**IEP Facilitation and Reflection: Identifying Current Practices and Areas for Improvement**

Organizing and facilitating effective IEP meetings involves being proactive in ensuring that we are providing a welcoming, respectful environment and facilitating effective communication with all stakeholders. Using the following prompts, describe your current practices for facilitating IEP meetings and identify areas for improvement.

|  | **Current Practices** | **Areas for Improvement** |
| --- | --- | --- |
| How do I welcome people when they arrive? |  |  |
| Do the participants in my meetings equally participate? |  |  |
| How am I doing at keeping meetings on task and efficient? |  |  |
| Do I help all members understand their data? |  |  |
| How do I typically summarize the meeting? |  |  |
| How do I document follow-up activities?  |  |  |