

# Professional Development Training

*The standard in solutions-based training for special education and at-risk population administrators and educators*



# Spectrum K12 School Solutions

*The standard in solutions-based training for special education and at-risk population administrators and educators.*

- Are you looking for a step by step guide for implementing Response to Intervention in your district?
- Is lack of training a major obstacle to implementing Response to Intervention (RTI)?
- Are your IEP meetings collaborative and focused on student outcomes?
- Is your district doing everything it can to prevent special education related litigation?
- Would you like a cadre of highly trained internal facilitators?
- Are you looking for efficient ways to achieve data based decisions and reduce the time you spend in IEP meetings?



Spectrum K12 addresses these issues by providing training and consulting services for special education and at-risk population administrators and educators as well as parents and the community.

Since our founding in 1996, Spectrum K12 School Solutions has trained more than 6,000 administrators in 30 states using a framework that has been implemented, tested and proven in K-12 school districts of all sizes. Our professional development training provides a rich, collaborative, interactive experience to provide numerous opportunities to practice techniques in a supportive, risk-free environment. Participants leave our training fully prepared to immediately implement best practices incorporating feedback gathered from their peers and our expert coaches.

## **Solution-Based Training**

Our seminars address the following pertinent topics:

- **Response to Intervention (RTI)**
- **Essential Facilitation for IEP Meetings**
- **Standards Based Goals and Objectives**
  - **Team Building**

Additionally, we welcome the opportunity to work with districts to create custom training.

# The Spectrum K12 Advantage

*Best practices. Proven results. And more.* Here are four reasons why Spectrum K12 is the only choice for special education, at-risk and Response to Intervention program success.

## Special Education and At-Risk Population Focus

With our exclusive focus on special education and at-risk administrators and educators, we understand the unique challenges of educating those student populations. We continue to add new curriculum tailored specifically for special populations, and can custom design solutions to meet your unique needs.

## Professional Expertise

Each Spectrum K12 instructor is a former coordinator, director or assistant superintendent with a minimum of 25 years in teaching and administration of special education, at-risk student population programs or Response to Intervention. Collectively our team of instructors has nearly 400 years of K-12 education experience and the expertise that can only be obtained through that experience.



## Tenure

Spectrum K12 School Solutions has trained more than 6,000 administrators in 30 states using a framework that has been implemented, tested and proven in K-12 school districts of all sizes.

## Customer Satisfaction

There is a reason our customers are our best spokespeople. Participants tell us "It was the best workshop I've ever attended." Over 94% of our participants rate our training sessions as "extremely valuable" in their daily jobs

# Essential Facilitation for IEP Meetings Training



## Essential Facilitation for IEP Meetings

*Conduct productive, collaborative IEP meetings focused on student outcomes using active facilitation best practices*

Do your IEP meetings need more structure and process? The Essential Facilitation for IEP Meetings training fully explores the facilitation process techniques and skills necessary to conduct successful, collaborative IEP meetings that are student focused. This comprehensive four day seminar provides strategies and tools for resolving and preventing conflict. The Essential Facilitation for IEP Meetings training was developed in collaboration with Interaction Associates and its nonprofit affiliate, the Interaction Institute for Social Change (IISC). The Facilitated IEP Meetings training addresses the critical issues that prevent successful IEP meetings.

ISSUE	SOLUTION	VALUE
No internal site based staff trained	Builds capacity within staff to be team leaders and facilitators	Maximizes internal resources and increases knowledge base
1-2 people do all the work	Shared decision-making	Student benefits from input of all knowledgeable and caring team members
Parent not involved in team	Positive communication strategies	Parent is onboard and participates in plan for child
Prevalent litigation	Consensus building at meeting	Dollars can be re-directed toward staff support and overall student achievement
Conflicts among staff	Conflict resolution strategies	Positive working environment = increased staff retention = student benefits
Emotional issues	Discussion based upon student strengths and challenges	Increased student success rate due to decisions rooted in best practices and data
Pre-determined decisions	Compliant process	Meets IDEA requirements & best practices for teamwork & student decision-making
Lack of leadership skills	Agreement on ground rules and team agenda	Efficiency increased as agenda "detours" are averted = shorter meetings
Hidden agendas	Emphasis on process skills reinforced with defined roles and function	Skills transfer to any leadership & communication situations

