

Session 32

Thank you, Honorable Chairperson- Being a good team member

WHOSE FUTURE GOAL 22: You will learn how to plan for a successful meeting.



Welcome back! You're one step closer to taking more control in your

planning meeting!



Last session we talked about meetings in general. This time we are going to talk about how to plan for a meeting.

Why? A lot of the success of a meeting depends on the planning someone puts into it!



It's like your prom. Someone has to arrange for the band, deck out the hotel ballroom, set up all those funny looking lights, hire the photographer and stuff like that. All that planning means that you will be able to have a good time!

You are going to walk through four steps to planning a successful meeting. The first thing that you have to figure out is who is responsible for planning the meeting?

Think about your IEP meeting. Who plans it? You really should know because they might not be as worried about it being a big

success as you are! I mean, it's your future, not theirs! In fact, you might want to make it your responsibility to plan for the meeting.



Stop right here and now.

Before we go on, you need to know who plans your IEP meeting. Later on you might choose to help plan and set up the meeting, but for now you just need to know who is responsible for planning the meeting. Take a few minutes and find out. I'll wait!

Back? Great! Did you find out who is responsible for planning your meeting? Good. Remember that name...it may come in handy later.

All right. Back to planning a meeting. Let's say that **you** are responsible for planning your IEP planning meeting. Here are four steps to planning a successful meeting that you might want to include.



Step 1: Make sure the purpose of the meeting is clear.



Step 2: Make arrangements to guarantee success.



Step 3: Specify the outcomes of the meeting.



Step 4: Follow-up on the meeting.

Let's look at these steps one at a time.



Step 1: Make sure the purpose of the meeting is clear.

Haven't we heard this somewhere before? You know, the part about having a purpose?

It is worth talking about again, though, because if the purpose of the meeting is not clear, the topics discussed will...

wander around and around until everyone's lost!

Then, you won't get anything accomplished.

How do you make sure that the purpose of the meeting is clear?

Easy. Define the purpose and communicate that to the other team members.

Define and communicate.

Hey! That's stuff we've already worked on! That's stuff we know how to do!

Defining the purpose is just writing down why the meeting is being held.



Communicating it to the other team members is making sure that they know. You could do that a lot of ways. You could make sure someone starts the meeting by stating the purpose of the meeting. You could write out the purpose and make sure other people get copies of



that paper. You could write the purpose on the chalkboard or a flip chart so that everyone could see it.



Simple. But important!



Before you move on to the next step in planning a meeting, you should make sure that you know the purpose of your educational or transition planning meeting. (I mean, I've been telling you all along, right?). Take a few minutes and write down the purpose of your planning meeting.

Not quite sure how to word the purpose? That's OK. Go back to the early parts of *Whose Future Is It Anyway?*

where it talks about the planning meeting (**Session 1**) and see what it says there.

You can also talk to your teacher or vocational counselor about the purpose of the meeting.

Go after it now...I'll wait!

The purpose of my planning meeting is to:

Got it? Good. Now you know the purpose of your planning meeting. You need to think about how you will communicate it to everyone. Maybe you should talk with the person who is responsible for planning your meeting (if it's not you, of course) and tell that person that you want to make sure that everyone knows the purpose and talk about how to do that.

On to the next step in planning.



Step 2: Make arrangements to guarantee success.

OK. You've made sure that there is a clear purpose to your meeting and that everyone knows that purpose. What next?

Well, you've got to hold that meeting somewhere, right? And during the meeting

you'll have to have some things, like paper



and pens. So, the next step to a successful meeting is making sure that the arrangements are made.

Here are some of the important things to keep in mind when you are making arrangements:

1. Make sure that everyone who is supposed to be at the meeting is notified



about the time and place.



That should be your school district's job, but it doesn't hurt to make sure that all the people you want there know about it. A phone call might be a good idea if some people, like a friend or neighbor, have never been to a meeting like this. People are more likely to come if they get invited by you and not just notified by a letter.



2. Pick a day and time that is convenient for everyone. It may be easier for you to have the meeting right after gym class. However, your neighbor may have to work and might not be able to make it then. Don't assume that if it is a good time for you, it is good for everyone. You might even have to have the meeting



at night!



But, then again, this is your future we're talking about here...it might be worth one night meeting.

3. Pick a place that is convenient for everyone. Again, it might be easy for you to have it in the counselor's office, but there might be some team members who have a

hard time getting to that location. Make sure that everyone can get to the place. Make sure that the location is accessible to all people.



4. Set the meeting site up to be comfortable and to promote the outcome.



This seems simple, but it's important. If the meeting is going to be long, people will get restless and not pay attention if they are sitting in hard, uncomfortable chairs. Make sure that the chairs are as comfortable as possible and arrange for breaks during the meeting to give people a chance to stand and stretch. Think about how to set up the chairs and tables. If you are going to be doing a lot of writing, it makes sense to have people around a table. If you want people to talk a lot, set them up in a circle so everyone can see all the other team members. Make sure that everyone can see the chalkboard or flip



chart.

