

CCoT Facilitator Strategies

As a CCoT Facilitator/Co-Facilitator, you will lead a diverse team of secondary educators, parent/family, youth, service systems, and community-based organizations in assisting in the transition planning process for students with disabilities. The following roles and responsibilities are essential:

Lead the Team

Lead and coordinate the efforts of the team to enhance transition planning for students with disabilities within the community. Foster collaboration, implement best practices, and ensure that all team members are engaged in creating a comprehensive, effective action plan that support the unique needs and goals of the students we serve.

Coordinate Meetings

Establish regular meeting times and use multiple methods for coordinating these meetings. Use various modes of communication to engage the team during and after each meeting. Options include face-to-face meetings, Zoom, GoToMeeting, meeting notes, etc.

Develop Agendas:

Create and maintain ongoing agendas for all scheduled meetings. Include date, time, team members, attendance, collective commitments, topics to cover, person presenting topic, topic purpose, relevant materials, action items, and an after the meeting summary.

Adhere to Collective Commitments

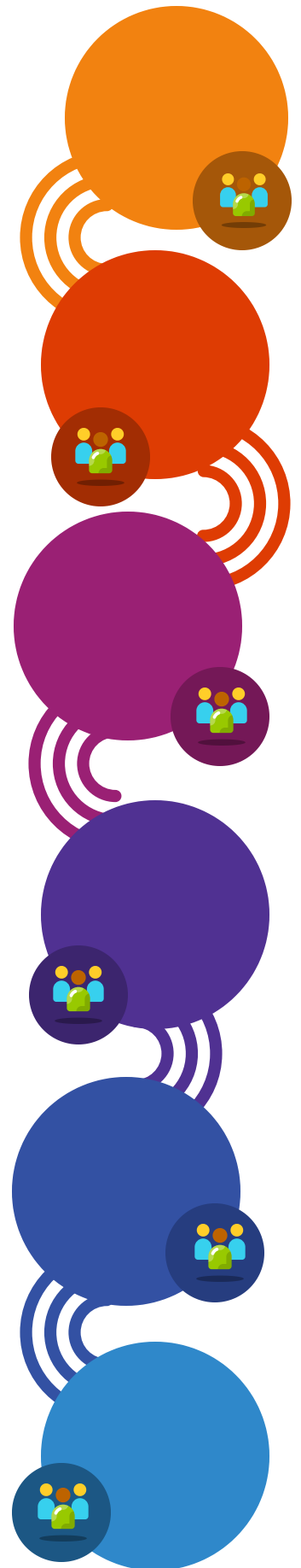
Ensure the team follows collaboratively established collective commitments so that all voices and perspectives of team members are heard and valued.

Engage Youth and Families

Engage youth and families as team members. Consider methods for collaboration and communication if youth and families are unable to attend meetings so that their voices are included and heard (ie. flexible meeting options, email, phone calls, focus groups, feedback loops).

Encourage Collaboration

Facilitate collaboration centered on student outcomes and the team's mission, vision, and/or essential intent, emphasizing outcome-based collaboration.



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Utilize Resources

Enhance facilitator and team competency through the use of the National Technical Assistance Center on Transition: The Collaborative (NTACT: C) and the Transition Improvement Grant (TIG) resources focusing on interagency collaboration.

Collect Feedback

Continuously gather feedback from team members through surveys, meeting reflection activities, evaluations, and other methods to improve processes and outcomes. Encourage team members to actively seek and provide feedback regularly.

Foster Inclusivity

Create an inclusive and collaborative environment that encourages active participation and valuable input from all team members. Implement protocols for engagement utilizing tools like meeting polls, activities, breakout rooms, etc. that can help bring new voices to the table.

Celebrate Accomplishments

Recognize and celebrate the team's accomplishments to strengthen relationships, promote collaboration, and enhance communication. This provides an opportunity to acknowledge the hard work and contributions of each team member. When team members feel appreciated, they are more likely to take initiative and contribute new ideas, driving innovation and productivity within the team. Celebrations not only boost morale but also reinforce the sense of unity and shared success, encouraging continued dedication to achieving the CCoT Team's common goals.

Utilize TIG Transition Specialists for Support

TIG staff are available to provide guidance, ideas, and strategies around interagency transition planning. They can help identify challenges, problem-solve solutions, share resources, reflect on practices, monitor progress, enhance team collaboration, and connect you to other national partners, state leads, and CCoT facilitators to support the local CCoT Facilitator(s) and the work of the team.

