

# ***NH's Special Education Team Meeting Facilitator Program***

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**Would you like the opportunity to impact the educational team process for a child with a disability?**

**Become a certified NH DOE facilitator and enhance your ability to lead meetings, strengthen communication, and build team capacity.**

**The IEP Facilitation Program, coordinated by the New Hampshire Department of Education, Bureau of Special Education, trains and certifies volunteers to act as NH DOE Special Education team facilitators. Facilitators, at the request of a district or parent(s) and with both in agreement, attend an IEP (Individual Education Plan) meeting on school grounds and facilitate the meeting for all parties involved.**

✚ Facilitators are responsible for:

- ✓ Structuring the special education team meeting.
- ✓ Establishing goals of the meeting.
- ✓ Helping to identify the issues in dispute.
- ✓ Specifying the next steps of the process.
- ✓ Improving the communication among the parties involved.
- ✓ Ensuring closure is reached at the meeting.

✚ Volunteers must successfully complete the training for this program, agree to facilitate a minimum of eight team meetings over the 24 month period following the training, and maintain the confidentiality of information provided to them. Once certified as a NH DOE Facilitator, volunteers cannot represent themselves as a NH DOE Facilitator in facilitations that have not been arranged by the Bureau of Special Education.

## **Training Schedule**

**Saturday, August 7, 2010 at Granite State College-Conway, Conway, NH (9:00 – 5:00pm)**  
**Saturday, September 11, 2010 at Granite State College-Portsmouth, Portsmouth, NH (9:00 – 5:00pm)**  
**Saturday, October 16, 2010 at the Rye Public Library, Rye, NH (9:00 – 5:00pm)**  
**Saturday, November 6, 2010 at the Keene Public Library, Keene, NH (9:00 – 5:00pm)**  
**Saturday, December 4, 2010 at the Oscar Foss Memorial Library, Barnstead, NH (9:00 – 5:00pm)**  
**Saturday, February 12, 2011 at the Keene Public Library, Keene, NH (9:00 – 5:00pm)**  
**Saturday, March 19, 2011 at the Derry Public Library, Derry, NH (9:00 – 5:00pm)**  
**Saturday, April 9, 2011 at the Oscar Foss Memorial Library, Barnstead, NH (9:00 – 5:00pm)**  
**Saturday, May 7, 2011 at the Keene Public Library, Keene, NH (9:00 – 5:00 pm)**  
**Saturday, June 11, 2011 at Granite State College-Berlin, Berlin, NH (9:00-5:00pm)**

**For more information or to register for a training, contact:**

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**New Hampshire Department of Education**