

Preparing for a person centred meeting

Remember to:

- Be clear about the purpose of the meeting
- Keep to agreed meeting times
- How are you going to decide who needs to be at the meeting?
- Ask the focus person to consider who they would like to attend the meeting
- Where is the meeting going to take place?
- Consider the room arrangements.
- Is there room for paper on the wall? If not can you use flip charts, table etc.
- Are you going to have music of the young person's choice?
- Have you considered having refreshments? If so, who will do this and what will they bring?
- Have you considered everything that will ensure that the focus person is going to be as comfortable as possible in order to support their contribution to the meeting?