



Professional Development Training

Extraordinary solutions for exceptional populations

“The mandatory IEP Team resolution sessions that will be required before a due process hearing may proceed make it vital that a person appropriately trained in facilitation be present. This is particularly important because many times, this conference will be the ‘last chance’ for the parties to resolve their IEP disputes.”



Julie Weatherly, Esq., a preeminent special education legal specialist in the nation and attorney trainer of Spectrum K12's

Essential Facilitation and Leadership Skills for IEP Meetings with Legal Compliance training



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For more information about Spectrum K12 School Solutions' Professional Development Training, please visit our web site at www.spectrumk12.com/solutions/fiep, contact us by phone at 866.688.3857 or via email at marketing@spectrumk12.com.

Spectrum K12 School Solutions' (formerly 4GL School Solutions) **Professional Development Training** fosters collaborative decision-making among student education planning team members, strengthening their focus on working for the benefit of the child. Our five core trainings and two custom trainings provide participants with learning process tools and strategies that are crucial for: holding a compliant student education planning meeting, developing positive relationships between staff and parents, writing effective goals and objectives, reducing due process hearings, and applying roles and responsibilities in order to lead productive meetings.

Spectrum K12 began offering Professional Development Training in 2002 when we acquired JDL Associates, an educational consulting company providing personalized services and training to state and local education agencies since 1999. More than 9,000 participants and 100 educational agencies in 22 states have benefited from our Professional Development Training.

Why Spectrum K12's Professional Development Training is Unparalleled

Spectrum K12's Professional Development Training is the **ONLY** training of its kind that offers this **UNIQUE** combination of features:

Taught specifically for educators, by educators. Spectrum K12's consultants are not only special educators such as special education directors, program specialists, experts in autism, behavior specialists, and special education teachers—they are also leaders in the field of facilitation and team dynamics with decades of combined experience.

Ensures an IDEIA- and 504-compliant IEP process. Together with Spectrum K12 trainers, renowned attorney trainers **Jim Walsh, Esq.** and **Julie Weatherly, Esq.** share the legal implications and legal compliance responsibilities in selected workshops.

Focuses on the meeting content and process. Other student education planning meeting workshops often focus solely on the student plan. Our Professional Development Training goes beyond this traditional scope to provide student education planning teams with a roadmap for successfully facilitating the participation, process management, information management and decision-making necessary for productive meetings that focus on the needs of the child.

Provides strategies toolkit. Take-home materials reinforce the instruction of the training and serve as handy references for meeting preparation.

Based on proven techniques. Our *Essential Facilitation and Leadership Skills* trainings were developed in collaboration with Interaction Associates and its nonprofit affiliate, the Interaction Institute for Social Change (IISC). IISC clients include departments of education and school districts from across the country, as well as Fortune 100 leaders such as Dell and Pfizer.

Imparts transferable facilitative and leadership skills. Our trainings build capacity for staff to guide meetings using facilitation techniques that prevent contentious issues, and empower staff to function as an external facilitator for difficult meetings. Furthermore, our trainings impart problem-solving, communication and meeting leadership skills that easily transfer to other person-to-person situations and student focused meetings.

Essential Facilitation and Leadership Skills for IEP Meetings

- Uses meeting facilitation and communication tools to conduct efficient guided meetings that are student-focused
- Emphasizes consensus-based dialogue and decision-making among parents and school staff
- Trains participants through practice scenarios in appropriate roles and functions of meetings
- Provides conflict resolution and process skills that transfer to any type of meeting

Target Participants:

- Principals and assistant principals
- Special education administrators, program staff and others with leadership functions in student education planning meetings
- Others as identified by district need

Duration/Enrollment Capacity: Three days or two (8+ hour) days / 15-25 participants

Essential Facilitation and Leadership Skills for IEP Meetings with Legal Compliance

- *Essential Facilitation Skills for IEP Meetings* provides the base content for this workshop
- Adds legal implications and legal compliance responsibilities
- Either **Jim Walsh, Esq.** or **Julie Weatherly, Esq.** serve with the Spectrum K12 trainers for this workshop

Target Participants: Same participants as *Essential Facilitation and Leadership Skills for IEP Meetings*

Duration/Enrollment Capacity: Three days / 15-25 participants

Overview of Facilitated Meetings

- Provides basic strategies, i.e., use of visuals, listening and communication skills
- Introduces team members, other than leaders and facilitators, to meeting processes, roles and functions
- Trains student education planning team members other than leaders and facilitators to support IEP process leaders and facilitators in district meetings

Note: This workshop is offered only to districts that have previously trained staff through the *Essential Facilitation and Leadership Skills for IEP Meetings* workshop

Target Participants: Student education planning members who do not participate in the complete *Essential Facilitation and Leadership Skills for IEP Meetings* workshop

Duration/Enrollment Capacity: 1 day / Up to 35 participants

Writing Effective Goals and Objectives

- Enables the identification, writing/selection of measurable goals to meet student's needs
- Complies with federal and state requirements
- Assists with documenting AYP student progress for NCLB requirements

