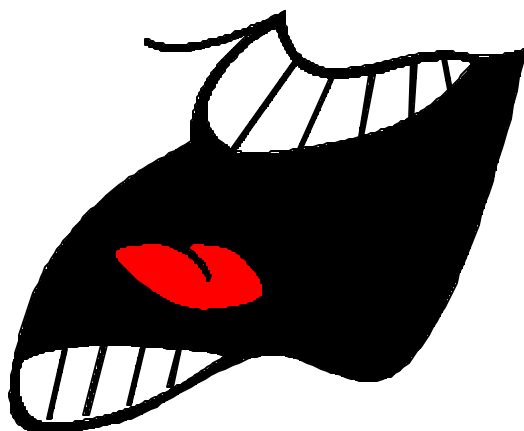


WHOSE FUTURE IS IT *ANYWAY?*

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.



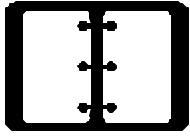
Before the next session,
you should have:

-  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.

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.



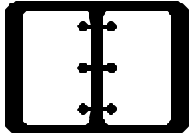
Before the next session, you should have:

-  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.

Session 33

Thank you, Honorable Chairperson – Being a good team member

WHOSE FUTURE GOAL 23: You will learn what it takes to be a good team member.



And a bright, cheery good day to you! Glad you're back! Last session we talked about how to plan for a successful meeting. You've already figured out that you will be having a decision-making meeting.



Decision-making meetings are only successful if the people at the meeting are good team members and if the meeting has an effective leader.

We've already talked about the fact that **you** are the most important team member at your planning meeting. After all...without you there wouldn't be a planning meeting about you, right?

So, you will be a team member at all your



planning meetings. You might even have a chance to lead your meeting.

You should know what to do to make sure that you do your job. We'll start with what it takes to be a good team member and

finish up with suggestions for being a good leader.

Being a good team member starts in your mind and shows in your actions. It starts in your mind because it's important to have the right kind of attitude about the team members, the meeting and the planning process.

Read about these two people and think about who you think is going to be a good team member:

Hector is always complaining about everything! He complains about going to school and staying home. He complains about being too busy and about not having anything to do. Lately he's been complaining about his planning meeting. He says that meetings are boring, a waste of time and that he has better things to do. He says he doesn't really care about his future anyway.

Margo is not sure exactly what will happen at her planning meeting, but is sure that she wants to be there. She thinks that being involved in planning for her future is a very important thing and she has worked hard to make sure she was included on the team. She's not sure that she knows everything she needs, but she is willing to listen and learn and wants to participate in the meeting.

Which person do you think will make a good team member?



Pretty easy, right? I mean, Hector has a real attitude problem. I can't see him compromising and negotiating, can you?

Let's think about it. What does a person need to do to have the right kind of attitude to be a good team member?



What did you come up with? How about these three things:

1. *A good team member is someone*



who has a positive attitude.

If you have a positive attitude, you can get a lot of things done! People who have a positive attitude are willing to work to make good things happen. They expect good things to happen. They trust their team members to do what is right and to do what they are supposed to do. If you think your planning meeting will be a waste of time... it probably will. If you think it will help you plan for the future you want... it probably will do that instead.

2. *A good team member is someone who will follow through with what they*

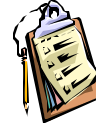


say they will do.

This is about responsibility. If you want others to give you more control over your life and let you make more decisions, you have to show them that you can be

responsible and do what you are supposed to do.

3. *A good team member makes sure that they get the information they need*



to contribute.

The truth is, you can't always count on someone else to get you everything you need. You know...that stuff about the squeaky wheel. You have to make sure that you get what you need to be a good team member. That might mean talking to other team members before the meeting. You just need to do whatever it takes.

Come into a meeting with that kind of attitude and you will be well on your way to being a good team member. But your attitude is only the first part. You have to show that you are a good team member. How? Gosh, I'm glad you asked.

Here is a list of things that you can do to show that you are a good team member:



1. Get to the meeting on time!



2. Dress neatly and appropriately.

3. Bring any information that has been



sent to you.

