

Professionals Preparing Parents for Collaborative Meetings Checklist

To Do List	Please check all
*Ask parents to choose who is at meeting – and/or agree with who is attending	
*Parents goals/hopes are at the top of the agenda	
*Ensure parents know what other agenda items will be covered in the meeting	
*Inform parents about what type of meeting it is and the purpose of it	
*Support parents to have equal partnership at the table	
*Help parents prepare before the meeting	
*Send out the agenda a few days before the meeting	
*Inform parents that they can invite a support person	
*Refer parents to F.O.R.C.E “in the know” on meetings & collaboration “Get More From Meetings” – www.forcesociety.com - in archive section of “in the know”	
*Support/coach parents around being strength focused – for child, family & team members – that this may be key in supporting areas of challenge	
*Let parents know they can ask for a break if they need one	
*Ensure that parents are copied in on minutes/notes from meeting – this is often missed	
*Ask parents what their goals are for the meeting, encourage them to focus on 2 or 3, then to write them down	
*Help parents work through their emotions before the meeting; or help them find someone who can support them in a constructive way with this (this way they can come to the meeting clearer, be more open to collaboration).	