5. Make sure everyone has the handouts

and a schedule.



Make up a schedule or agenda that lists the things that will happen in the meeting. This will help the team members stay on track. Check to make sure every team member has a schedule and whatever handouts you are going to use.

6. Make sure that all supports and accommodations are in place. This will change depending on who is at the meeting

and where and when the meeting is held. People at your meeting who are not used to the educational system may need to have some information that explains to them what an IEP is and what the transition planning process is all about. If your 112 year-old great-grandmother is there, you might need to make sure that whoever writes on the flip chart does it in **REAL BIG LETTERS** since Granny's eyesight isn't as good as it was! If you decide to have the meeting at six o'clock in the morning, you might need to make sure everyone has coffee to stay



awake! You just have to make sure that people get the support they need to contribute.

7. Finally, take care of the little things. If people are skipping lunch to be there...make sure there is a snack for them!



It's usually a good idea to have something to drink, even if it is just



water.

Check that thermostat...



Is it too cold?



Too hot?



Know how to change the temperature if other team members don't agree! Learn how to use the equipment for the meeting. Set the flip chart up beforehand and make sure you have markers available.



Take a few minutes to decide what you could do to make the arrangements for your planning meeting to guarantee success. Who is going to be invited? Do you need to call anyone

personally and invite them?



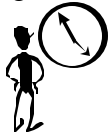
Where would be a good place to have the

meeting?



How about a good

time?



Sit down with the person planning your meeting and ask her or him some of these questions.

I'll wait here, OK?



Step 3: Specify the outcomes of the meeting.

Purposes and outcomes. This sounds more and more like the stuff we've already talked about! Well, this outcome is a little different from the outcomes we were talking about before. Before we were talking about identifying outcomes that you would like to experience when you graduate from school...like where you live, work and play. This time you need to think about what the outcome of the meeting should be.

Look at the purpose of the meeting. It's to



make a plan for your future.



The outcome of most transition and educational planning meetings should be to come up with a plan. This plan will have goals and objectives and timelines and services needed and all that stuff.

It's important to talk about the expected outcome of the meeting so that you can tell whether the meeting has been a success or not.



Get back together with the person responsible for planning your meeting. I know, I know...he or she is tired of seeing your face! But, that's tough! Remember... the squeaky wheel gets the grease. Meet with that person and decide on an outcome for the planning meeting. Don't worry...I'll be here when you get back.

All right... one more step to successful meetings.



Step 4: Follow-up on the meeting.

The last step to making sure that a meeting is a success is to follow-up on the meeting. This means doing the things that were decided at the meeting and making sure that all the people do what they said they would! If it was decided that a team member would find out about a job in the community and you have not heard back

from her/him, give her/him a call.



Of course, unless you do your part, you can't be bugging everyone else, right?

If you follow these four steps to planning a meeting, chances are that the meeting will be a success. In the next session we are going to talk about being a good team member and after that we'll talk about leading meetings.



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

- ☒ You found out who p_____ your IEP

meeting.



- ☒ You looked at the f_____ steps to planning a successful meeting. These steps are:

1. Make sure the p_____ of the

meeting is clear.



2. Make a_____ to guarantee success.



3. Specify the o_____.



4. F_____ -up.



- ☒ You made sure you knew that the purpose of your meeting is to make a plan for your f_____.





- ☒ You learned s_____ important things to keep in mind when you are making arrangements for your meeting.

- ☒ You learned that it's important to talk about the expected o_____ of the meeting so you can tell whether it is a success or not.



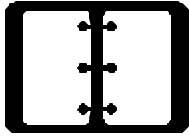
Before the next session, you should have:

-  Made a list of people you need to call about your meeting.
-  Talked to whoever is responsible for planning the meeting about arrangements and the outcome you selected.

Okay. So that's it for now.



Later.



Session 32 Summary Sheet- Steps to a planning meeting

WHOSE FUTURE GOAL 22: You will learn how to plan for a successful meeting.

- ☒ You found out who plans your IEP meeting.
- ☒ You looked at the four steps to planning a successful meeting. These steps are:
 1. Make sure the purpose of the meeting is clear
 2. Make arrangements to guarantee success
 3. Specify the outcomes
 4. Follow-up
- ☒ You made sure you knew that the purpose of your meeting is to make a plan for your future.
- ☒ You learned seven important things to keep in mind when you are making arrangements for your meeting.
- ☒ You learned that it's important to talk about the expected outcome of the meeting so you can tell whether it is a success or not.

