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Welcome to Facilitator Preparation!

Preparing for the 2024
Capacity Building Institute (CBI)

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Features of Zoom

- All participants for today's meeting please be sure to mute your microphone and unmute if you have any questions
- Options for viewers are available when you hover over the bottom of your screen
- The meeting will be recorded

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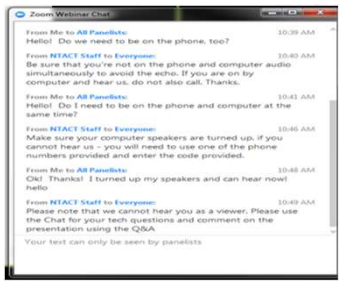
Use the Chat feature

1. Find Chat at top left of the screen
2. Click Chat
3. Type your question or comment



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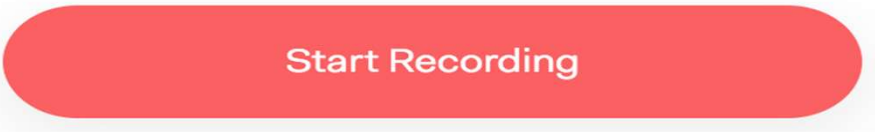

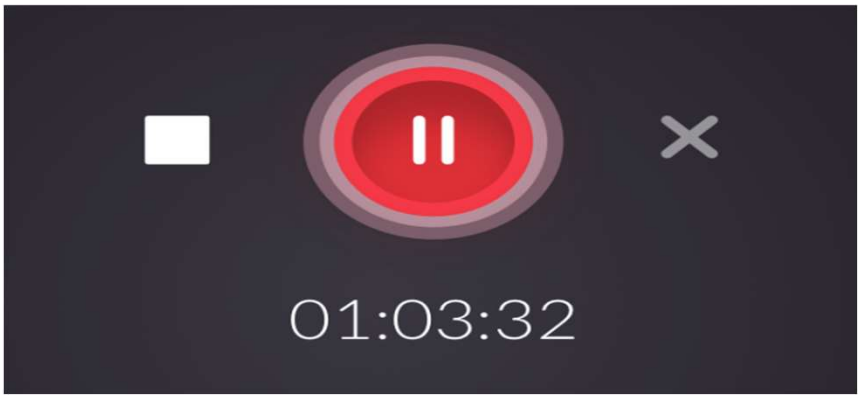

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Welcome to Facilitator Preparation!

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Capacity Building Institute (CBI)

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Today's Hosts

- Ruth Allison
- Alison Lowenthal
- Brigid Griffin
- Jacque Hyatt
- Michael Stoehr

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Welcome and Introduction

→Please add your name to the chat.

→Please complete the information in the NTACT:C 2024 CBI Facilitator Introductions chart using the link in the chat.

#	Name	Email	How long have you facilitated at the CBI	Advice to share about being a facilitator	What burning question(s) do you have?	List 3 professional areas of interest	List 3 personal areas of interest
	Example: Alison Lowenthal	alowenth@umd.edu	0 years	Have fun	What should I do to prepare before?	Pre-ETS, CTE, Interagency Collaboration	Cooking, Reading, Camping
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Today's Purpose

1. Understand how the CBI fits into the state's ongoing capacity building process
2. Learn about the CBI components
3. Prepare for your team and the on-site facilitation
4. Learn effective strategies for facilitating

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Capacity Building Institute

- Supports state's ongoing work
- Provides opportunities to gain knowledge and skills around secondary transition
- Deepens understanding of team members' (Delegates') roles and responsibilities and increases connections across states
- Highlights support that NTACT:C provides
  - Resources and products
  - Webinars and communities of practice
  - Direct technical assistance support

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CBI Themes

- Engagement of students, youth, and families in their educational and transition services
- Data sharing and data-based decision making to improve programs and outcomes at the state- and local-levels
- Justice, equity, and inclusion in services to diverse populations of students and youth with disabilities
- Collaborative partnerships and service delivery for ongoing recovery and retention
- Provision of career and technical education, career pathways, and work-based learning experiences for underrepresented and *all* students and youth with disabilities

