



## **Hot Tips For A Great Meeting**

- Start on a positive note
- Watch your body language
- Avoid being defensive, pointing fingers, or attaching people.
- Avoid interrogation
- Ask open ended questions
- Use “what, when? Where? Questions, or how? And why? For more in-depth probing
- Expect questions from those present
- Stress We What can we do?
- Offer suggestions when you can
- Take notes
- Be assertive
- Be calm
- Make requests rather than demands
- Emphasise your child’s strengths
- Share strategies that work at home
- Discuss the behaviour, not the child
- When determining the seriousness of the problem, ask how often it has occurred.
- Decide on a plan or future action. Who does what when? Record this.
- Ask when you can meet again to review progress.
- Say thank you, or send a thank you note.

## **Some good strategies**

- Use the “I” message
- Listen silently
- Repeat back what has been said,
- Bring samples of work for discussion or clarification
- Bring a photocopy of a short, professional article in which you have highlighted specific references to your child’s difficulties
- Use humour to build a positive, productive atmosphere.

**All parties share one common goal: To help your child.**