

Instructions for Team Meetings When Using Primary Coach Approach to Teaming

The purpose of the team meeting when using a primary coach approach is for sharing information among team members as families move through the early intervention process and for primary coaches to receive coaching from their team members. A team is a defined group of individuals with complimentary skills and abilities who have a shared purpose, objectives, and practices for which they hold themselves accountable (Katzenbach & Smith, 1993). The family's early intervention team must minimally include the service coordinator, a physical therapist, an occupational therapist, a speech-language pathologist, and an early childhood special educator/early childhood educator. Additional team members may include a nurse, nutritionist, psychologist, social worker, behavioral specialist, vision consultant, deaf educator, audiologist, physician, etc.

All team members attend regular team meetings for the purpose of colleague-to-colleague coaching. Families are aware when their primary coach will be going to the regular team meetings to seek coaching from other team members relative to their discussions. This need for coaching comes about as a result of a conversation between the primary coach and the parent/care provider. No decisions are made at meetings without the parent(s); rather the primary coach gathers additional information to share with the parent. When the parent/care provider desires to meet with the entire team, these meetings should be held at a time and location convenient for the family. One team member will serve as the team facilitator whose responsibility is to prepare the team meeting agenda, guide the discussion during the team meeting, and prepare the team minutes.