

LEARNING EXTENSIONS: HOW TO USE THE TUTORIAL & QUESTIONS FOR TEAM TRAINING

To support programs in meeting professional development needs, we've designed a tutorial and group discussion questions so that you can easily facilitate your own *How to Write an Individual Program Plan (IPP)* team training. Team training based on the tutorial and Questions for Personal Reflection and Group Discussion will create an opportunity for your team to:

- collaborate and learn together
- discuss issues that are specific to your site
- share ideas, expertise and challenges
- build supportive team relationships
- solve-problems

To develop effective training for your team, we suggest that you (the facilitator):

- preview the tutorial and list the questions
- select questions that are most helpful to your team
- decide how long the training will be and determine the format
- determine how you will introduce the questions and how long you will spend on each question
- think about how you will encourage participants to follow through with ideas and suggestions at the end of the training.

It might be helpful to schedule a follow-up meeting to discuss how the ideas and strategies are working in the program. Enjoy your training and let us know how it goes!



GROUP DISCUSSION QUESTIONS

1. Do you conduct regular observations in your program? If so, have you noticed any children that need extra support?
2. Have you ever written an IPP? If so, were your goals Specific, Measurable, Attainable, Relevant, and Time-based (SMART)?
3. List the 4 parts of an IPP
4. Identify three short-term goals that might support the long term goal: Child will be able to sit at the table to eat snack with the other children in 3 months.
5. List three strategies you could use in your program to support the short term learning goal: Child will be able to engage in play with another children for at least 10 minutes a day.
6. With your team, discuss how you could work together to write an IPP to support a child's learning and development.
 - a. Identify whether there is a child in your program who needs extra support
 - b. Determine who would need to be involved in writing an IPP? (ie: parents, CMAS special needs consultant, an outside organizations the child is involved with)
 - c. When can you conduct your observation?
 - d. When will you meet?