4. Say hello to every team member.




5. Shake hands with everyone.



6. Sit through the whole meeting, don't

leave early.



7. Listen  to others without interrupting.
8. Talk only about the topic being discussed.
9. Follow through on your

commitments.



These are all things that are just good common sense, but you'd be surprised how many people don't pay attention to them. If you want to make sure that you are an important part of your planning process, then make sure you do these things. That will show that you are a good team

member..



Now, what about leading the meeting? Why should you think about leading your meeting? Well, if you want to be successful and take greater control of your life, you are going to have to develop leadership skills. If you let everyone do everything for you, instead of being a leader and taking control of your own life...well, you will end up doing things other people want you to do for the rest of your life.

Good enough reason? I thought so. So, let's talk about leading your planning meeting.

People who lead meetings are called chairpersons or chair for short.



If you think you want to be the chair of your planning meeting, you need to make sure you want to take on all that work. Leading a meeting means you agree to do whatever it takes to make sure that meeting is a success!

If you are willing to do all the work that it takes to be a meeting chair, you should follow these basic rules. If you don't want to do all the work or don't think you can do all the work, maybe you should think about being a co-chair!



In that case, you and someone else would share the responsibilities of leading the meeting.

What are some of the responsibilities of the chairperson? Well, for one thing the person who leads the meeting will want to make sure all the planning is done and the arrangements are made. Given that all of these things are already done, here are some things that the chairperson will do on the day of the meeting.

Call the meeting to order.

This means that it is the chairperson's responsibility to get the meeting started. If the chair doesn't eventually call the meeting to order, the team will probably spend the whole time talking about the volleyball game at the school the night before! It is the chair's responsibility to say something like "Let's start this meeting" or "I call this meeting to order" to let everyone know that it is time to get down to business.



This is where, if you have one of those hammer-looking things called a gavel,



you get to whack it on the table!

But, before you get too excited, most decision-making meetings don't use a gavel. Sorry!

Introduce all team members.



It is the chair's responsibility to make sure that everyone at the meeting is introduced. If there are a lot of people who don't know each other, you might want to use name tags. Even if everyone knows each other, you should introduce them and tell something about why they are on the team. If you really don't want to introduce everyone, or don't know everyone, have all the team members introduce themselves. Either way, try to compliment everyone and make them feel comfortable.

Make sure that everyone knows the purpose of the meeting and the



expected outcome.

Remember this part? It's important to communicate the purpose of the meeting to all team members. Make sure that everyone knows why they are there and what they are supposed to get done. If you have written these down, read them to everyone. You can put them on the



chalkboard or flip chart. Don't assume everyone remembered just because you sent them the purpose and expected outcome before!

Make sure that everyone knows the meeting agenda and has a



schedule.

This will make your job easier in the long run. It will be easier to keep people focused on the purpose and the outcome if you have an agenda and you, as the leader, can steer people back on topic. We'll talk more about how to do this in the next session. Make sure that the agenda has a timeline on it and **KEEP THE MEETING IN THE TIME INDICATED!** This is important. If people show up for a one-hour meeting that goes six hours, they will never volunteer to do this again! Use the agenda to keep people on track and schedule another meeting to finish up if the meeting is running too long.

Keep the meeting focused on the



topic.

We've said this before, but it doesn't hurt to say it again! It is the chair's job to keep people focused on the topic. Use the agenda. Remind members of the purpose of the meeting. Whatever it takes...keep them focused!



Move the meeting along.

Again, we've said this before but it is important. It is the chair's job to make sure the meeting starts on time and ends on time. You need to make sure that the team doesn't spend too much time on one topic, so there is no time for other topics.





In the next session we will finish talking about how to lead a meeting. We will talk

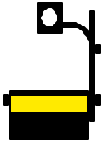
about how to get people involved in a meeting and how to come to a decision.



If you want to lead your IEP meeting yourself, or if you want to be a co-

chair,  you should talk to the person who is responsible for chairing the

meeting.  Take a few minutes and find out this information and talk with that person if you want to do some things to help lead the meeting.



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

☒ You learned that being a good team member starts in your a_____ and shows in your actions.

