



## Steps to Collaborative Services

### *Facilitator's Planning Worksheet*



**2 hours,  
5 minutes total**

# Steps to Collaborative Services

## Learning Outcomes

- ◆ *Participants will become familiar with the steps to promote collaborative services.*
- ◆ *Participants will identify challenges to collaborative services in their programs and communities.*
- ◆ *Participants will identify strategies to enhance teaming and collaboration in working with infants and toddlers with disabilities and their families.*

<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>	
In Concert	<b>45 minutes</b>	
View DVD: <i>In Concert</i>	<i>25 minutes</i>	
Large-Group Discussion	<i>20 minutes</i>	
Identification of Challenges to Collaboration—Strategies to Enhance Collaboration	<b>50 minutes</b>	
Small-Group Discussion	<i>30 minutes</i>	
Large-Group Share-Back	<i>20 minutes</i>	
Wrap-Up	<b>5 minutes</b>	
Reflections/Continuous Improvement	<b>10 minutes</b>	

**Facilitation Team**

**Presentation**

\_\_\_\_\_  
Name/Family Voice

\_\_\_\_\_  
Date/Time

\_\_\_\_\_  
Name/Early Care and Education Voice

\_\_\_\_\_  
Location

\_\_\_\_\_  
Name/Early Intervention Voice

\_\_\_\_\_  
# of Participants

**Icon Key**



Chart



Note



Handouts



DVD



Key Point

**What you will need:**



**Equipment:**

- LCD/DVD/Monitor



**DVD:**

- In Concert*



**Charting Equipment:**

- Flip chart and markers
- Masking tape or pins



**Handouts (English/Spanish):**

- #1 Learning Outcomes
- #2 Acknowledgements: *In Concert*
- #3 Guided Viewing: *In Concert*
- #4 The Steps to Collaborative Services Worksheet: Challenges/Strategies

## Important Considerations

This session provides an opportunity to discuss relationships among families and service providers from different agencies and programs working together to provide coordinated inclusive services for infants and toddlers with disabilities. Facilitation teams need to represent the perspectives of families as well as service providers from early care and education and early intervention, so that collaborative interactions are modeled. The audience should also reflect this diversity of roles. Use the process of developing ground rules to create a safe environment in which to discuss collaboration in a nonjudgmental way.

This session builds on the Family-Service Provider Collaboration and Leadership Model presented in the *Building Relationships with Families* volume. In that session, we explored the relationship between families and service providers. In this session, we will focus on the relationships among service providers, as well as their relationships with families, looking at how we work together to support families with infants and toddlers with disabilities.