

WELCOME

PRESENTATION

IEP/IFSP Facilitation Techniques for Success:

- **Counter Proposals**
- **Consensus-As-You-Go**

PRESENTER

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PRESENTATION AGENDA

75 Total Minutes

- 5 minutes: Introduction and Guidelines
- 5 minutes: Purpose and Outcomes
- 10 minutes: IEP/IFSP Facilitation
- 40 minutes: Techniques for Success
- 15 minutes: Q & A



PRESENTATION INTENT

This presentation is:

- Intended to be**
 - **informative**
 - **educational**
- Not intended to be**
 - **legal advice**

PRESENTATION MATERIALS

- This Power Point presentation is copyrighted.
- Please honor the copyright.
- Thank You!



PRESENTATION PURPOSE

To increase your knowledge and skill level by exploring effective techniques to implement during an IEP/IFSP meeting that will:

- ✓ promote positive interactions and outcomes
- ✓ improve the opportunity to gain and maintain agreements

PRESENTATION OUTCOMES

- Counter Proposal
- Consensus-as-you-go
- Recognize the purpose of each technique
- Explore the process of each technique
- Examine the significance of the skill of questioning for each technique
- Investigate strategies to implement each technique
- Discover the benefits and challenges of utilizing each technique

IEP/IFSP FACILITATION GOAL

To help the team improve the way it:

- defines team problems
- resolves team problems
- makes team decisions

Ultimately, to increase the group's effectiveness to collaborate in developing the required IEP/IFSP.



IEP/IFSP FACILITATION PURPOSE

- **Initiate early conflict management**
- **Build and improve team relationships**
- **Encourage full participation**
- **Support the IEP/IFSP process**
- **Demonstrate effective communication skills**
- **Enhance problem solving techniques**
- **Promote investigation & evaluation of solution options**
- **Maintain consensus building**
- **Address only IEP/IFSP issues**

IEP/IFSP FACILITATION BEST PRACTICES

Before the IEP/IFSP Meeting

- ❑ Voluntary agreement to participate
 - Signed written agreement (Optional)
- ❑ Mutually selected or accepted Facilitator
- ❑ Solution-oriented participants
- ❑ Identify
 - IEP/IFSP Chairperson
 - IEP/IFSP Scribe
 - PWN of Action Items Scribe
- ❑ Share by exchanging
 - Drafts
 - Reports



IEP/IFSP FACILITATION BEST PRACTICES

During the IEP/IFSP Meeting

- ❑ Follow the IEP/IFSP components as the agenda
- ❑ Maintain focus on the student's needs
- ❑ Guide discussions toward the future
- ❑ Pay attention and listen for embedded proposals
- ❑ Implement consensus-as-you-go



IEP/IFSP PROCESS

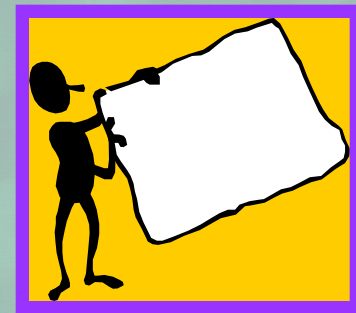
- **When do proposals take place?**
- **Who can make a proposal?**
- **How is each proposal documented?**



PROPOSAL DEFINITION

A Proposal is:

- the act of offering or suggesting something for acceptance, adoption, or performance
- an act of putting forward or stating something for consideration



PROPOSAL PROCESS

- ❑ A proposal request is presented
- ❑ The proposal is validated with the reason for request
- ❑ The IEP/IFSP Team explores:
 - objective basis for the proposal
 - other options or choices available
 - specific implementation details
 - associated advantages and disadvantages
- ❑ A decision is made, with the rationale, to accept or reject the proposal
- ❑ The PWN Scribe gains group approval for the wording of the requested proposal along with the final decision that will be documented in the record

CONSENSUS-AS-YOU-GO



Final Step of Each Requested Proposal:

- ❑ The PWN Scribe presents the draft wording of the proposal discussion along with the accept or reject decision
- ❑ The IEP/IFSP Team agrees or disagrees with the wording
 - If disagreement, further discussion to clarify concerns
- ❑ The PWN Scribe gains group approval of the final wording of the proposal along with the accept or reject decision that will be documented in the record

CONSENSUS-AS-YOU-GO BENEFITS

- Encourages listening for proposals
- Improves capturing & validating each proposal
- Reflects an accurate and timely documentation of IEP/IFSP proposals
- Addresses each proposal only once, at the time it is requested
- Enhances on-topic discussion & participation through each proposal process step until a decision is made and documented
- Highlights on-going solutions and agreements



CONSENSUS-AS-YOU-GO CHALLENGES

- The ability to promptly grasp then verbally summarize the proposal concept
- The ability to instantly develop written language to capture the proposal with the decision to accept or reject
- An IEP/IFSP computer program that allows immediate data entry into various IEP/IFSP components or allows two laptops to be open with data entered within the same student's IEP/IFSP document
- A projection device for all participants to view the documented proposal



PROPOSAL REJECTION

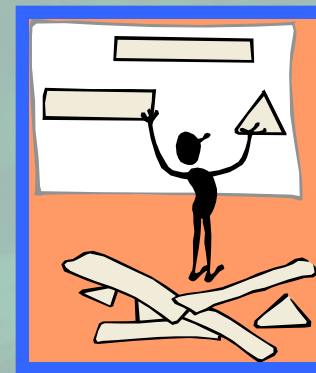
Now what ????



