



# **Serving on Groups That Make Decisions:**

## **3. Processes Groups Use**

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for WI FACETS**

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# Agenda for Today

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



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# Overview of *Serving on Groups*

- Developed due to an identified need
- Collaborative effort by stakeholders
- Audience – parents, educators, students, others
- [www.servingongroups.org](http://www.servingongroups.org)



The screenshot shows the homepage of the website [www.servingongroups.org](http://www.servingongroups.org). The header is dark blue with a green and white logo on the left. Navigation links include "GUIDEBOOK", "MODULES", "LEADING BY CONVENING", "Contact Us | Trainers", "Newsletter Signup", "RESOURCE CENTER", and "NEWSLETTER". The main content area features a large photo of a diverse group of people, including children and adults, smiling. To the left of the photo are two overlapping images of the guidebook covers. Below the photo, the text "SERVING ON GROUPS" is displayed in large, bold, white letters. To the right of this text is another image of the guidebook covers. Below the title, a paragraph reads: "THAT MAKE DECISIONS: A GUIDE FOR FAMILIES. A guidebook for individuals who want to make a difference in their community by serving as a member of a decision-making group. This resource was developed through a collaborative effort between statewide agencies, school representatives and family members." The footer is light blue and contains the text "Guidebook Modules".

GUIDEBOOK MODULES

LEADING BY CONVENING Contact Us | Trainers Newsletter Signup

RESOURCE CENTER NEWSLETTER

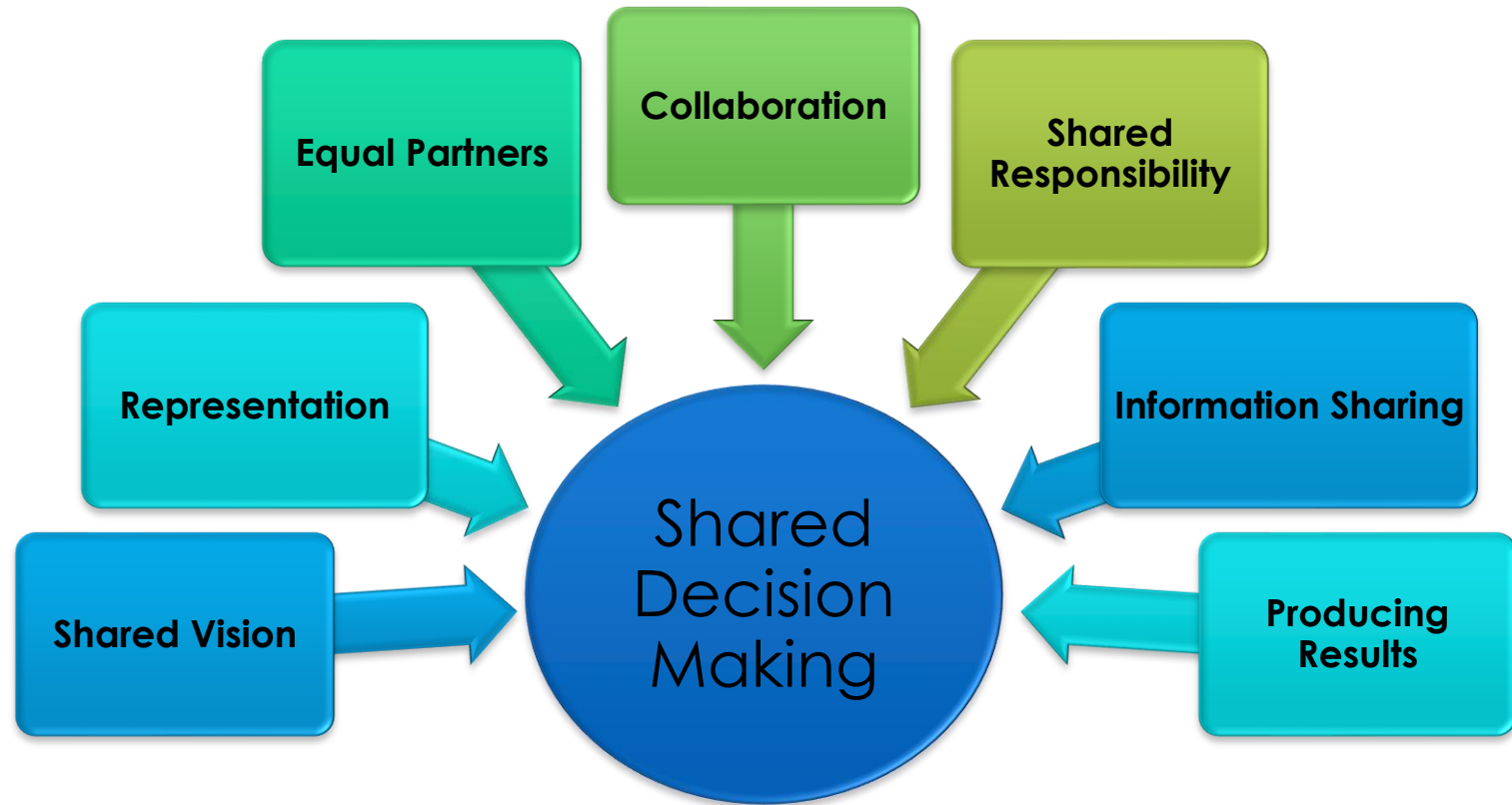
**SERVING ON GROUPS**

**THAT MAKE DECISIONS: A GUIDE FOR FAMILIES**

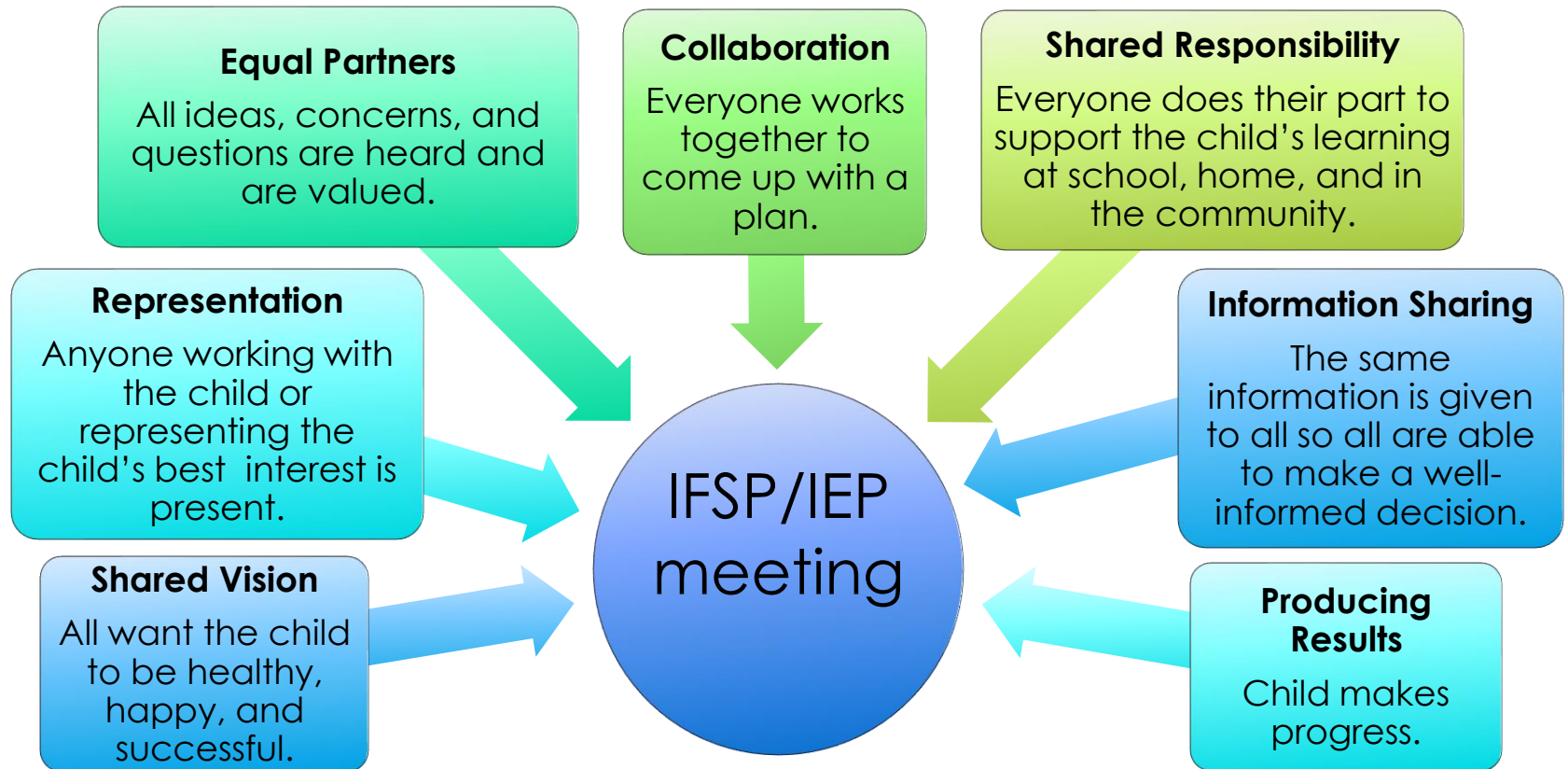
A guidebook for individuals who want to make a difference in their community by serving as a member of a decision-making group. This resource was developed through a collaborative effort between statewide agencies, school representatives and family members.

