



IEP MEETING FACILITATION AND
SO MUCH MORE!

Professional Development Offerings

Key2Ed is the Authority on Facilitating Family and School Partnerships.

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Key2Ed, Inc. is THE national authority on facilitating family and school partnerships.

We conduct workshops nationwide to teach educators techniques and strategies for effective meeting facilitation that promote collaboration, reduce stress, and focus on the needs of the student.

Find out why our clients report overwhelming satisfaction with the training and improved relationships between staff and families!



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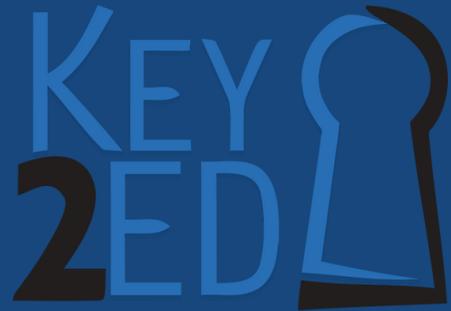
Key2Ed | National Authority

Key2Ed Educator Workshops

When special education was developed and implemented in the public school system, no one had designed a process to make IEP team meetings work. This resulted in a lack of communication, collaboration, and efficiency within IEP teams with less-than-optimal effects on students with special needs. In 1998, the founders of Key2Ed addressed this issue after spending their professional lives in special education and recognizing the need for a process.

Key2Ed, Inc. is recognized as the **national authority on facilitating family and school partnerships**. We conduct workshops for thousands of educators nationwide. We contract with individual school districts, regional cooperatives, and state departments of education to introduce this vital skill set. Clients report overwhelming satisfaction with the training and report that implementation of the training yields improved relationships between staff and families with collaborative meetings that focus on the needs of the student. This ultimately yields positive student outcomes and decreases parent and staff stress.

The Key2Ed workshops are designed to present techniques and strategies to promote effective meeting facilitation. Participants learn to utilize facilitation skills to make meetings run smoothly, efficiently, and collaboratively. Also, participants learn multiple preventions, interventions, and solutions for conflict. These skills result in reduced stress and shortened meetings, all while building trust and a collaborative partnership between and among IEP team members.



Targeted Participants

Suggested participants for Key2Ed workshops include:

- Special education administrators
- Building level administrators
- Special education teachers
- General education teachers
- IEP coordinators
- School support staff such as school psychologists and speech specialists
- Parents
- Students
- State Neutral Facilitators
- State Mediators

The Key2Ed Difference: On-Going Support

Key2Ed supports participants 24-hour per day, 365 days per year through telephone, email communication, and teleconferencing.

If a participant wants a Key2Ed associate to help them prepare for an upcoming IEP meeting and/or debrief after a meeting, an associate is available to coach the participant.

This enables Key2Ed to ensure that the process will be used properly and to the maximum benefit for IEP meeting participants. It also reduces the possibility of the "dusty manual syndrome," that is, workshops where information is presented and even implemented for a short time, and then shelved for lack of support from the workshop presenters.



Our Workshops & Services

Conflict Prevention and Resolution through IEP Meeting Facilitation On-Site, Virtual, or Hybrid

Our flagship workshop that started it all! This training prepares participants to successfully conduct effective IEP meetings.

The class is designed to teach a process to enable teams to collaborate effectively while preventing and managing conflict. This ensures that the meeting content and process stays focused on the needs of the student.

Participants practice facilitation tools and techniques in actual simulations where trainers provide feedback and coaching in a safe learning environment. This way facilitators are prepared to implement the skills they've just learned the very next day.



2-day, 12-hour On-Site Training

Prepares participants to successfully conduct effective IEP meetings.

Limited to 30 participants.



2-Day 12-hour Virtual Training

Consisting of approx. 4.5 hours of independent work and 7.5 hours of live sessions.

Limited to 30 participants.



3- or 5-Day 16-hour Virtual Training

Consisting of approx. 7.5 hours of independent work and 8.5 hours of live sessions.

Limited to 30 participants.



Hybrid model

Consisting of 4.5 hours independent work and one 6 hour IN PERSON day of content review and role plays, practice and coaching.

