Developing Quality IEPs

Workshop Materials
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Workshop Materials

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Section 1: Introduction

The Goal of the Workshop
The goal of this workshop is to help educators develop quality individual educational plans (IEPs) for students with disabilities.

About the Trainer’s Manual
This manual contains background information and materials needed to conduct the workshop, Developing Quality IEPs. This workshop is a sequel to the workshop, Annual Goals: Make Them Measurable (2005). It provides updated information about individual educational plans based on the companion book to this workshop, Developing Quality Individual Educational Plans: A Guide for Instructional Personnel and Families (2012). Permission is granted to educators in Florida to duplicate these materials as needed.

The materials in this manual are arranged to facilitate presentation of the 6.5-hour Developing Quality IEPs workshop. However, this workshop may be presented in shorter time segments. You may select and rearrange the materials as desired to support your own presentation style and workshop requirements. This workshop is designed for presentation in face-to-face sessions.

The target audience for this workshop is educators who participate in IEP teams. This workshop may also be useful for educators in other roles who are interested in learning about developing IEPs to meet student learning needs. The workshop is designed for groups of up to 30 participants.

The materials are divided into four sections. Each section contains its own introductory information. You may download the PowerPoint files from the Teaching Resources for Florida Exceptional Student Education website at http://www.cpt.fsu.edu/ese (see “About the Files for the Workshop” on page 1-3).

Section 1: Introduction
Section 1 provides general information about the workshop and materials included in this manual, with tips for preparing and conducting the workshop.

Section 2: Notes Pages
Section 2 contains notes pages that describe the slide presentations and activities for the workshop.

Section 3: Handouts
Section 3 contains the masters for the participant handouts and trainer handouts. You will need to duplicate these handouts prior to conducting each session in the workshop.
Section 4: Appendices

Section 4 contains appendices that describe additional information for trainers, including the following:

- Appendix A: Follow-Up Action Plan for *Developing Quality IEPs*
- Appendix B: Obtaining Workshop Materials (includes directions for downloading training materials and the companion book for the workshop)

The Companion Book

We recommend that you read *Developing Quality Individual Educational Plans: Guide for Instructional Personnel and Families* (2012) prior to presenting this workshop. The information provided in the workshop is taken directly from the book.

You may order one complimentary copy of *Developing Quality Individual Educational Plans: Guide for Instructional Personnel and Families* (2012) from the Florida Department of Education, Bureau of Exceptional Education and Student Services (BEESS) Resource and Information Center (BRIC). Copies may also be downloaded from BRIC (http://www.fldoe.org/ese/pubxhome.asp). Trainers may make duplicate copies for the workshop (see “Appendix B: Obtaining Workshop Materials” on page 4-17 of this manual). Copies of the book have also been disseminated to every Florida school district. Check with your district’s Exceptional Student Education (ESE) office to see if printed copies are available.

The companion book is used as a reference during selected workshop activities to help participants become familiar with the contents and understand the value of using the book to find more detailed information about developing quality IEPs. When feasible, each participant should be provided a copy of *Developing Quality Individual Educational Plans: Guide for Instructional Personnel and Families* (2012) at the workshop.

Workshop Materials

Most of the materials you will need to conduct the workshop are included in this manual. Additional materials you will need to secure before presenting the workshop include the following:

- Resource materials for the workshop (see “Appendix B: Obtaining Workshop Materials” on page 4-17)
- PowerPoint files for the slide masters (see “About the Files for the Workshop” on page 1-3)
- Index cards (1 package per table)
- Highlighters (1 per participant)
• Pencils (1 per participant)
• Colored markers (1 per table)
• Sticky notes (small – 4 packages per table; medium – 4 packages per table)
• Name tags (1 per participant)
• Sign-in sheet (1)
• Workshop evaluation form (1 per participant)
• Folders for participant packets (1 per participant)
• Chimes or other attention-getting device
• Clock or timer
• (Optional) Document camera to display participant work samples

Materials Preparation
Prior to the workshop, prepare the materials as described below:
• Obtain copies or download the files for the workshop (see “About the Files for the Workshop” on page 1-3)
• Design follow-up activities for the workshop (see “Appendix A: Follow-Up Action Plan for Developing Quality IEPs” on page 4-1; determine which follow-up activities will be required for the workshop and duplicate the follow-up activities forms for each participant)
• Prepare annual goals cards (2 sets per table) for the “Annual Goals Triad Sort” activity (see “Handout T-6: Triad Sort Annual Goals Cards,” “Handout T-7: Answer Key for Triad Sort Annual Goals Cards,” and Part 2, slide 47 notes for additional information)
• Prepare posters (1 set) for the “Short-Term Objectives and Benchmarks” carousel activity (see “Additional Files” on page 3-2 and Part 2, slide 65 notes for additional information)
• Duplicate the participant handouts and place them in folders for participants
• Duplicate the trainer handouts to be passed out during the workshop
• Determine how participants will access the electronic version of the student data form (see “Additional Files” on page 3-2 for more information)

About the Files for the Workshop
This manual is provided in portable document format (pdf). PowerPoint files are available for Developing Quality IEPs. The files were created using Microsoft PowerPoint 2011 for Mac. They will run on Macintosh or Windows computers. You may download the files from the Teaching Resources for Florida Exceptional Student Education website (http://www.cpt.fsu.edu/ese).
Possible uses of the *Developing Quality IEPs* files are described below:

- **Trainer Manual Files:** These pdf files are formatted for double-sided printing. You may print these files for reference.
- **Slides Files:** You may copy the PowerPoint files to your computer to display using a projector.
- **Handout of Slide Miniatures for the Workshop:** Slide miniatures provide a useful note-taking handout for participants. To create the master for slide miniatures, open the PowerPoint file for the workshop, open the print window, and indicate the slide numbers to be included in the handout. Select the desired option to print handouts and then print.

**What’s New in This Workshop**

This workshop updates and expands the *Annual Goals: Make Them Measurable* (2005) workshop. It relates the development of an IEP to the four-step problem-solving process embedded in Florida’s Multi-Tiered System of Support.

- **What’s the problem?**
  How to identify the student’s learning problem by determining the discrepancy between what is expected and the current level of performance

- **Why is it taking place?**
  How to analyze the student’s strengths and current performance to determine the student’s educational needs

- **What do we do about it?**
  How to write annual goals and short-term objectives or benchmarks, as applicable, and document needed special education services and supports

- **Is it working?**
  How to evaluate implementation and use decision rules to determine if the student is making progress