COUNTER PROPOSAL DEFINITION

A Counter Proposal is a proposal:

- in response to an original proposal that is considered unsatisfactory
- offered to nullify or substitute for a previous proposal



COUNTER PROPOSAL PROCESS

- ❑ A counter proposal is developed and offered to a previously considered unsuitable proposal
- ❑ The counter proposal is validated with the reason for the request
- ❑ The IEP/IFSP Team explores:
 - objective basis for the counter proposal
 - other options or choices available
 - specific implementation details
 - associated advantages and disadvantages
- ❑ A decision is made, with the rationale, to accept or reject the counter proposal
- ❑ The PWN Scribe gains group approval for the wording of the counter proposal requested along with the final decision that will be documented in the record

CONSENSUS-AS-YOU-GO



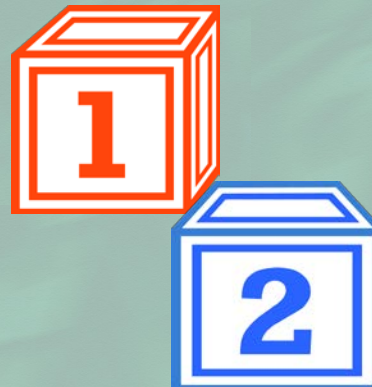
Final Step of Each Requested Counter Proposal:

- ❑ The PWN Scribe presents the draft wording of the counter proposal discussion along with the accept or reject decision
- ❑ The IEP/IFSP Team agrees or disagrees with the wording
 - If disagreement, further discussion to clarify concerns
- ❑ The PWN Scribe gains group approval of the final wording of the counter proposal along with the accept or reject decision that will be documented in the record

COUNTER PROPOSAL STEPS

“Two-Step” Process

1. Explore Options
2. Generate Counter Proposal



COUNTER PROPOSAL STEP # 1

Step # 1: Explore Options



COUNTER PROPOSAL STEP # 2

Step # 2: Generate Counter Proposal



TYPES OF QUESTIONS

Open ended

- helps obtain information
- helps a party to open up

Closed ended

- requires a one-word or two-word answer, often a “yes” or a “no”



INTENT OF QUESTIONING

Clarification

- questions to better understand

Probing

- questions to learn more

Hypothesis/Scenario testing

- questions to explore alternatives

Doubt raising or constructive skepticism

- asking critical questions
- exploring feasibility

Evaluation

- questions to assess issues, ideas and proposals

QUESTIONING TECHNIQUES

Fact Based

- What do you see as the particulars of this case?

Positional

- What would you like to accomplish at this meeting?

Narrative

- Can you tell me what happened and how it effected _____ ?

Problem Solving

- What decisions do you feel need to be made today?

Procedural

- How do you think we should resolve this situation?

Interest based

- Can you share your concerns with me about that issue?

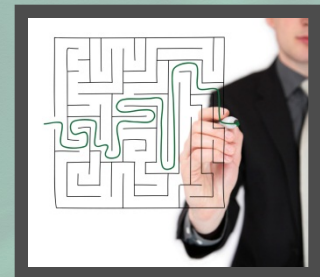
COUNTER PROPOSAL BENEFITS

- Allows a person to save face
- Encourages continued conversation on a topic
- De-escalates emotionally charged behavior
- Demonstrates the willingness to collaborate
- Transforms a negative into a positive
- Clarifies participant's different interests
- Validates a particular concern
- Supports commonalities
- Promotes creativity
- Maintains team work
- Gains an agreement



COUNTER PROPOSAL CHALLENGES

- Focus on one particular topic until a decision is reached
- Follow along with the counter proposal discussion
- Recognize the intricacies of a specific proposal concept
- Synthesize then summarize information shared by a number of participants
- Emphasize commonalities
- Manage a perceived power imbalance
- Engage a participant who shuts down
- Sustain the exploration of options
- Instill a positive momentum



LET'S REVIEW

You have acquired information about the:

- ✓ Purpose
- ✓ Process
- ✓ Strategies to implement
- ✓ Significance of the skill of questioning
- ✓ Benefits and challenges

of the

1. Counter Proposal technique
2. Consensus-As-You-Go technique

to utilize during future IEP/IFSP Meetings.

YOUR NEXT STEP

You have gained knowledge about the:

- 1. Counter Proposal technique**
- 2. Consensus-As-You-Go technique**

You are now ready to:

- ✓ Implement each technique**
- ✓ Educate others about each technique**
- ✓ Promote and support each technique**
- ✓ Initiate a collaborative dialogue within your organization about the benefits of each technique**
- ✓ Explore the necessary steps to develop an organizational process that would encourage IEP/IFSP participants to utilize each technique**

QUESTIONS



EVALUATION

**Your Opportunity
to Provide Feedback**