Limited to 30 participants.



REFRESHER: Conflict Prevention and Resolution through IEP Meeting Facilitation

On-Demand

Need a refresher? This is a video review of the content taught in the initial Facilitated IEP Training! Re-visit the content at your own pace to gain a deeper understanding of the course material.

Participants must have completed the initial FIEP workshop within the last two years and have been implementing the Key2ed facilitation model in their IEP meetings.



On-Demand

One week to review the material. Included in this course are mock IEP demonstrations.

Individual or Group pricing options



IEP Meeting Stakeholders

On-Site or Virtual

This training is intended for those who do not facilitate meetings but are participants in the meetings. It provides an overview of the facilitation process and prepares IEP team stakeholders to be collaborative team members in a facilitated IEP meeting. Participants work to learn how to clearly define their role in the IEP meeting, enabling them to prepare for active meeting participation. Additionally, participants develop skills to broker more effective and efficient communication resulting in a collaborative, non-adversarial, and compliant student-centered IEP meeting.



3-Hour On-Site

3-Hour in-person training.
Limited to 50 participants.



3-Hour Virtual

3-Hour virtual training in webinar form.
Limited to 30 participants.



Advanced IEP Meeting Facilitation I

On-Site or Virtual

This training is designed for participants who have completed the initial FIEP workshop and have implemented the Key2ed facilitation model in their IEP meetings. Participants develop a deeper understanding of how to use two critical models, Stages of a Discussion and Guidelines for Reconciliation, to improve their facilitation skills for difficult meetings.

Small group activities and high conflict role-plays allow the opportunity for participants to practice their skills in a safe environment where Key2Ed trainers can provide individualized coaching and feedback.



6 Hour On-Site

In-person training on site.
Limited to 30 participants.



6 Hour Virtual

3 hours of independent work and 3 hours of remote live sessions delivered through video conferencing technology.
Limited to 30 participants.



Advanced IEP Meeting Facilitation II

On-Site

This training is for participants who have completed the Key2Ed Facilitated IEP workshop, the Advanced I: Facilitated IEP Workshop, and have incorporated facilitation tools and techniques into their everyday practice.

The curriculum will help participants refine and enhance their conflict resolution skills by examining how individuals deal with or react to anger, assessing the relationship between biases and conflict, and introducing techniques to reframe caustic communication so that the parties can move beyond the impasse.

The course provides an opportunity for large group discussion and small group practice activities to ensure participants leave prepared to use their new skills the next day.



6 Hour On-Site

In-person training on site.

Limited to 30 participants.



Student Led IEPs – Co-facilitation

On-Site Delivery

This training is for participants who have completed the initial FIEP workshop and have implemented the Key2ed facilitation model in their IEP meetings. This training will provide instruction to IEP facilitators in successfully preparing students to co-facilitate their own IEP meetings. The training is designed to teach how to set-up, conduct and have follow through with the student being a co-facilitator in the process. Participants will be prepared to deploy skills learned and practiced through the training the very next day.



6 Hour On-Site

In-person training on site.
Limited to 30 participants.

Providing Exemplary Customer Service in Our Schools

Virtual Delivery

This training presents ideas/concepts on creating a welcoming culture while serving education's customers and how to provide exemplary service to them. Participants explore best practices in customer service and discuss and practice how to utilize and adapt these practices to education at the district and school levels.

Communication tools, activities, and ideas will be presented to enable district staff (all educators and classified staff) to develop lasting positive relationships with each other, families, students, and the surrounding community.



90-Minute Virtual

Live webinar with a Key2Ed consultant.
Limited to 30 participants.



Empathetic Practices through Meaningful Conversations

On-Site Delivery or Virtual Delivery

Understanding who education's customers are is essential to creating a sense of belonging. Recognizing our biases is a critical piece to having meaningful, empathetic conversations.

This training presents researched based strategies and practical skills to spur collaboration, promote growth, and increase productivity, leaving the team more connected. Participants practice techniques and strategies that enable them to conduct authentic conversations where the experiences of all team members are welcomed.



3 Hour On-Site

In-person training on site.
Limited to 30 participants.