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CBI Components

Content sessions

Facilitated Interagency Team Strategic Planning Process

Content Resources

Networking

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CBI Agenda:

Monday May 6

4:00 - 6:00 PM	Registration Open

Tuesday May 7

7:30 AM – 10:45 AM	**Facilitator Prep** (breakfast included)
8:00 AM – 10:45 AM	Welcome/ State-to-State Networking Sessions
11:00 AM – 2:15 PM	General Session and Working Lunch
2:15 PM - 2:45 PM	Break
2:45 PM – 3:45 pm	Concurrent Sessions
3:45 PM – 4:00 PM	Break
4:00 PM – 5:00 PM	**Interagency State Team Strategic Planning #1**
5:15 PM – 5:45 PM	**Facilitator Debrief**

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CBI Agenda: Wednesday, May 8

7:30 AM – 8:45 AM	Informal Networking with Continental Breakfast
9:00 AM – 10:00 AM	General Session –Youth Engagement Transition Initiative
10:00 AM – 10:15 AM	Break
10:15 AM – 11:15 AM	Concurrent Sessions
11:15 AM – 1:45 PM	**Interagency State Team Strategic Planning #2 (lunch on your own)**
1:45 PM – 2:00 PM	Break
2:00 PM – 3:00 PM	CONNECT Sessions– Part I
3:00 PM – 3:15 PM	Break
3:15 PM – 5:00 PM	**Interagency State Team Strategic Planning #3**
5:15 PM – 5:45 PM	**Facilitator Debrief**
5:30 PM – 6:30 PM	Resource Walk (cash bar and light snacks)
6:30 PM	Dinner on your own

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CBI Agenda: Thursday, May 9

7:30 AM – 8:45 AM	**Breakfast (on your own)**
9:00 AM – 10:00 AM	General Session- Celebrations and Next Steps
10:00 AM – 10:15 AM	Break
10:15 AM – 11:15 AM	Concurrent Sessions
11:15 AM – 11:30 AM	Break
11:30 AM – 1:30 PM	**Interagency State Strategic Planning #4**
1:30 PM – 2:30 PM	CONNECT Sessions– Part II
2:30 PM	**Adjourn**
2:30 PM – 4:00 PM	**Optional Interagency State Strategic Planning #5 (States on their own)**

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CBI Components

Content sessions

Facilitated Interagency Team Strategic Planning Process

Content resources

Networking

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Facilitated State Interagency Team Planning Meetings

46 interagency state and entity teams

Team sizes range from 2 to 8 delegates

Develop/update state strategic plan

Plans focus on state-identified needs and priorities

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Facilitated Team Planning Meetings: Delegates

Team membership

- state education staff - recommended
- state vocational rehabilitation staff - recommended
- student or youth
- family members
- other agency personnel
- compliance and or data personnel
- higher education staff
- local education staff

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Interagency State Team Planning Meetings include…

- Establishing team roles and responsibilities
- Utilizing an identified planning document or tool
- Reflecting on progress towards previously established goals
- Updating/identifying goals/activities and timelines
- Identifying evaluation measures for goals

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Role of the facilitator

- Organize and support team discussions
- Maintain neutrality
- Guide goal setting

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Focus Team Planning Time

- Ensure everyone's voice is heard
- Use time management strategies
- Help team navigate difficult conversations
- Support team consensus to reach goals

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What strategies do you use to engage team members, including youth and family members?

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What is Consensus Building?

The process of gathering input from stakeholders to ensure that everyone involved in the project agrees.

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What strategies do you use to help a team reach consensus?

