Nationwide Appeal

IEP meeting facilitation is sweeping through the country and is quickly becoming the most highly recognized strategy for improving the effectiveness and efficiency of IEP meetings. The purpose of the facilitation process is to (1) develop and sustain collaborative relationships among team members and (2) preserve and maintain a productive relationship between families and schools.

An effective team = an effective IEP = goals that meet the student's needs

STOP the need for resolution meetings, administrative complaints, mediation, and due process by making the most of your IEP meetings, thereby saving time and money and reducing the emotional impact on all team members.

Accommodations



Marriott's Courtyard Newark–University of Delaware is adjacent to the training facility. A special rate of \$152.00 per night will be offered when you identify yourself as a training attendee. This rate is available until March 7, 2014 (for April training) and October 24, 2014 (for November training). For reservations, call 302-737-0900.

What Trainees Say

"Everyone should get training on this, because it is a global language that can be used in any meeting."

"This was an awesome [opportunity] that I would advise anyone to experience. The knowledge gained was invaluable."

"Everyone involved with IEPs could learn something useful."

"I can take this information and put it to use immediately."

"Learning this process was a very productive experience."

"It is a necessary experience for anyone conducting a meeting of any kind."

"I think the time in [my meetings] has now become more productive."

"This has given me more tools to draw from when holding IEP meetings."

Conflict Resolution Program

Institute for Public Administration 177 Graham Hall University of Delaware Newark, DE 19716

302-831-8158 (phone) 302-831-0450 (fax) www.ipa.udel.edu/crp

Dare to be first.



The University of Delaware is a non-discriminatory, equal opportunity, and affirmative action institution. See www.udel.edu/aboutus/legalnotices.html for detailed policy information.

The Dynamics of Facilitating IEP Meetings



a two-day training event

April 3-4, 2014 and November 19-20, 2014 John M. Clayton Hall Conference Center University of Delaware Newark, Delaware

sponsored by the



of the

Institute for Public Administration

School of Public Policy and Administration College of Arts and Sciences University of Delaware

www.ipa.udel.edu/crp

About the Training

Participants will learn the role and responsibilities of a facilitator and how to:

- **♦** Prepare for an IEP meeting.
- **◆** Design a collaborative meeting agenda.
- ◆ Facilitate a meeting process that encourages full participation and effective communication.
- ◆ Build agreement and gain consensus.
- **♦** Manage challenging meeting dynamics.

To maximize the benefit of this training, it is highly recommended that trainees be familiar with the IEP meeting process in their particular state in a cross-section of meetings—from the initial identification and evaluation through annual review, including transition, behavior, and discipline.

Small Class Size

Class size is limited to 30 participants.

At the conclusion of this training, you will leave with materials that can be modified to enhance your IEP team's productivity.

NOTE: Legal issues and system design are not addressed in this training.

For additional information on this training or related services, please see www.ipa.udel.edu/crp/trainingandevents or contact CRP (302-831-6812, franf@udel.edu).

The Trainers...

...make this training unique.

Kathy Murphy and Fran Fletcher staff the Institute for Public Administration's Conflict Resolution Program (CRP) at the University of Delaware and have extensive knowledge in



special education and dispute resolution. They created and manage Delaware's special education mediation system and have been facilitating IEP meetings since 2000. This training is based on research, draws on Kathy and Fran's expertise, practice, and lessons learned as observers and facilitators in hundreds of IEP meetings, and includes tips that have a proven track record.

Kathy and Fran have provided a variety of IEP training workshops across the country and are requested speakers for organizations such as CADRE, several regional Technical Assistance Alliance for Parent Centers, and Local Educational Agencies.

In addition to providing this IEP facilitation training, their work includes:

- **♦ IEP system development and** organization
- Consultation
- ◆ Train-the-trainer workshops
- **♦ IEP training for individual school** systems
- Parent-advocacy workshops





Registration Form \$750 if registered by March 7, 2014* (for April training) and October 24,

2014* (for November training) *Late registration fee applies

Includes continental breakfast, lunch, snacks, beverages and materials.

Online registration is preferred. Please register online at ipa.udel.edu/events

If you use the registration form below, please send along with payment to:

> **Conflict Resolution Program University of Delaware** 177 Graham Hall Newark, DE 19716-7380 or fax to: 302-831-0450

You may pay by check or company purchase order. Please make your checks payable to the University of Delaware.

Cancellation Policy: ten days prior to the training date, you may receive a full refund less a \$50 processing fee. No refunds after that date. Substitutions can be made up to five days prior to the training.

Name		
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Organization		
Address		
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City	State	Zip
Lity Daytime phone number		Zip
		Zip

Please let us know about any special accommodations you require.

Participants completing two full days of training will receive a certificate of completion.