

CADRE's Fourth National Symposium  
on  
Dispute Resolution in Special Education

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*Defining and Marketing an  
IEP Meeting Facilitation Program*

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# **Defining and Marketing an IEP Meeting Facilitation Program**

**December 9, 2006**

## **AGENDA**

Introductions

Purpose and Expected Outcomes of the Session

Overview of Various Types of Programs

Opening Exercise

Review and Discuss Worksheet Topics

Other Thoughts and Ideas

Wrap Up

*Defining and Marketing an IEP Meeting Facilitation Program*

**WORKSHEET**

**PURPOSE**

*Why is this service being offered?*

The purpose of the IEP meeting facilitation service is...

**MANAGEMENT**

*A clearly defined system  
provides stability and support  
for internal and external members.*

The person(s) responsible for overall management of the system is...

Clients may access this service when...

Once a request is made, the internal process that will occur is...

Forms we will use are...

Our confidentiality policy is...

Assigning Facilitators ...

## *Defining and Marketing an IEP Meeting Facilitation Program*

# **WORKSHEET**

### **FACILITATOR QUALIFICATIONS**

*The facilitator is the face of the system.*

- Who qualifies to be an IEP meeting facilitator?
- What selection criteria will be used?
- Once someone is trained, what criteria will be used to decide if they have the skills to facilitate an IEP meeting?
- What do the IEP meeting facilitators need to know about confidentiality?
- How will facilitators be evaluated in the IEP meeting?
- How will facilitators be kept abreast of changes that occur in special education, particularly the law?
- Will ongoing training be offered? Will it be mandatory?

Facilitator qualifications are...

Facilitators are evaluated on...

### **FUNDING**

*Identifying potential sources of support.*

Current funding sources are...

Future funding sources are...

*Defining and Marketing an IEP Meeting Facilitation Program*

**WORKSHEET**

**MARKETING**

*Don't sell. Educate and inform.*

Potential clients are...

Other interested parties are...

Marketing ideas are...

**TRACKING DATA & EVALUATING THE PROGRAM**

*What might you, and others  
want to know at the end of the year?*

- number of calls regarding the service
- number of calls that don't proceed to facilitation
- number of cases
- number of meetings per case
- hours spent per meeting and per case
- reason/problem that led to the request
- where the service was delivered by school, district or county
- who requested the service
- outcome of each meeting and each case
- satisfaction level of all meeting participants
- performance of facilitator
- other indicators of success...

Data we want to track...

Evaluation criteria and tools we will use...

Our definition of success is...

**Potential Pitfalls**