# Essential Facilitation for IEP Meetings Training

## Who should attend

Administrators and educators with the responsibility of conducting IEP meetings

Four-Day Seminar

Capacity: 25 attendees

Presentation and Interactive Scenario-Based Role Plays with Coached Practice

## Training Agenda

Day 1

- Interaction Method
- Determining Functions and Roles
- Leading and Managing a Discussion
- Building an Agreement
- Practice

Day 2

- Facilitative Behaviors
- Preventing Problems
- Intervening When Problems Arise
- Practice
- Setting Up for Success

Day 3

- Listening
- Communication Challenges
- Resolving Conflict
- Follow Through Practice
- Assignment

Day 4

- Review of Key Concepts
- Feedback on Assignment
- Peer and Expert Coaching

## Essential Facilitation of IEP Coaching

*Extend and deepen staff facilitation skills*

The Essential Facilitation of IEP Coaching workshop provides specific coaching and debriefing of previously assigned exercises.

## Who should attend

Previous Essential Facilitation of IEP Meeting training attendees who are interested in extending and deepening their skill set

One Day Session

Capacity: 25 attendees

Presentation and Interactive Scenario-Based Role Plays with Coached Practice

## Training Agenda

- Review of Key Concepts
- Review and Feedback on Assignment
- Peer and Expert Coaching



*This workshop provided tools to make the IEP process a win-win situation. Even if disputes remain unresolved, parties can move forward knowing they were heard and with relationships intact.*

*– Regional Coordinator*

# Essential Facilitation for IEP Meetings Training

## Overview of Essential Facilitation of IEP Meetings

*Conduct productive, collaborative IEP meetings focused on student outcomes using active facilitation best practices*

The Overview of Essential Facilitation of IEP Meetings training introduces administrators and team leaders to the techniques and process of facilitation so they can serve in a more supportive role to trained IEP meeting facilitators. The Overview of Essential Facilitation for IEP Meetings training was developed in collaboration with Interaction Associates and its nonprofit affiliate, the Interaction Institute for Social Change (IISC).

### Who Should Attend

Site/district administrators and team leaders supporting district facilitators who have previously completed the Essential Facilitation of IEP Meeting training

One Day Session  
Capacity: 25 attendees  
Presentation and Activities

### Training Agenda

- Facilitation Overview
- Introduction to Interaction Method
- Demonstration of Facilitation
- Process vs Content Overview
- Roles and Functions Discussion

*I finally have proven strategies and techniques that will alleviate the stress that comes from knowing a difficult meeting is coming.*  
– Middle School Lead Teacher

## Essential Facilitation of IEP Community Awareness

*Introduce a culture change in your education community by educating parents, administrators and the community on the process and techniques of facilitation*

The Essential Facilitation of IEP Community Awareness seminar provides a concise overview of facilitation process and techniques to provide all IEP meeting participants the knowledge and tools to ensure meetings are focused on student outcomes.

### Who Should Attend

Parents and community participants in IEP meetings

Three Hour Session  
Capacity: 50 attendees  
Presentation

### Training Agenda

- Introduction to Interaction Method
- Introduction to Facilitation Tools



# Essential Facilitation for IEP Meetings Training

## Legal Updates of Special Education

*Understand the legal implications of facilitation in IEP meetings*

Presented by nationally recognized attorney, Julie Weatherly, Esq., Legal Updates of Special Education provides an informative and entertaining review of the potentially legal implications of facilitating IEP meetings. State and district cases are cited regarding facilitation of IEP meetings.

### Who Should Attend

Administrator and educators involved in the development or supervision of IEPs

One Day Session

Capacity: 25 attendees

Presentation and Interactive Scenario-Based Role Plays with Coached Practice

### Training Agenda

- Legal Implications of Communication Breakdowns
- The Standard for FAPE under IDEA
- Discipline/Manifestation Determinations
- Legal Implications of Roles and Process
- Legal Significance of Being Prepared for IEP Meetings and Following Through with IEP Services and Commitments

*Participants have been impressed with the degree and opportunity of interactions.*

*– Department Chair*

