

**NUTS AND BOLTS FOR TEAM CHAIRS:
STRATEGIES FOR SUCCESSFUL TEAM MEETINGS**

Audience: Special Educators, Team Chairs, Administrators

This popular course continues this year as a 3-day course to allow time to practice, discuss and integrate new ideas into your Team Chair repertoire. The third day of the course is spent on managing conflict at team meetings and understanding the elements of principled negotiation.

Effective Team Meetings do not happen by luck or by chance! While keeping the needs of the student front and center, skilled facilitators put much thought into the preparation for a team meeting, even down to the last detail! The complex issues of relationship building, communication, legal mandates, paperwork management, handling conflict, and ending with a consensus are daunting, at best.

This series of three workshops will focus on the development of best practices and techniques for leading effective, productive, and student-based IEP Team Meetings. Emphasis will be placed on legal requirements as well as the development of strategies to foster and facilitate meaningful communication, collaboration, and positive outcomes.

Workshop Participant Objectives:

- Identify steps to prepare for a successful team meeting
- Demonstrate strategies that foster effective communication and collaboration
- Demonstrate strategies to reconcile differences, de-escalate stressful situations, and maintain an atmosphere most likely to create consensus and/or agreement.

SYLLABUS

Presenter: Linda Waters, M.Ed., Consultant

Linda Waters, M.Ed. has been the Director of Student Services and Special Education in Wellesley, Franklin and Foxborough Public School Districts. She has been both a general and special education teacher and currently teaches graduate level courses at Simmons College and Framingham State University.

**WORKSHOP
INFORMATION**

DATE

November 3, 2017
November 17, 2017
December 1, 2017

LOCATION

ACCEPT Education Collaborative
4 Tech Circle
Natick, MA 01760

TIME

9:00am - 3:00pm
includes light breakfast & lunch

COST

\$525 ACCEPT
\$550 Non-Member

EARN

1 Graduate Credit
for an additional fee
or

15 PDPs

*This 15-hour/PDP course meets
DESE requirements for renewal of a
professional-level license*

CONTACT

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Nuts and Bolts for Team Chairs

To Register: Fax (508.653.0878) or Mail (4 Tech Circle, Natick MA 01760) or Email this form with check or P.O. payable to ACCEPT

Name _____ Title _____ Grade/Level _____

District _____ School _____ Phone () _____

E-mail (required) _____

Cost per person: ___ ACCEPT Members \$525 ___ Non-Members \$550

Withdrawal Policy: Withdrawals via mail, fax or email will be accepted without penalty ten (10) business days prior to the workshop. After that time, there will be no refunds or billing adjustments, you may send a substitute if approved by your supervisor.

Amount enclosed \$ _____ Purchase Order # (P.O.) _____ or Personal Check # _____
(Please Mail Check to ACCEPT)