3 Hour Virtual

3 hours of live webinar, adjusted to your preferred schedule.
Limited to 30 participants.



Implementation Planning

On-Site Delivery or Virtual Delivery

This workshop integrates the tenets and methodologies of implementation science to guide the participants from the Facilitated IEP training in a manner that allows District and Building Leadership, as well as IEP teams, to use and sustain tools and techniques strategically over time. This process provides a framework to manage the use of new skills with fidelity. Participants will leave with a solid implementation plan. The on-site delivery includes one free hour long coaching session.



6 Hour On-Site

1 day of In-person training on site.
Limited to 30 participants.



8 Hour Virtual

8 virtual coaching sessions with a certified consultant, adjusted to your preferred schedule.
Limited to 30 participants.

Facilitation Coaching

Virtual Delivery

These coaching packages are designed for those who have attended the initial Facilitated IEP workshop and have been implementing the tools and techniques. Key2Ed coaches work with participants to review successes with the process and problem-solve roadblocks. These virtual coaching sessions also include technical support and concept review as needed.



1, 4, or 8 Hour Virtual

Virtual coaching sessions with a certified consultant, tailored to your needs.
Limited to 30 participants.



Pricing

Description	Cost
Conflict Prevention and Resolution through IEP Meeting Facilitation	
On-Site Delivery: 30 participants, 2 days Virtual IEP Facilitation Video Information Add-on \$500	\$17,200
Virtual Delivery: 30 participants, 3-day, 4-day or 5-day option Flat rate of \$7000 for up to fifteen (15 participants). For participants sixteen (16) through thirty (30), the fee is an additional \$480.00 per participant.	\$14,200
Hybrid Delivery: 30 participants, 1.5 days	\$9,500
On-Demand Refresher per person, 4.5 hours	\$250
On-Demand Refresher group rate (16-30), 4.5 hours	\$3,000
IEP Meeting Stakeholders	
On-Site Delivery: 50 participants, ½ day	\$5,500
Virtual Delivery: 30 participants, ½ day	\$2,000
Advanced IEP Meeting Facilitation	
Level I On-Site Delivery: 30 participants, 1 day	\$7,500
Level I Virtual Delivery: 30 participants, 1 day	\$4,000
Level II On-Site Delivery: 30 participants, 1 day	\$7,500



Pricing

Description	Cost
Student Led IEPs: Co-Facilitation	
On-Site Delivery: 30 participants, 1 day	\$7,500
Exemplary Customer Service in Our Schools	
Virtual Delivery: 30 participants, 90 minutes	\$1,500
Empathetic Practices through Meaningful Conversations	
On Site Delivery: 30 participants, 3 hours	\$5,000
Virtual Delivery: 30 participants, 3 hours	\$3,000
Implementation Planning	
On-Site Delivery: 30 participants, 6 hours + 1 hour virtual coaching session	\$7,500
Virtual Delivery: 30 participants, 8 hours	\$ 5,000
Facilitation Coaching	
1-hour Coaching Session	\$300
4-hour Coaching Package (\$270 per hour)	\$1,080
8-hour Coaching Package (\$250 per hour)	\$2,000





Title II Teacher Quality

Title II aims to improve teacher and leader quality and focuses on preparing, training, and recruiting high-quality teachers and principals.



Title IV Student Support and Academic Achievement

Title IV aims to provide all students with access to a well-rounded education; improve school conditions for student learning; and improve the use of technology in order to improve the academic achievement and digital literacy of all students.



Title I, 1003 (a) School Improvement

Provides support to LEAs with one or more schools with a Priority/Comprehensive Support and Improvement (CSI) designation or with an Additional Targeted Support and Improvement (ATSI) designation.



IDEA Part B, 611 and 619

Part B of the Individuals with Disabilities Education Act (IDEA) provides funding to local education agencies (LEAs) to supplement and/or increase the level of special education and related services provided to eligible students with disabilities ages 3 through 21.

Federal Funding Sources for Facilitated IEP Training



Title V Rural Education Initiative

Addresses the unique needs of rural school LEAs that frequently lack the personnel and resources needed to compete effectively for federal competitive grants.



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