Agenda for Today

- Overview of SOG
- Principles that guide group practices
- Important processes groups use
- Resources
Overview of Serving on Groups

- Developed due to an identified need
- Collaborative effort by stakeholders
- Audience – parents, educators, students, others

www.servingongroups.org
Guiding Principles of the Process of Shared Decision-Making

- Equal Partners
- Collaboration
- Shared Responsibility
- Representation
- Shared Vision
- Information Sharing
- Producing Results

Serving on Groups That Make Decisions
Guiding Principles

Example

- **Equal Partners**
  All ideas, concerns, and questions are heard and are valued.

- **Representation**
  Anyone working with the child or representing the child’s best interest is present.

- **Shared Vision**
  All want the child to be healthy, happy, and successful.

- **Collaboration**
  Everyone works together to come up with a plan.

- **Shared Responsibility**
  Everyone does their part to support the child’s learning at school, home, and in the community.

- **Information Sharing**
  The same information is given to all so all are able to make a well-informed decision.

- **Producing Results**
  Child makes progress.

**IFSP/IEP meeting**

*Serving on Groups That Make Decisions*
Helpful Reminders:

Start with the end in mind
  ▪ Focus on Outcomes

Work towards positive results
  ▪ 👍 = Celebrate and publicize the success
  ▪ 😞 = Go back and make adjustments

Serving on Groups That Make Decisions
Processes Groups Use

1. Information Gathering
2. Goal Setting
3. Planning
4. Collaboration
5. Evaluation
6. Reaching Agreement
1. Information Gathering

Prioritize Issues

Brain-storming
-Ideas

Data
-Numer
-
-
-
-

Focus
Group
-Perspectives
-Stories

Serving on Groups That Make Decisions
2. Goal Setting

What does the group want to see happen?

Helpful Tools to Set Direction

- Vision Statement
- Mission Statement
- S.M.A.R.T. Goals
  - Specific
  - Measurable
  - Attainable
  - Realistic
  - Timely
3. Planning

Who will do what, by when, and in what order?

Helpful Tools to Reach Goals

▪ Action Plan
▪ Logic Models
▪ Schedules
▪ Strategy Charts
Logic Model Example

Example
Every day logic model – Family Vacation

- Family Members
- Budget
- Car
- Camping Equipment

- Drive to state park
- Set up camp
- Cook, play, talk, laugh, hike

Family members learn about each other; family has a good time; family bonds

Serving on Groups That Make Decisions
Logic Model Example

Program Action - Logic Model

<table>
<thead>
<tr>
<th>Inputs</th>
<th>Activities</th>
<th>Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priorities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Needs and assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Symptoms versus problems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stakeholder engagement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What we invest:
- Mission
- Vision
- Values
- Mandates
- Resources
- Local dynamics
- Collaborators
- Competitors
- Intended outcomes

What we do:
- Conduct workshops, meetings
- Deliver services
- Develop products, curriculum, resources
- Train
- Provide counseling
- Assess
- Facilitate
- Partner
- Work with media

Who we reach:
- Participants
- Clients
- Agencies
- Decision-makers
- Customers
- Satisfaction

What the short term results are:
- Learning
- Awareness
- Knowledge
- Attitudes
- Skills
- Opinions
- Aspirations
- Motivations

What the medium term results are:
- Action
- Behavior
- Practice
- Decision-making
- Policies
- Social Action

What the ultimate impact(s) is:
- Conditions
- Social
- Economic
- Civic
- Environmental

Evaluation
Focus - Collect Data - Analyze and Interpret - Report

Serving on Groups That Make Decisions
4. Collaboration

Members working together toward a common goal.

Helpful Tools:

- Agreed Upon Expectations
- On-going Communication and Networking
- Neutral Facilitator
- Meaningful Activities
- Focused Training and Technical Assistance
4. Collaboration

If you want to go fast, go alone; if you want to go far, go together.

– African Proverb

- Agreed Upon Expectations
- On-going Communication and Networking
- Neutral Facilitator
- Meaningful Activities
- Focused Training & Technical Assistance
4. Collaboration

Benefits

- More Involvement
- Better Relationships
- Greater Commitment
- Better Communication

Serving on Groups That Make Decisions
5. Evaluation

- New information is compared to previously collected information
- Helpful Types of Evaluation
6. Process for Reaching Agreement

Voting
- Robert’s Rules of Order
  - A structured process
  - Making and Passing Motions

Consensus
- Discussion continues until all mutually agree
- Every member shares
- Key is compromise
Tips to Help YOU Personally be Effective

▪ Organize your information
▪ Keep in mind the group’s goals
▪ List priorities
▪ Keep track of where others stand on decisions
▪ Ask the leader to explain member roles
▪ Take notes
▪ Write down the results of your activities
Section 3 - Resources

• Conducting a Focus Group (video 5:36)
  https://www.youtube.com/watch?v=Auf9pkuCc8k
• 3 Brainstorming Techniques that Work (video 3:12)
  https://www.youtube.com/watch?v=jNFBoBAAYuw
• How to Write a Vision Statement (video 5:35)
  https://www.youtube.com/watch?v=ioY-YSOKBtY
• Visioning: Guide to Create a Clear Vision
  https://onstrategyhq.com/resources/video-how-to-write-a-vision-statement/
• How to Write a Mission Statement (video 4:04)
  https://www.youtube.com/watch?v=XtyCt83JLNY
• Mission Statements http://www.missionstatements.com/
• Difference Between Mission & Vision Statement (video 5:14)
  https://www.youtube.com/watch?v=DzhJNiQ3vMM
• Logic Models: Tool for Effective Program Planning, Evaluation, & Monitoring
  https://www2.ed.gov/about/offices/list/oese/oss/technicalassistance/easnlogicmodelstoolmonitoring.pdf
Section 3 - Resources

• OSEP Logic Model & Conceptual Framework

• S.M.A.R.T. Goals (video 3:57)
  https://www.youtube.com/watch?v=1-SvuFlQjK8

• WI Personnel Development Model

• How to Make an Action Plan (video 3:12)
  https://www.youtube.com/watch?v=lwoVRVgKg-o

• The Easy Guide to Developing an Action Plan
  https://creately.com/blog/diagrams/how-to-write-an-action-plan/

• Leading by Convening
  http://servingongroups.org/leading-by-convening

• Creating Agreement: Educators & Parents Working Together
  https://dpi.wi.gov/sped/topics/agreement

• Proposal-based Decision Making (Video 3:43)
  https://www.youtube.com/watch?v=-SYTkMv1J-E&feature=youtu.be

• Robert's Rules of Order
  http://www.robertsrules.com/

• Program Evaluation (video 17:03)
  https://www.youtube.com/watch?v=64eYgEv7EL4
Where to Go From Here?

4. Tools Groups Use – 10/21/21
5. Tips and Strategies for Groups – 10/21/21
6. Understanding Data as Information – 10/28/21
7. The Role of Families on Groups – 11/4/21

Register: http://wifacets.org/events

Thank you!
Please remember to complete the evaluation!

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