



Holding Effective Meetings:

Tips from SANYS



Why do we have meetings?

To bring together professionals and other people who can help you:

- Plan for the life you want to live
- Work through problems you are having with your services or other problems
- Maintain your existing services
- Build and maintain relationships with professionals and other people who help you

Most of us have meetings that are required for us to receive services such as our Life Plan Meetings.



Planning

- Planning is an important step to holding effective meetings.
- People receiving services are often not involved enough in the planning process.
- It still seems common for professionals to do most of the planning.
- You need to be central to the planning process if you want to be at the center of your meeting.



How to plan for your meeting

- 1) Decide who will help you prepare the agenda.
- 2) Work together to prepare the agenda in advance.
- 3) Decide who to invite to the meeting.
- 4) Send the Agenda to circle members in advance so they can prepare for your meeting.

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How to plan for your meeting (continued)

- 5) You may need to review some topics with different circle members in advance to be sure you are prepared for the meeting.
- 6) Decide what your most important goal, issue, or topic will be and make sure it is on the agenda.
- 7) Decide who will facilitate the meeting.
*If it's not you it should be someone chosen by you.



At the meeting

- Make sure you are recognized as the most important voice in the room.
- Remember that this is **YOUR** meeting.
- If you need help with this, ask a circle member to help remind professionals and other circle members that you are in charge.
- Ask a fellow self-advocate to offer peer support for you in your meetings.

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At the meeting (continued)

- Remember that your meetings are about getting what you need or want.
- State clearly what you want out of the meeting and what your needs are. This is very important for a meeting to be successful.
- Talk about what steps need to be taken to get the things you want.
- Discuss how much time is reasonable to get the things you want.
- Don't take no for an answer if what you are asking for seems reasonable.



At the end of the meeting

- Make sure that your most important goal, issue, or topic is discussed. Your meeting should not end until it has been discussed.
- Make sure everyone knows their assigned tasks and when they must be completed by.
- If necessary, schedule a follow up meeting.
- Ask yourself if you got what you needed out of the meeting. If not, make this clear to the team and decide what to do about it together.
- Thank everyone for their time and work to support you.



Questions and Comments