Guidebook Modules

# Guiding Principles of the **Process** of Shared Decision-Making



# Guiding Principles Example



# 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



# Processes Groups Use

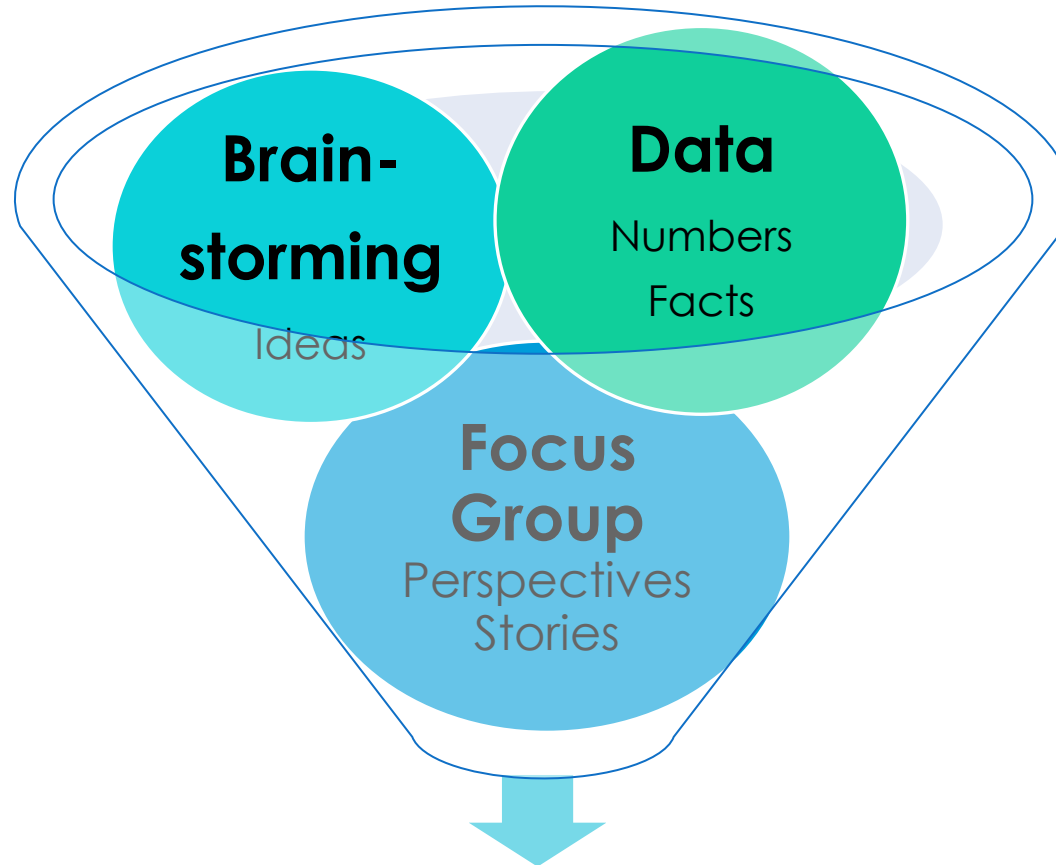


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# 1. Information Gathering



Prioritize Issues



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## 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

