



**Enhancing  
Staff's  
Comfort and  
Confidence**

*Facilitator's  
Planning  
Worksheet*



**1 hour,  
50 minutes total**

## Enhancing Staff's Comfort and Confidence

### Learning Outcomes

- ◆ *Participants will identify strategies for early care and education providers to communicate effectively with families about the possibility of their infant or toddler being identified as having a disability.*
- ◆ *Participants will identify strategies that support early care and education providers as they work with families during the initial identification period.*

<b>Agenda</b>	<b>Length</b>	<b>Facilitator</b>
Introduction and Overview	<b>5 minutes</b>	
Agree on Ground Rules	<b>5–10 minutes</b>	
Communication Strategies with Families	<b>1 hour, 20 minutes</b>	
Lecturette	<i>15 minutes</i>	
View DVD: <i>Embrace Possibilities</i>	<i>20 minutes</i>	
Small-Group Discussion	<i>30 minutes</i>	
Large-Group Share-Back	<i>15 minutes</i>	
Wrap-Up	<b>5 minutes</b>	
Reflections/Continuous Improvement	<b>10 minutes</b>	

## Facilitation Team

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 Name/Family Voice

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 Name/Early Care and Education Voice

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 Name/Early Intervention Voice

## Presentation

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 Date/Time

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 Location

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 # of Participants

## Icon Key



Chart



Note



Handouts



DVD



Key Point

## What you will need:



## Equipment:

- LCD/DVD/Monitor



## Charting Equipment:

- Flip chart and markers
- Masking tape or pins



## DVD:

- Embrace Possibilities*



## Handouts (English/Spanish):

- #1 Learning Outcomes
- #2 Communicating with Families: Tips for Success
- #3 Acknowledgements: *Embrace Possibilities*
- #4 Guided Viewing: *Embrace Possibilities*

## Important Considerations

It is important to have this session co-facilitated by a family member and service provider so both viewpoints are represented. Personal examples will augment this session.

Before presenting this session, facilitators may want to review sessions in the *Building Relationships with Families* volume for material that relates to what is taught here.

- “Session 4: When Concerns Arise—Learning from Families’ Experiences,” provides a general discussion about supporting families when it is suspected that their child has a disability.
- “Session 5: Developing Family/Service Provider Relationships,” focuses on strategies for developing family/service provider relationships.
- “Session 7: Developing Family/Service Provider Leadership,” provides more specific strategies for communicating with families and supporting leadership opportunities.

The facilitation team may wish to consider presenting all three sessions in “Building Relationships with Families” in conjunction with this session in order to fully examine the complex issue of supporting families and staff during the initial identification period.

This session may evoke emotional reactions. It is important that the facilitator team creates a safe environment so that everyone can participate fully and learn from his or her experience.

SESSION  
**4**

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