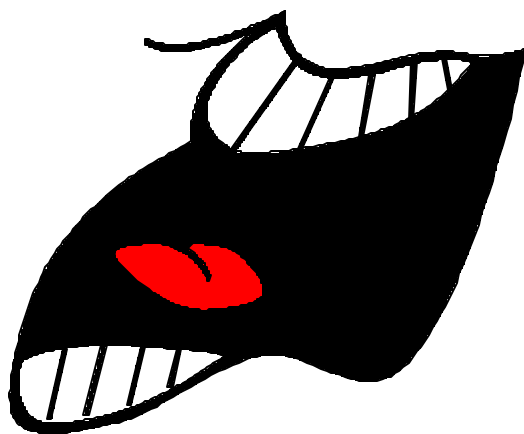


WHOSE FUTURE IS IT *ANYWAY?*

A STUDENT-DIRECTED TRANSITION PLANNING PROCESS



SECTION 6

(Sessions 31-36)

Thank you, Honorable Chairperson

And

Review

Session 31

Thank you, Honorable Chairperson – Different kinds of meetings

WHOSE FUTURE GOAL 21: You will learn about different kinds of meetings



Hi! You're back! One more set of lessons and then you will have officially, absolutely and completely finished with *Whose Future Is It Anyway*? You will be able to take more control over your very own educational and



transition planning meetings! You will go on to fame and fortune! Well, maybe not fame and fortune...how about going on to reach your dreams?



That would be as good as fame and fortune! Besides, I was speaking a little too early. Before you are finally and absolutely ready to jump into the old educational and transition planning game, you need to know a little more about meetings.

What's that, you ask? What more can there be to say about meetings?

Well, actually, quite a lot! It's time to learn about what should happen on that eventful day...the day of your transition planning



meeting. You remember what

transition planning is, of course? (Look out...here it comes...for the last time, I promise....)

THE TRANSITION PLANNING PROCESS



... is a bridge to your future.

Transition skills are things you need to know to get from one point in your life to another. It is like walking across a bridge from school to the adult world. Transition planning is building that bridge.



Transition planning means making decisions about what you need to learn to be successful as an adult. Sure, you remember that!

Of course, you remember what a process is, right? A process is something that



requires a set of steps before you are really finished with it. We've talked about a lot of the things you need to learn to be a part of your transition planning process, like how to make decisions and think about outcomes.

The outcome of the transition planning process is the transition or educational planning meeting. It all comes to this... a



meeting. It would be a good idea for you to know more about meetings in general. Like, why bother with them and how to plan for them. Even how to be a good team member



and how to lead meetings.

Right?

So, we're going to spend some time talking about meetings. Everything you ever wanted to know about meetings but were afraid to ask!

Ah, the sheer excitement of it all.

Here we go!

You've learned that the transition planning process ends up in a meeting. The question of the hour is (drum roll, please):

Why bother having meetings?

Seems like a fair question? You've gone to a lot of trouble to get to this point. Why bother? Why have meetings at all?

Well, what do you think? Why bother having meetings?



Did you come up with anything? Well, I wouldn't let you do all this work if there weren't a lot of good reasons to have meetings. But just so you know for yourself and don't have to just take my word for it,

let's look at some good reasons to have meetings.

Good reason to have a meeting #1:

Meetings are a good way to share information about something of interest to a



lot of people. So, since it seems that many people have information you need to make decisions about your future, a meeting is the best way to make sure that everyone has that information.

A meeting gives people the chance to come



together and share the information they have with other people who need that information.

Good reason to have a meeting # 2:

Meetings are a good way to build team



spirit. Why is that important? Well, it's like the old saying "two heads are better than one." The more people you have working to achieve a goal, the better the chances for reaching that goal. But for a team to work together, they need to have the same goals and the same vision. They need to share the same dream. Meetings give everyone a chance to meet each other and share dreams and concerns.



Also, when you are supposed to do something and a whole team of people know you are supposed to do something and if you don't do that something they will

all know you didn't do that something.....well, it kind of gives you an extra reason to really do that something!

Good reason to have a meeting # 3:

That old "two heads are better than one" stuff is especially true about problem-solving. Sometimes, no matter how many times you look at a problem, you can't

figure it out.  Then along comes someone else and they know the answer

right off the bat.



That happens to everyone. The more people you get together, the better chance of coming up with the right answer to a problem.


I'll give you an example. Last week I was out on the back patio at my apartment.



I was bouncing a ping-pong ball off of the wall and getting pretty good at it. Then, all of a sudden the ball hit a pebble and took a funny bounce. After flying off the patio and out onto the deck around the swimming pool, it slowly rolled into a hole that was about 10 inches deep!

Well, obviously I was quite upset. It was my last ping-pong ball. What could I do?

Easy, I thought, I'll get a stick and get the ball out. I looked around and found a stick that was long enough and I poked and

poked and prodded  and.... the ball didn't come out. There I was, sitting

on the deck of the pool wondering what to do next. I sat and thought. And thought and sat. And just sat. I was at a loss. What was I to do?

Then, my neighbor came out, took one look at me and asked what the problem was. I told her and she looked into the hole and said "that's easy" and then told me how to get it out! I was very pleased, needless to say. But it just goes to show you, sometimes the more people working on a problem the better!