☒ You learned t_____ things to do to have the right kind of attitude to be a good team member, including having a

positive attitude,  following through on what you say you will do,




and making sure you have all the information you need to make a

contribution. 

☒ You learned nine actions that show you are a good t_____ member.



☒ You learned that people who lead meetings are called c_____


or just chair for short.  If two people share this responsibility, they are called co-chairpersons.




☒ You learned some of the r_____ of the chairperson on the day of the meeting.



Before the next session, you should have:

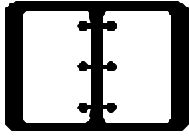
 Thought about whether or not you want to chair your planning meeting.

 Talked to the person responsible for leading your meeting about chairing or co-chairing the meeting. Together you should decide what parts you will be responsible for and follow through by getting all the information you need.

Okay. So that's it for now.



Later.



Session 33 Summary Sheet - Being a good team member

WHOSE FUTURE GOAL 23: You will learn what it takes to be a good team member.

- ☒ You learned that being a good team member starts in your mind and shows in your actions.
- ☒ You learned three things to do to have the right kind of attitude to be a good team member, including having a positive attitude, following through on what you say you will do, and making sure you have all the information you need to make a contribution.
- ☒ You learned nine actions that show you are a good team member.
- ☒ You learned that people who lead meetings are called chairpersons or just chair for short. If two people share this responsibility, they are called co-chairpersons.
- ☒ You learned some of the responsibilities of the chairperson on the day of the meeting.

Session 34

Thank you, Honorable Chairperson – Managing the meeting

WHOSE FUTURE GOAL 24: You will learn what it takes to be a good team leader.



Hi! Welcome back. You're almost done with *Whose Future Is It Anyway?* In fact, if you were a racehorse, you'd be thundering down the home stretch, in full stride, with some little jockey sitting on top of you hitting



you. Aren't you glad you're not a racehorse?

Sorry. I got a little off track there. Get it? Track? Race Track? Never mind.

So, do you remember what we were talking about last session? Oh, come on... you know! All right... I'll give you a clue.



(How to be a team player and a leader.)

Remember some of the things that show you are a good team member? All right, here they are:

1. Get to the meeting on time!



2. Dress neatly and appropriately.



3. Bring any information that has been

sent to you.



4. Say hello to every team member.




5. Shake hands with everyone.



6. Sit through the whole meeting, don't

leave early.



7. Listen  to others without interrupting.

8. Talk only about the topic being discussed.


9. Follow through on your commitments or promises.



Now, here's a real puzzler. Do you remember what the leader of a committee meeting is called?



You got it! The leader of a committee meeting is called a chairperson, or the chair,

for short.  Now, let's review the responsibilities of the chairperson.

1. Introduce all team members.



2. Make sure that everyone knows the purpose of the meeting and the



expected outcome.

3. Make sure that everyone knows the meeting agenda and has a schedule.



4. Keep the meeting focused on the topic.



5. Move the meeting along.



Boy, what a lot of work. But, guess what? There's more! Two things that the chairperson has to do that are very important....

6. Get team members to participate



and stay involved.

And



7. Assist the team in coming to a decision.



Without these things, the meeting will not be a success! So, these are two of the most important things that a chairperson does. They also might be the hardest! Here are some things that can help you, as a leader, get people involved and help the team reach a decision.

Get team members to participate and



stay involved.

Almost every sports team has a coach.

One of the things a coach does is to make sure that everyone is contributing to the best



of his or her ability.

This is also one of the more important responsibilities of the committee chairperson. First, you want everyone participating and, second, you want them participating fairly!

There are different ways that the chairperson might get team members to participate in a meeting. The following suggestions give you some tips for "managing the meeting."

Management Tips for Team Leaders

OR

"What do I do if...."

So, you think you might want to be a team leader! If so, when you go to your planning meeting, you might find that there are some things that will happen that will make you want to leave the meeting, run down the hall, and ask someone "what do I do if...." Here are some of those things, why they might happen, and what to do.

"What do I do if...." one of the team members won't participate?

It is the leader's job to make sure everyone is participating. But, what do you do if

someone is just sitting there?



