips for Success

- **Set Aside Prep Time:** Familiarize yourself with each lesson and the follow-up activities. Green text provides leader instructions, while black text offers suggested scripts. Plan for 10–15 minutes daily in your weekly class schedule. Check the link to the video, print/ copy any necessary handouts, and gather any additional materials listed.
- **Follow the Program Structure:** To support skill development, follow the lessons as written. This consistency helps both leaders and students stay on track and appreciate the full progression of the program.
- **Model Communication Skills:** Use the skills you're teaching throughout the week to show their real-life value. Modeling strong communication reinforces its importance for students.
- **Adapt for Individual Needs:** Modify activities as needed for students with individualized learning plans. Partner with other educators and support staff to ensure reinforcement and practice across settings.

This structured approach makes the Two@aTime Project easy to implement while fostering valuable communication skills in young students! Join us on this adventure as we navigate the treasure map and earn badges along the way!