What? What was her solution to my problem? Well, think about it for a minute and then I'll whisper it to you.

Got it? If not, come closer and I'll tell you:

Put water in the hole so the ball floats!



See, I told you it was simple!

Good reason to have a meeting # 4:

Making decisions by yourself is a lonely business! Team meetings are a great way to make hard decisions. You know...you



get lots of different ideas and lots of people chipping in to make the decision easier. There is one other reason for team decision-making, but most people won't mention it! But hey...we trust each other, right? What's the other reason? Well, if it's the wrong decision there are lots of people to share the blame! You may not realize how important that is until later.

So...those are four good reasons to have meetings. I'm sure there are others, but we'll let those do for now!

But, remember, nothing is simple, right? Did you know that there are different kinds of meetings? Sure. And of course, in each of these different kinds of meetings you do things a little different way! So, it would help to think about what kind of meeting your IEP meeting is.

Here are five kinds of meetings. I'll tell you a little about each one. When you've read about all five, pick the kind of meeting your IEP meeting will be.

kinds of meetings

team building meetings

Team building meetings are just what they sound like. Meetings to build team spirit.



They are the adult version of pep rallies! In a meeting like this, the purpose is to come together to build up the spirit of the members. The people who are leaders at these meetings just have to come up with ways to get the team members excited. Team members have to listen, participate, and (hopefully) get excited!

information and instruction meetings

Information and instruction meetings are set up to give large groups of people some information they will need to do something.



Let's take the team building meeting where everyone got all excited. Every one is pumped and ready to go. Now they need to know what to do! The leaders of this kind of meeting are people who know something that other people

don't know and need to learn. The team member's role is to learn the information.

consultation meetings

Consultation meetings are chances for people to consult with someone else. Seems logical, right? Consultation and consult?

What? What do I mean by consulting?

Well, when you consult with someone, you



ask for his or her opinion.

Usually you ask someone's opinion if you think she/he knows a lot. So, consultation meetings are meetings that are held to consult with someone. Most consultation meetings are between just a few people. Here's an example: I know you've never been to the principal's office at school,



but you probably know someone who has, right? Why are you looking so guilty? Well, never mind...I don't want to know!

Anyway, those students in the principal's office...well, they are there for a consultation meeting! The principal is going to give them advice about the best way to behave during school hours! The students in the office can accept that advice or not. Of course, if they choose not to accept the advice they may end up in hot water.

So, during consultation meetings there is someone who wants (or needs!) someone else's opinion.

Decision making meetings

The purpose of decision-making meetings is to build a team with members who have a lot of information about something and to have those team members work together to make a decision about something.



Team members usually have different skills and information to share.

Parliamentary meetings

The last kind of meeting are meetings that use parliamentary procedures. That's just a fancy way of saying that the meetings use



rules for doing their business.

Government meetings (like the Congress) use parliamentary procedures. These are things like calling the meeting to order or making motions and voting on them.

Parliamentary meetings are good when you have 50 or 100 people at the meeting. You have to use these rules to ever get anything to happen!

OK. Now that you've checked out these kinds of meetings, mark what kind of meeting your IEP meeting will be.

- ☐ team building meeting
- ☐ information and instruction meeting
- ☐ consultation meeting
- ☐ Decision making meeting
- ☐ Parliamentary meeting

What did you decide? Easy, right? Your IEP meeting should be a decision-making meeting.

- ☐ team building meeting
- ☐ information and instruction meeting
- ☐ consultation meeting
- ☒ Decision making meeting

☐ Parliamentary meeting



Before you start the next session, think about your last IEP meeting. Was it really a decision-making meeting or was it more like some of those other meetings you learned about? Take a few minutes and list the things that need to be done differently to make it a real decision-making meeting.

Well, that's all we really need to say about meetings in general. In the next few sessions you will look at how to be a good team member and how to plan for and lead meetings.



Okay. Let's look at what you've covered this session.

- ☒ You learned _____ good reasons to have a meeting:

1. to share i_____



2. to build team s_____



3. to come up with the r_____



answer to a problem

4. to get lots of i_____ and make the decision easier



- ☒ You looked at f____ types of meetings:

team-building,
information and instruction,



consultation,



decision-making



and parliamentary.



- ☒ You decided that your planning meeting was a d____-m_____

meeting.




- ☒ You thought about how things needed to be done d_____ to make

your meeting a real decision-making meeting.



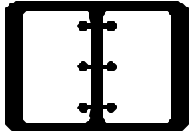
Before the next session, you should have:

-  Finished thinking about how to make your meeting a real decision-making meeting.

Okay. So that's it for now.



Later.



Session 31 Summary Sheet - Different kinds of meetings

WHOSE FUTURE GOAL 21: You will learn about different kinds of meetings

- ☒ You learned four good reasons to have a meeting:
 1. to share information
 2. to build team spirit
 3. to come up with the right answer to a problem
 4. to get lots of ideas and make the decision easier
- ☒ You looked at five types of meetings: team-building, information and instruction, consultation, decision-making and parliamentary.
- ☒ You decided that your planning meeting was a decision-making meeting.
- ☒ You thought about how things needed to be done differently to make your meeting a real decision-making meeting.

