

## PLANNED DISCUSSION

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### *Step-by-Step Summary*

Following is a summary of the steps involved in Intervention A. It is important to use professional judgment, adjusting procedures to meet the needs of the situation and the individual. See the chapter “Intervention A: Planned Discussion” for a detailed description of this intervention.

#### **STEP 1** Prepare to meet with the student.

- A. Identify the central concern.
- B. Establish a focus.
- C. Determine who should participate in the discussion.
- D. Schedule the discussion for a neutral time.
- E. Make an appointment with the student to discuss the concern.
- F. Plan to keep a written record of the discussion.

#### **STEP 2** Meet with the student.

- A. Work with the student to define your concerns.
- B. Brainstorm actions that each participant in the discussion can take to help the student resolve the concern.
- C. Set up an informal action plan.
- D. Schedule a follow-up meeting.
- E. Conclude the meeting with words of encouragement.
- F. If appropriate, share a copy of the written record of the meeting with the student and parents.

## STEP 3 Follow up with the student.

- A. Encourage student efforts.
- B. Meet once a week with the student to discuss progress and adjust the action plan as necessary.
- C. Determine whether more structured interventions are required.
- D. Provide continued follow-up, support, and encouragement.