There are different reasons that person might be acting that way. One reason is that she might be very, very nervous. In

that case, it is your job to make that person more comfortable. Get the person involved in the conversation by asking her questions about things she feels comfortable answering. Don't ask questions that can be answered by just saying yes or no. When she does participate, make sure that you recognize her and praise that contribution.

Another reason someone might not participate is that he feels like nothing he says will make any difference. You've got to convince this person that what he has to say is important, and will make a difference. Use questions to get the person to say something, and then make sure that what he says is written down or included in the decision-making process.


A third reason a person might sit there is that he or she really doesn't care about the meeting.

This is kind of like the person who doesn't believe that what she says will make any difference. You have to convince the person that what he or she says is important, and will make a difference in his or her life.

"What do I do if....." one team member talks or tells jokes all the time, and keeps disrupting the meeting?

You know someone who is a class clown,



right?  Always joking, teasing, and generally having a good time. That's usually funny, and you probably don't really mind when that person interrupts your teacher. But, what do you do if there is one team member that does that, and keeps interrupting the meeting all the time? There

are two reasons a person might be doing that. One is that the person is nervous and joking is one way to get rid of that nervousness. The other is that the person is just a clown, likes the attention, and doesn't know when to keep quiet!

Either way, you have to let the person know when it is all right to joke, and when it is not. Sometimes a joke is a good way to make everyone feel more relaxed. You can let the person know you appreciate her humor and you can laugh at her jokes before and after the meeting. However, when it is time to get to work, you should ignore her jokes or comments and ask questions that give her another way to participate, get attention, or get rid of the nervousness.

"What do I do if....." one team member does all the talking and keeps

interrupting everyone else?



Your job as a leader is to involve everyone



in the discussion. Sometimes you have to work hard to get someone involved who is too quiet. Other times you have to work hard to keep one person from doing all the talking. That person may be talking just to impress everyone else, or because he has a lot to say and is too eager to participate.

Either way, you need to politely interrupt that person and ask other team members to contribute something. Everyone has to take a breath when he or she is talking, and you should wait until the person pauses, then say something like "you make a good point,


Mr. Smith, what do you think, Ms. Jones?" and direct the conversation to someone else. You can also give the person an extra job to do, like taking notes, that will make him feel more important or will let him contribute without talking.

"What do I do if....." one of the team members argues all the time?



Some people argue a lot to impress the team or because they want to be the leader. It is important to keep your temper and help the rest of the team remain calm. If you argue back with these people, they are getting all the attention they want! Like the person who clowns around too much, you can ignore some of a person's arguments and direct the conversation toward other team members.

Another reason a person might argue all the time is that he believes he is right! In this case, you should listen carefully to the

person's argument,  find areas to agree with, and make sure the person knows that his point of view is heard. You might have to explain to the person that what he said was heard, but that it is important to hear from other people and get their viewpoints as well.

"What do I do if....." the whole team

seems tense and quiet?



As a leader, you have to deal with group problems as well as people problems! Sometimes the whole group seems quiet and tense. This probably means that each

member is nervous or that they are afraid something negative will happen. In this case, you need to get everyone talking and calmed down. Start the meeting with a joke or a cartoon to loosen things up. Show that you are excited and want to hear everyone's opinion. If you can loosen things up some, people will usually calm down and get involved.

"What do I do if....." the group won't stay on the topic and seems confused?



If the group seems confused and is wandering, you need to change your leadership style. You need to talk with members to find out how they want to work. Involve them in the decision-making process about how to run the meeting.

"What do I do if....." someone in the group doesn't know I have been studying all year to take a more active role in my meeting?

This could create a problem if you haven't thought about how to make sure all the team members know your expectations. You could just tell them. Or you could write out what has been happening and what your expectations are. To help you get started thinking about how and what you want to tell them, there's a sample form at the end of this session.

Do you get the idea that being a group leader is hard work? It is. And there's more! There's that second important task we talked about.

Assist the team



in coming to a decision.



In the end, all decision-making meetings need to come to some decision, even if it is a decision to disagree or to make a decision at another meeting! But it is sometimes hard for teams to reach a decision because everyone wants something different!

