

# Behavior Plan Presentation Checklist

## Human-Centered IEP Preparation & Presentation



### PREP BEFORE THE MEETING

#### Ground Yourself

- ✓ Identify 1–2 big ideas you want the team to remember.
- ✓ Write a 1–2 sentence summary to keep yourself focused.

#### Practice Your Delivery

- ✓ Rehearse out loud at least once.
- ✓ Time yourself – aim for a brief, clear summary.
- ✓ Avoid jargon and technical terms.

#### Stay Centered

- ✓ Describe the behavior clearly (use plain, picture-able language).
- ✓ Explain the impact on learning or access to curriculum.
- ✓ Highlight one key prevention strategy.
- ✓ Name the replacement behavior the student will learn.
- ✓ Summarize how it will be taught and reinforced.
- ✓ Share a big-picture, hopeful goal for the student.



### DURING THE MEETING

#### Start with Strength

- ✓ Share a genuine student strength (beyond interests).

#### Stay Clear

- ✓ Use your outline – don't read the BIP word-for-word.
- ✓ Guide the team through the pages ("See page 2 for...").
- ✓ Watch the room – adjust pace or clarify if needed.
- ✓ Ask "Am I making sense?" instead of "Does that make sense?"



### AFTER THE MEETING

#### Plan for Follow-Up

- ✓ Schedule or describe at least one support step (e.g., check-in, modeling, material delivery).
- ✓ Reaffirm your support for the student and the team.

**Remember:** This is more than a presentation — it's a chance to build trust, clarity, and shared purpose. Stay human, stay clear, and stay focused on the student's growth.