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Effective facilitators…

Are prepared for team planning

Help team realize the power of **one to three** goals

Assist team in writing a comprehensive and do-able plan

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CBI Components

Content sessions

Facilitated Interagency Team Strategic Planning Process

Content resources

Networking

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Content Resources

Available to teams during team planning meetings

Facilitator helps team identify interests or topic-related questions

We have a process! More about this on-site ☺

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CBI Components

Content sessions

Facilitated Interagency Team Strategic Planning Process

Content resources

Networking

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Networking Opportunities

Resource Walk (Wed. evening)

3 days: Speed Networking and CONNECT Sessions

Breaks, hallways and presentations

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Prior to CBI

Reach out	Ask	Review
Reach out to your state's identified Designee to introduce yourself	• Has team completed the pre-assessment? • Which planning tool your state team uses? • Has the team met before CBI?	Review facilitator manual and the Facilitator page on the website (coming soon)

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NTACT:C Staff Connection to Facilitators

- Before the CBI, TA providers will coordinate a connection between the state delegates, **you**, and themselves to ensure continuity of an existing plan or work, if applicable
- During the CBI, NTACT:C staff will be available to consult, as needed
- After the CBI, TA providers may follow-up with you to discuss and gather information from the CBI planning sessions

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NTACT: C's Strategic Planning Tool

- Every state team can use the Planning Tool
- Taxonomy for Transition Programming 2.0
  - Interagency Collaboration
  - Family Engagement
  - Student and Youth Focused Planning
  - Student and Youth Development
  - Program Structures
- Develops strategic plan from assessment to goal setting
- Includes pre-assessment and implementation monitoring

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Team Pre Assessment

- Guides teams in identifying areas of need
- Assists your team to focus planning time
- Three ways to access and use
  - Word Document
  - Excel with calculation feature
  - Embedded in Online Planning Tool

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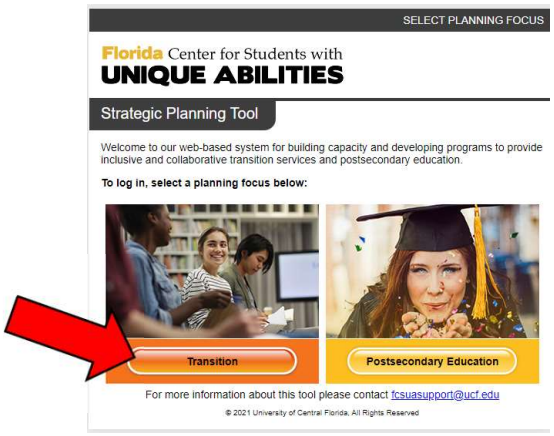
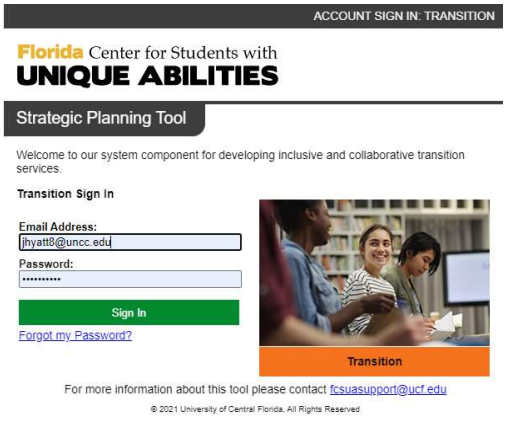
Logging into Planning Tool
transitionprogramtool.org





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Strategic Planning Tool: Deep dive

By April 5th: state teams and Facilitators will receive a link to a pre-recorded session about how to use the online planning tool

Office Hours will be available

- April 19, 2024: 11:00 AM – 1:00 PM ET
- April 25, 2024: 6:00 PM – 7:00 PM ET

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Facilitators – Questions, Thoughts, and Reflections

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CBI links

Register by March 22

NTACT:C 2024 CBI

Book your room by April 5

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What's Next?

- Email next week with state match
- Facilitator CBI Webpage
- CBI Video #2 / Check out Things to do in Charlotte

See you in Charlotte!

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Evaluation and Feedback

https://surveys.qualtrics.charlotte.edu/jfe/form/SV_7Vt05lOy8EHsKjQ

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Have questions? Contact us!

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Thank YOU!

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See you in Charlotte!

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Find us on:

#transitionTA | transitionTA.org | ntact-mail@uncc.edu

IDEAs that Work
Office of Special Education Programs
U.S. Department of Education

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