**S**pecific  
**M**easurable  
**A**ttainable  
**R**ealistic  
**T**imely



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# 3. Planning

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

## Helpful Tools to Reach Goals

- Action Plan
- Logic Models
- Schedules
- Strategy Charts



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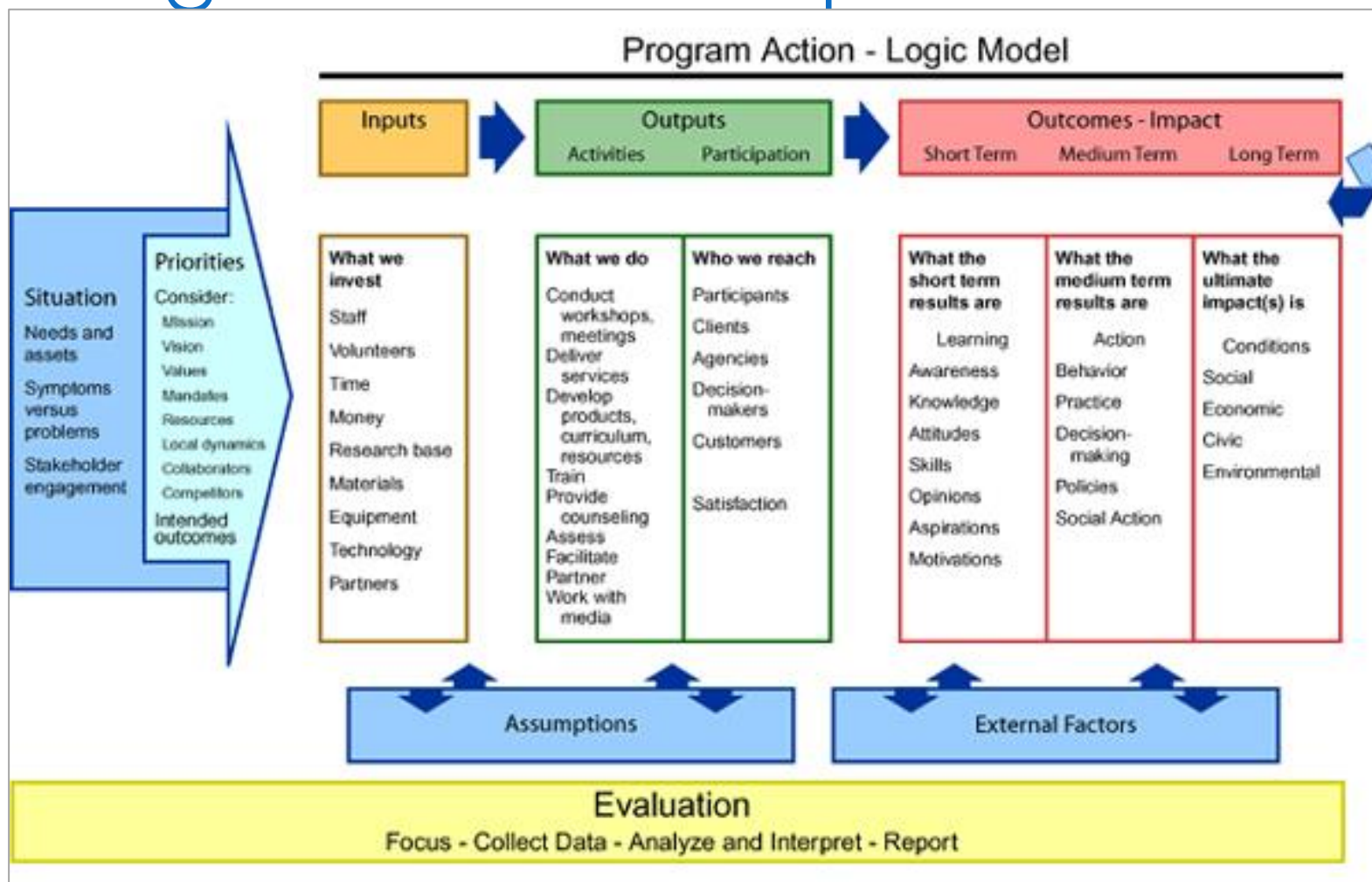
# Logic Model Example

## Example

### Every day logic model – Family Vacation



# Logic Model Example



## 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



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## 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**

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## 4. Collaboration



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



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# 5. Evaluation

- New information is compared to previously collected information
- Helpful Types of Evaluation



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# 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



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# 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**  
<https://osepideasthatwork.org/sites/default/files/documents/ConceptFrmwrkLModel+Defs2012.pdf>
- **S.M.A.R.T. Goals** (video 3:57) <https://www.youtube.com/watch?v=1-SvuFIQjK8>
- **WI Personnel Development Model**  
<https://dpi.wi.gov/sites/default/files/imce/sped/pdf/wpdmtools.pdf>
- **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=6zEYgEv7EL4>

# Where to Go From Here?

- 4. Tools Groups Use – 10/21/21
- 5. Tips and Strategies for Groups – 10/21/21

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- 6. Understanding Data as Information – 10/28/21

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- 7. The Role of Families on Groups – 11/4/21
- 8. Skills for Serving on Groups – 11/4/21

**Register:** <http://wifacets.org/events>

## Thank you!

### Please remember to complete the evaluation!

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