



8 Tips for Meeting with Professionals

Prepare

*Thank professional *State you are willing to actively participate *State how you prepared for the meeting

Check for Understanding

*Summarize the professional's report *State related observations of your child *Ask for feedback from partner, if applicable

Clarify

*Ask questions or state you have no questions *Summarize professional's response

Highlight Points of Agreement

*State appreciation for the meeting *Acknowledge appropriateness of report *State specific areas of agreement

Identify Issues

*State areas of disagreement using "I" statements *Acknowledge professional's concern for child *Admit misunderstanding, if applicable

Suggestion of Options

*What are all the possible options? *How can you summarize them to show you understand? *What are advantages and disadvantages of each option? *What are the options from most to least preferred? *What is the most positive thing about your preferred option?

Decide on Action to Take

*Who will deliver services? *What services will be delivered? *Where will they be delivered? *When will they begin? *What time and day of week will they be delivered? *How long will the services need to be provided? *How will option be evaluated for effectiveness? *Who will evaluate? *When will they evaluate?

Feedback and Acknowledgement

*What did you like best about the meeting? *Who will make the next contact? *When will the next contact be made? *How can the contact person be reached?

(Barahona, 2010)