Your job is to assist the team to come to a decision. Here are some ways you can help the team do this:

1. **Teach them about decision-making.** Many people don't know how to make decisions, and you have to teach them. Use the **DO IT!** procedure and show them how to make a decision.
2. **Encourage team members to negotiate.** Get people to talk about what they would be willing to vote for, and keep people talking and negotiating.
3. **Suggest compromises.** When there are several different ideas out there, come up with some way to compromise. A compromise is an agreement to part of an idea, so that a group can make a decision. When you agree to something that was different from what both parties started with, that's a compromise. Come up with ideas that get everyone at least part of what they want.
4. **Summarize the discussion.** When it comes time to reach a decision, you should review what has been said during the meeting so that everyone has all the ideas and viewpoints in front of them.
5. **Provide specific choices for decisions.** Use your authority as leader to select decision options that

have the most support and offer team members the chance to choose between them.

If you, as a leader, follow these rules, you will probably have more success. You need to remember that nobody becomes a great leader overnight. It takes years and years of practice. Also, keep in mind that it is just as important to be a good team member.



In the last two sessions, we are going to go back and look at all the things we've talked about in *Whose Future Is It Anyway?* Before you do that, you need to think about what role you want to take in your planning meeting. We've talked a lot about being a leader, but we also talked about being a team member. It is up to you to decide what your role will be.

What are you most comfortable doing? How important is it to you to be in charge of the actual meeting? How can you take more control over your life? Before you come back for the next session, decide what role you want in your meeting. Equal partner on the team, armed with lots of



ideas and goals?



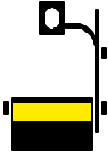
Meeting chair



or co-chair?

You decide. After all... whose future is it, anyway?

Also, decide how you will make sure all the team members know what role your expectations are for the meeting and why.



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

- ☒ You reviewed the responsibilities of

t_____ members



and the

c_____ from the last session.



- ☒ You learned the two hardest, but most important, responsibilities of a leader are to get all the team members

i_____ and help



the team in reaching a

decision.







- ☒ You learned six tips for m_____ the meeting.

- ☒ You learned five ways to help the team come to a d_____.



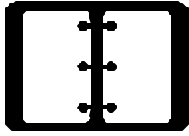
Before the next session, you should have:

-  Thought about what role you want to take in your planning meeting.
-  Learned a couple of good jokes to use during your meeting to help relax the team if needed.
-  Reviewed the "what to do if..." Tips and how to help the team come to a decision.
-  Thought about what your expectations for the meeting are, and how you will communicate that to all the team members as the planning meeting begins.

Okay. So that's it for now.



Later.



Session 34 Summary Sheet - Managing the meeting

WHOSE FUTURE GOAL 24: You will learn what it takes to be a good team leader.

- ☒ You reviewed the responsibilities of team members and the chairperson from the last session.
- ☒ You learned the two hardest, but most important, responsibilities of a team leader are to get all the team members involved and assist the team in reaching a decision.
- ☒ You learned six tips for managing the meeting.
- ☒ You learned five ways to help the team come to a decision.

Date: _____

To my team members:

I have been taking a class to help me learn how to take a more active role in the goal setting and planning process. I have some expectations for this school year and planning meeting that I would like to tell you at the meeting. I want to make decisions and set my own goals and help with the planning process. This will help me be better prepared for advocating for myself as an adult.

I need your help to express my opinions, ideas, and dreams that are an important part of the planning process. You can assist me by asking if I understand what is discussed, how I feel about decisions, and listening to my responses and input.

I would like you to listen to and respect my ideas. I will be open to your ideas, also. You can help me feel more confident by listening and responding positively to my attempts to be an active part of the team. Please encourage me as I learn to communicate effectively. If I talk too much, or don't say enough, let me know, and keep me from being aggressive or inappropriate.

Thank you for helping me gain the skills I will need to be an adult who knows how to ask for support when I need it and do the things I can on my own.

Sincerely,

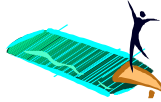
Session 35

REVIEW Sessions 1-18

WHOSE FUTURE GOAL 25: You will review Sessions 1 to 18.



