Agency Day Worksheet

The purpose of this day is to promote collaboration and joint planning.

1. Before you begin, introduce yourselves and describe your current position/charge.
2. Complete this document as a group.
3. Be prepared to Share Out.
4. You will share this with your team at the next session.

Region/ESC: ___________________________

TWC Region: ___________________________

1. What are the strengths of the working relationship between our agencies?

2. What are concerns voiced by students and families about accessing educational and agency services?

3. What are barriers and challenges we encounter while attempting to collaborate?

4. What are ways in which we could improve our working relationship? Name 2-3 specific activities we will work on together to improve our ability to collaboratively serve students and families.

5. How does our work together help students to become college and career ready?
Establishing a Vision (p. 55)

Step 1 (5 minutes): As an individual, write your answers to the three questions below.

1. What is your professional history related to secondary transition and interagency collaboration?

2. What is your personal history related to secondary transition and interagency collaboration?

3. What is your vision for youth and adults with disabilities in your community?

Step 2 (15 minutes): As a group, each person reports his/her answers to the group. The group listens, and the activity continues until everyone has reported out. While people are talking, listen closely to identify differences and similarities (common threads). Record below.

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<thead>
<tr>
<th>Notes and Common Threads</th>
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Step 3 (20 minutes): Create a Team Vision Image. This vision image should reflect the common threads identified among individual visions as well as additional ideas agreed upon as a group. Brainstorm possible images and metaphors, and then create image.

If your group finishes early, translate your vision image into words. The statement should contain the purpose of your group, its goal, the target population, and projected activities (see page 58).
Brainstorming Strategies for Collaboration

**Step 1 (10 minutes):** Using the book *Transition Teaming: 26 Strategies for Interagency Collaboration*, divide up strategies 15-23, each taking at least one strategy (see table of contents). Each person reads his/her strategy carefully, preparing to summarize it for the group.

My strategies to summarize are:

Notes:

**Step 2 (20 minutes):** Each person summarizes a strategy for the team. Summarize the strategy briefly on the large pad. After each person summarizes, refrain from pointing out what is wrong with the idea or why it won’t work. Instead, focus on parts that may work well for your collaborative efforts.

**Step 3 (10 minutes) Vote:** After each strategy is described, each person in the group votes on activities to commit to doing (p. 81). Each person allocated 5-votes (or stars) that they can cast on strategies. Spread your five stars out on various strategies, or spend them all on one strategy that you strongly feel may benefit your team. After everyone has voted, tally up votes to identify the top 3 strategies.

Our top three strategies are:

**Step 4:** On the Agency Day Worksheet, address items 4 and 5. Identify 2-3 specific activities that your team will work on together to improve your ability to collaboratively serve students and families. **ALTERNATELY,** identify 2-3 activities you will do as an individual to promote collaboration. Submit your completed worksheet by emailing an image to pnoonan@ku.edu