

Ensure Good Preparation of all Participants
'Failing to Plan is Planning to Fail'

NB: Red Italics and '/' are options. (Text in (brackets) are explanation)

Step 1

Welcome, Introductions, Focus and 'Bottom Lines':

**FAIR
RESPECT
ENGAGE
SAFE
HONEST**

"Welcome, as you know my name is and I will be facilitating this Family Group Meeting being held for (name of person subject of meeting)." **Introduce participants to each other as necessary or get them to introduce themselves.**

"I have met with all of you and we have spoken about your involvement, experiences and concerns about (briefly describe what has led to this meeting)"

"Following my preparation with you all and in particular with (name of referrer) I understand the **reason/s** for and focus of the meeting **is/are** as follows: (briefly list the questions to be answered)"

"I also understand that (briefly list any 'BOTTOM LINES' identified):"

Step 2

Information Giving:

"I will ask those with information to share with you, to do this now so that you can take it into account when you meet privately as a family to develop your plan. So, I will start by asking (name of referrer) to inform the meeting about this family's history of involvement with professionals, why they have asked for this meeting, what questions need to be answered and decisions made." **If any 'Bottom Lines' to add: "Also matters that cannot be/must be part of the plan."**

Once the referrer has completed this, in turn invite all the other professionals to present their information and advise the family of resources they have to offer. (Repeating for each professional attending)

"I will now ask (name of professional) to present their information and advise you all of the resources they have to offer."

Once all information has been given and all clarifying questions have been answered, thank the referrer and all professionals and ask them to leave the room but remain in the building, then move on to Step 3.

Step 3

Facilitated Private Family Time (Food is usually served now):

*Explain to the family that **your role is merely to assist them in having a successful meeting** to form a good plan to present to the referrer and other professionals when they re-join the meeting. Limit your input to:*

- **Encouraging the family to decide the best way of working together**
 - **Helping them identify a family member willing to run that process**
 - **Ensuring they have a firm grasp on the questions and bottom lines**
 - **Identifying a note taker to draw up their plan ready for presentation**
- Once they are getting on well leave them to it, letting them know where to find you if needed and just checking on their progress occasionally.**

Presentation of Family Plan:

Step 4

**FAIR
RESPECT
ENGAGE
SAFE
HONEST**

"Thank you all for coming back and being here for the family who are now ready to explain their plan to address the questions put earlier."

"So, (name of family member) thank you for agreeing to do this on behalf of your whole family, please go ahead and explain your family's plan for (name of subject of meeting)." Allow any clarifying questions as the plan is presented.

Agreement of Family Plan:

Step 5

Now address the referrer: "So, (name of referrer) do you agree that the plan presented by the family addresses questions and bottom lines you presented at the beginning of the meeting?"

*Allow time for the referrers response and then **check with other professionals** that the plan does not present any **safeguarding issues** before being agreed.*

"Thank you for your input and agreeing to the plan the family have made for (name of person subject of meeting), which will be written up at the end of this meeting and signed copies will be given or sent to all of you."

Need for 'Review of Plan':

Step 6

*Although you will have already checked with the family during their private time, now ask their spokesperson: "(name of family member) **do you and the family see a need for a follow-up meeting and if so how soon should that be held?**" Tell them this decision will also be recorded in the plan.*

Give participants opportunity to express positive outcomes:

Step 7

"What do you think about what has been agreed here today?"

Final invitations to speak - ask all:

Step 8

"Before I close the meeting, is there anything else anyone wants to say or ask."

Closing the meeting:

Step 9

"Thank you for participating in this Family Group Meeting and creating your family plan to address all the issues and concerns raised."

Socialisation, networking and refreshments after the meeting:

Step 10

Invite all participants to stay for refreshments and talk informally while you and the referrer prepare the agreed plan and conclude paperwork.