It's time to get ready. The big moment is almost here. This is kind of like when you are standing at the edge of the high diving board looking down into



the water. You've worked up all your courage to climb up and walk out to the edge. You have practiced and practiced on the low dive and you know how to do the triple-flip dive with your eyes closed. Now, before you dive, you close your eyes and see yourself doing the dive...one flip, two flips, three flips....perfect entry...a 10!

Oops. Got carried away again, didn't I? Well, right before you jump, you go back and think about it one more time...



visualize it in your mind.

That's what you are going to do for the last two sessions. Visualize your



planning meeting.

You know what else? It's time for you to take over. I've been here all along, talking and talking and talking. It's time for you to become your own leader. You've got two sessions to get everything ready for your meeting. You

can take more time if you want...it's up to you. After all, whose future is it anyway?



Here are some questions that might help you review the first 18 sessions. Look at them. If you can answer them, fill in the blanks. If you don't know the answer, go back and figure it out. I've listed the session where you can find the information. Use your time however you think is best.



Work with your teacher or anyone else you want to work with.



Visualize!

Sessions 1 - 6: *Whose Future Is It Anyway?*

What is your planning meeting called?



(Hint: Session 1)

What is an IEP?

(Hint: Session 1)

I _____

E _____

P _____

What does your transition planning form look like? (Hint: Session 1)

Why have IEP meetings? (Hint: Session 1)

Who is required to be at your meeting? (Hint: Session 1)

Who else do you want at your meeting? (Hint: Session 2)

What must your transition goals be based on? (Hint: Session 3)

My I _____ and
My A _____

What are your unique abilities? (Hint: Session 3)



What are your unique interests?



(Hint: Session 3)

What are MULES? (Hint: Session 4)



M _____

U _____

L _____

E _____

S _____

Why are stereotypes about people unfair?

(Hint: Session 4)

What are adult outcomes? (Hint: Session 5)

What are the four adult outcomes important for transition planning?



(Hint: Session 5)

E _____



R _____



P _____



R _____

What are limitations? (Hint: Session 6)

What supports can you use to overcome some of your limitations? (Hint: Session 6)

Sessions 7 -12: **MAKING DECISIONS**

What is a decision? (Hint: Session 7)

What is the first step to making a decision? (Hint: Session 7)

D _____

What is the second step to making a decision? (Hint: Session 7)

O _____

What is the third step to making a decision? (Hint: Session 7)

I _____

What is the fourth step to making a decision? (Hint: Session 7)

T _____

What is the last step to making a decision? (Hint: Session 7)

! _____

What are your living options after

graduation?  (Hint: Session 8)

What are some outcomes of your living

options? 
(Hint: Session 9)

What is informed consent? (Hint: Session 12)

Sessions 13 - 18: **HOW TO GET WHAT YOU NEED, Sec. 101**

What are community resources? (Hint: Session 13)

What community resources could you use to assist you with your work

choices? 
(Hint: Session 14)

What community resources could you use to assist you with your education and training choices?

 (Hint: Session 15)

What community resources could you use to assist you with your living

choices?



(Hint: Session 16)

What community resources could you use to assist you with your recreational

choices?



(Hint: Session 17)

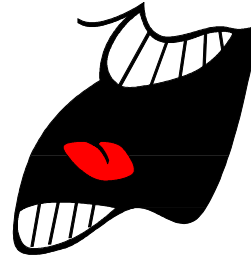
What other community resources could you use to assist you with areas like medical, transportation, and other adult responsibilities?



(Hint: Session 18)

All right. That's enough review for the first three sections. The next (and last!) session will review the other three sections.

Okay. So that's it for now.



Later.

Session 36

REVIEW - Sessions 19-34

WHOSE FUTURE GOAL 26: You will review Sessions 19 to 34.



One more time! This is it.
The last session of **Whose Future Is It Anyway?** Congratulations! Well



done!

Well, almost well done. I mean, you still need to review the last three sections. I know, I know...reviewing is boring.



