

**Trisha Bergin-Lytton, M.Ed.**

*Mediator, IEP Facilitator, Trainer & Consultant*

## **IEP/IFSP FACILITATOR: GUARDIAN of TEAM COLLABORATION with CHAIRPERSON SUPPORT**

*Note: IEP/IFSP Team = School + Family*

### **PRINCIPLES**

- **The IEP/IFSP Chairperson maintains control by:**
  - Remaining in his/her typical role of managing the meeting
  - Accepting support from the IEP/IFSP Facilitator
  - Other:
- **The IEP/IFSP Team maintains control by:**
  - Remaining the experts in their respective field
  - Following its established flow of the IEP/IFSP process
  - Empowering itself to be in control of the IEP/IFSP process
  - Allowing itself to concentrate on the IEP/IFSP content while addressing the student's needs
  - Other:
- **The IEP/IFSP Team and the Facilitator collaborate in the:**
  - Establishment and reinforcement of group guidelines
  - Implementation of conflict management skills
  - Encouragement of full participation then validation and protection of those contributions
  - Promotion of consensus decision making
  - Clarification in areas of agreement and disagreement
  - Sustained focus on the student and his/her needs
  - Investigation and evaluation of solution options
  - Display of and honoring of collaborative efforts
  - Application of different problem solving strategies
  - Demonstration of techniques to maintain a positive approach throughout the meeting
  - Other:
- **The IEP/IFSP Facilitator assists with:**
  - Creating a comfort/safety level for team work to take place
  - Supporting the IEP/IFSP process
  - Monitoring established time frames
  - Other: