



**AWARENESS EDUCATION POTENTIAL**

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## **Conflict Prevention and Resolution through IEP Meeting Facilitation**

**July 9 -June 10, 2024**

**Live & Self-Study blended format, 8:00am -3:30pm PACIFIC Time**

**Presenters: Robin O'Shea, Ph.D. & Cassie Velasquez, M. Ed., M.D.R**

### **COURSE OVERVIEW**

The training is designed to teach an inclusive and ethical 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 individual student. That all conversations and decisions are made with interprofessional and family collaboration.

Combining online modules and live sessions, participants practice facilitation tools and techniques in actual simulations presented in a safe learning environment. In addition, robust discussion along with large and small group activities allows the learner to address questions based on their own experiences as well as meetings being experienced from a culturally diverse lens. Trainers provide prompts for the participants to reflect upon and learn practical techniques to ensure their meetings are diverse, equitable, and inclusive.

### **COURSE REQUIREMENTS**

This **12-hour training** is a blended learning format consisting of approximately 4.5 hours of independent, self-study work presented through a learning management system (LMS) and 7.5 hours of live sessions delivered through Zoom meeting platform. **Please review the detailed agenda for time commitments required, prior to registering for this course.**

While this is a course that incorporates independent self-study videos, there is a timeframe that these need to be completed, so being available for both days for the allotted time is highly recommended.

This virtual training is limited to 30 participants. If the course does not reach the minimum number of participants required, AEP Connections will notify participants 1 week prior to the start of the course. Participant's registration will transfer to the next scheduled training available.

**If you require special assistance, please contact AEP Connections to inform them of your special needs by emailing: info@aeconnections.com or calling: 833.237.2668**



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### LEARNER OBJECTIVES

Participants will be able to:

- Demonstrate facilitation skills needed to guide IEP teams to agree on appropriate, compliant, and effective IEPs using culturally responsive and ethical practices.
- Describe and demonstrate effective communication skills to build mutual understanding based on respect for all team members.
- Create agreements based on equitable participation from all members, where all perspectives are valued and heard.
- Explain and implement at least three strategies needed to generate informed discussions based on cultural awareness and communicative differences.
- Create a plan to prevent, reduce, and resolve conflict by following ethical decision-making methods and models.

### WHO SHOULD ATTEND?

*Special Education teachers, Speech-Language Therapists, Administrators, Social Workers, Psychologists, Parents or anyone who may chair or participate in an IEP meeting.*

### PROFESSIONAL DEVELOPMENT OFFERED

- 1. CERTIFICATE OF ATTENDANCE** - This course is offered for 12.0 clock hours. Full attendance and a passing score of 80% on the test is required.
- 2. ASHA-** This course is offered for 1.2 ASHA CEUs. Full attendance a passing score of 80% on the course exam and a completed evaluation are required for satisfactory completion of ASHA CEUs. Provider approval and use of the Brand Block does not imply endorsement of course content, specific products, or clinical procedures.
- 3. NASP** - AEP Connections is approved by the National Association of School Psychologists to offer continuing education for school psychologists. AEP Connections maintains responsibility for the program. NASP Approved Provider #1165. Full attendance is required and a passing score of 80% is required on the post test. This course is offered for 12 credits/hours.



AEP Connections, LLC

Intermediate Level  
1.2 ASHA CEUs



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### TIMED AGENDA - Times below are *PACIFIC TIME*

Date	Time	Learning Type	Content	Length of Time
6/4/24	8:00 - 8:25am	Self-study	Welcome & Kick Off	25 minutes
6/4/24	8:30 - 9:15am	Self-study	Module 1	45 minutes
6/4/24	9:30 - 11:00am	LIVE	Module 1 Debrief	1.5 hours
6/4/24	11:00 - 11:30am		LUNCH	30 minutes
6/4/24	11:40 - 12:30pm	Self-study	Module 2	47 minutes
6/4/24	12:45 - 2:30pm	LIVE	Module 2 Debrief & Practice	1.75 hours
6/4/24	2:45 - 3:20pm	Self-study	Module 3	33 minutes
6/5/24	8:00 - 9:45am	LIVE	Module 3 Debrief & Practice	1.75 hours
6/5/24	9:45 - 10:45am	Self-study	Module 4	53 minutes
6/5/24	11:00 - 11:30am		LUNCH	30 minutes
6/5/24	11:30 - 1:00pm	LIVE	Module 4 Debrief	1.5 hours
6/5/24	1:10 - 2:15 pm	Self-study	Module 5	65 minutes
6/5/24	2:25 - 3:25pm	LIVE	Module 5 Debrief & Closing Information	1 hour



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### SPEAKER BIOGRAPHYS



**Cassie Velasquez, M.Ed., M.D.R.**, is co-owner of Key2Ed, an educational consulting company specializing in improving school and family partnerships. Cassie has over 30 years of educational experience in special education and is a national public speaker. She delivers professional development workshops to educators nationwide. With a master's degree in special education and a master's degree in Dispute Resolution, as well as being a certified mediator, she brings expertise to the field of special education related to conflict prevention.



**Robin O'Shea, Ph.D.**, is co-owner of Key2Ed, an educational consulting company specializing in improving school and family partnerships. As a national speaker she presents on a variety of topics related to IEP Facilitation, Conflict Prevention and Resolution, and Family-Professional Partnerships. Robin has over 30 years of experience in the field of special education. As an IEP meeting facilitator and certified mediator, she brings real life experiences and scenarios to her training participants.

*Disclosures: Cassie Velasquez and Robin O'Shea are co-owners of Key2Ed. They will receive payment from AEP Connections for this course. This course will focus on primarily one methodology and curriculum, Conflict Prevention and Resolution through IEP Meeting Facilitation. This curriculum is copyrighted and can not be purchased independent of the Facilitated IEP training. Supporting materials are for sale on their company's website, specific to IEP Facilitation. There are no-non-financial relationships to disclose.*

### ADDITIONAL TRAINER INFORMATION

Cassie Velasquez and Robin O'Shea will be your content trainers during the self-study portion of this course. The live sessions of this course will be facilitated by two certified Key2Ed Trainers. Trainers rotate and are assigned based on availability. All trainer bios and disclosures can be found on the registration page of this course. <https://aepconnections.com/live-webinars/meeting-facilitation>

### REPLAY INFORMATION

Access to the self-study portion of this course ends 48 hours after the course ends. If you miss a live session, you are permitted to watch a replay. There are five live sessions. You are only permitted to make up one live session to count toward full attendance. All sessions must be completed within 48 hours of the course ending.



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**REGISTRATION FORM**

## BLENDDED FORMAT COURSE: LIVE & SELF-STUDY

**July 9 - July 10, 2024**

**8:00am - 3:30pm PACIFIC Time**

**ONLINE REGISTRATION** Available for credit card transactions at: [aepconnections.com](http://aepconnections.com)

**CHECK OR PURCHASE ORDERS:**Please send completed registration form via mail, email or fax.

*Purchase orders must accompany registrations.*

Name: \_\_\_\_\_ School District: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*Confirmations and communications will be sent by email. Please print email clearly.*

**REGISTRATION COST**  
**PRICING \$525 - Single Registration**

o Registration - \$525

Total Paid: \$ \_\_\_\_\_

**Important Reminder: This is LIVE and SELF-STUDY learning. Please be sure to mark all the LIVE ssession times in you calendar, as those are required to attend for full attendance. Participants will gain access to the self-study videos the Sunday prior to the course beginning.**

**PLEASE NOTE: Max enrollment is 30, with the minimum being 15 participants. AEP Connections will contact participants 1 week prior to the start of the course if the minimum class size has not been met. Registration will transfer to the next available course. Full refunds must be requested 30 days prior to the start of the course. Please see [aepconnections.com/cancelations](http://aepconnections.com/cancelations) for the full refund policy.**

**AEP Connections | P.O. Box 286, Roscoe, IL 61073**

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