But, think of it this way...you've got a meeting coming up that could decide the rest of your life. You can either skip this review stuff and take the chance that you will remember everything you need to know to take more control of that meeting, or you can review it one more time just to be sure.

That's what I thought. Better safe than sorry, eh?

I mean, really...whose future is it



anyway?



Here are some questions that will help you review sessions 19 to 34. If you can answer them, fill in the

blanks. If you don't know the answer, go back and figure it out. I've listed the sessions where you can find the information you need. Work with your



coach or anyone else you want to work with.

Sessions 19 to 24: **goals, objectives and the future**



What is a goal?

(Hint: Session 19)



What are objectives?

(Hint: Session 19)

Why have goals and objectives?

(Hint: Session 19)

What makes a well-written goal?

(Hint: Session 19)

What is the vocational outcome you want to reach?



What is the goal to reach that outcome?
(Hint: Session 20)

What is the education outcome you want to reach?



What is the goal to reach that outcome?
(Hint: Session 21)

What is the living outcome you want to reach?



What is the goal to reach that outcome?
(Hint: Session 22)

What is the recreation outcome you want to reach?



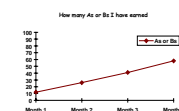
What is the goal to reach that outcome?
(Hint: Session 23)

What are three ways to track goals?
(Hint: Session 24)

1



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3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Sessions 25 to 30: **COMMUNICATING** (Or: I thought you said she said he said?).

What is communication?



What are five ways of communicating?
(Hint: Session 25)



What is a mixed message?



(Hint: Session 25)

What is “being assertive?”



(Hint: Session 26)

What is “being aggressive?”



(Hint: Session 26)

Circle the type of behavior that helps you get what you want?

(Hint: Session 26)



Assertive



AGGRESSIVE

How can you find out what your rights are?

(Hint: Session 27)

What is the other part of rights?

(Hint: Session 27)

What does being a good salesperson



have to do with communicating at your planning meeting?

(Hint: Session 28)



What are three things that are important for you to learn to “sell” what you want at your meeting?

(Hint: Session 28)



What does negotiate mean? \$



(Hint: Session 29)

What is a compromise?



(Hint: Session 29)

What is a team?



(Hint: Session 30)

What is your team's goal for the



meeting?

(Hint: Session 30)

What are four rules for active listening?

(Hint: Session 30)



Sessions 31 to 34: **Thank you, Honorable Chairperson**

Why bother having meetings? (Hint: Session 31)



What are five kinds of meetings?

(Hint: Session 31)



T



I



C



D



P

What kind of meeting is your transition

planning meeting? (Hint: Session 31)



Who is in charge of planning for your planning meeting? (Hint: Session 32)



What are the four steps to planning for a successful meeting? (Hint: Session 32)

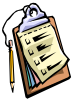


What are seven important things to keep in mind when you make arrangements for your meeting? (Hint: Session 32)





What are three things a person needs to do to have the right kind of attitude to be a good team member? (Hint: Session 33)



What are some ways you can show that you are a good team member? (Hint: Session 33)




What is someone who leads a meeting

called? 


(Hint: Session 34)

What are the responsibilities of the

committee chair? 

(Hint: Session 34)

Who is responsible for leading your

planning meeting? 

(Hint: Session 34)

What are the two most difficult things a chairperson has to do? (Hint: Session 34)



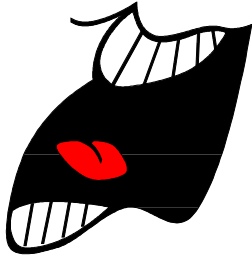
What are some good ways to get team members to participate in the meeting?

(Hint: Session 34)

How can a leader assist a team to make a decision?

(Hint: Session 34)

Okay. So that's it for now.



Later.

Oh yeah. I forgot. There isn't a later.
This is it. The end.



Whose Future Is It *Anyway*? is
over!

But, your future
isn't over. It has just begun.



Good Luck!











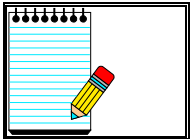


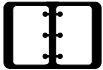

Now, go to that meeting
and show them everything you know
about taking control of your life!






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