Target Participants: Teachers and special education staff

Duration/Enrollment Capacity: 1 day / Up to 35 participants

Seminar on Resolution Sessions

- Guides participants through a helpful legal overview of the Resolution Sessions
- Teaches strategies—using techniques from the *Essential Facilitation and Leadership Skills for IEP Meetings with Legal Compliance* training—for making your Resolution Sessions a success for yourself, parents and students
- Either **Jim Walsh, Esq.** or **Julie Weatherly, Esq.** serve with the Spectrum K12 trainers for this workshop

Target Participants:

- Special education administrators, program staff, state organizations and others with leadership functions in student education planning meetings
- Others as identified by district need

Duration/Enrollment Capacity: 1/2 day / Up to 35 participants

Coaching Seminar

- Provides large and small groups with coaching and debriefing for extension of skills previously taught

Note: Participants should complete specific workshop skills within the scope of their normal district responsibilities prior to the seminar

Target Participants: Specified district need

Duration/Enrollment Capacity: 1 day / Up to 25 participants

Effective Teams: Roles, Responsibilities & Legal Implications

- Teams work together in evaluating and improving their group dynamics
- Provides strategies for applying roles & responsibilities in shared decision-making
- Promotes understanding of the legal implications surrounding 504, special education, limited English proficiency and RTI general education student decisions

Target Participants: School-based student education planning teams

Duration/Enrollment Capacity: 1 day / Up to 7 school-based student education planning teams

Issue	Solution	Value
No internal staff trained as facilitators	Builds capacity within staff to be internal <i>and</i> external facilitators	Maximizes internal resources and increases knowledge base; eliminates fees associated with external facilitators
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 & challenges	Increased student success rate due to decisions rooted in best practices and data
Pre-determined decisions	Compliant process	Meets IDEIA requirements & best practices for teamwork & student decision-making
Hidden agendas	Agreement on ground rules and team agenda	Efficiency increased as agenda "detours" are averted = shorter meetings
Lack of leadership skills	Emphasis on process skills reinforced with defined roles and functions	Skills transfer to all leadership & communication situations; content knowledge not necessary to lead meetings

benefits of professional development training

- Keeps student education planning team members focused on the student's needs and student education planning meetings on target by teaching meeting *process* skills to special education staff, administrators and other team members
- Fosters more positive school and parent relationships by imparting conflict-resolution skills
- Establishes collaborative meeting environments where all team members are provided the opportunity to share ideas and concerns in a respectful manner
- Enriches student education planning meetings by emphasizing dialogue instead of forms, while still maintaining a compliant process
- Promotes immediate use of new student education planning facilitation skills once back at work, thanks to extensive role-playing during training
- Positively impacts organizational initiatives beyond the IEP process by teaching readily transferable problem-solving, meeting and other person-to-person skills
- More than pays for itself through reduced litigation incidents and costs
- Provides participants with toll-free number, website for meeting assistance, and web-based newsletter





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"This training empowers educators to lead the ARD meeting in a way that is sure to lead to better decisions, more genuine consensus and fewer legal challenges. Facilitated ARD meetings are what IDEIA envisions."



Jim Walsh, Esq., renowned special education legal specialist and attorney trainer of Spectrum K12's Essential

Facilitation and Leadership Skills for ARD Meetings with Legal Compliance training sessions held in Texas

client testimonials

"Facilitated IEP training has given our administrators a range of skills that move far beyond an IEP meeting. The guiding principles assist in any situation where strong communication and resolution skills are necessary."

Sally Arthur, Director of Special Education, Humble Independent School District, Texas

"Facilitated IEP process training has resulted in dollars saved and redirected from costly legal disputes and hearings to resources for supporting staff and student achievement."

Cathy Sartain, Executive Director of Special Programs, Pasadena Independent School District, Texas

"Absolutely the best workshop that I have participated in that deals with this topic (IEPs). Extremely well-organized, on-target, relevant with numerous opportunities to practice techniques in a supportive, risk-free environment."

Jennifer Turner, Coordinator, Special Education, Fallbrook Union Elementary District, San Diego County

"Valuable communication information and skill building."

Nancy Chard, North Coastal Consortium for Special Education, San Diego County



software and professional development training

In addition to Professional Development Training, Spectrum K12 School Solutions offers a comprehensive technology and professional services solution for managing schools' special populations. The innovative **web-based ENCORE!® product suite** lifts the immense burden of tracking and compliance so you can focus on the most important part of your work: educating children and improving student achievement.

ENCORE! and the Facilitated Student Education Planning Meeting, when working together:

- Build and improve communication and relationships among team members
- Take the focus off the paperwork and places it on the student, resulting in improved student achievement
- Optimize the process from all angles: technology and collaborative meeting skills

Let Spectrum K12 demonstrate the effectiveness of this winning combination of special population education services to you!

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