

Let's talk about...

Getting the most out of your meetings with Professionals

Kylie Aekins, Parent-Peer Workers

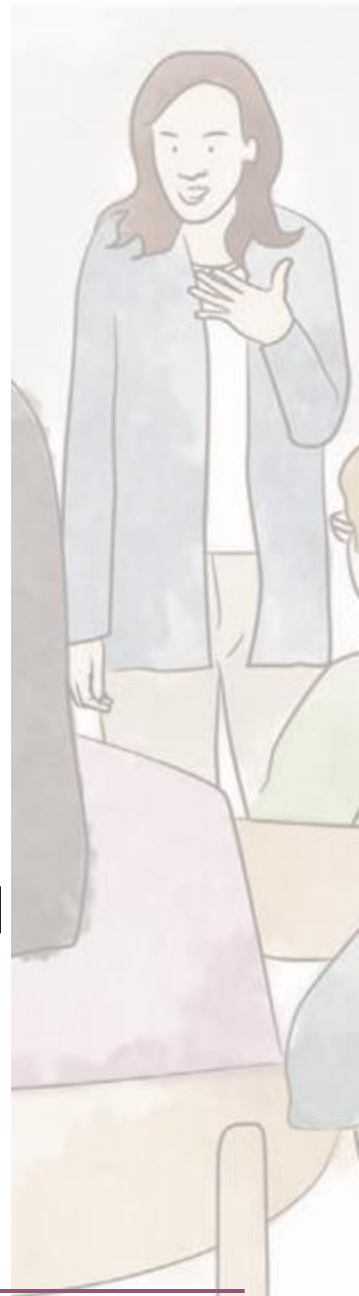
Acknowledgment of Country

Plumtree acknowledges the Gadigal people as the traditional custodians of the land on which our offices stand, and we pay our respects to Elders past, present and emerging. We acknowledge the sorrow of the Stolen Generations and the impacts of colonisation on Aboriginal and Torres Strait Islander peoples. We also recognise the resilience, strength and pride of the Aboriginal and Torres Strait Islander communities. Plumtree supports the [Uluru Statement from the Heart](#).



Culture of the group

- Mute yourself unless talking- this will prevent background noise
- Keep the engagement going on chat
- Video on- interactive session
- Recording for internal purpose only
- Conversations about families and children are confidential and should not be shared outside the group
- Recording of this webinar by participants is strictly not permitted
- Enjoy the session!



Agenda

- Making sure everyone understands the purpose of the meeting
- Leading the meeting so that your vision for your child is central
- Listening to everyone in the team
- Ensuring that everyone understands their role after the meeting
- Suggestions on how to follow up with the meeting recommendations to maximize outcomes for your child
- Gathering resources, you need to follow through with any actions
- Overcoming challenging meeting moments

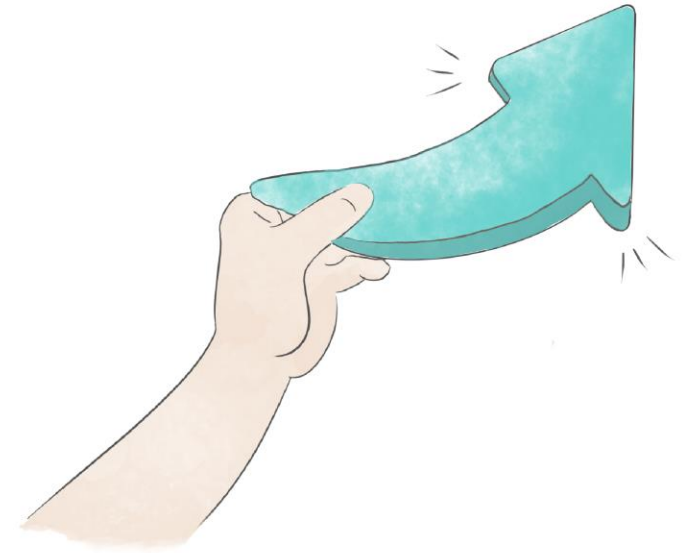
Understand the purpose of the meeting

How can we be clear about the reason we are having a meeting?



Leading the meeting

Do you have your vision and are you ready to lead the meeting?



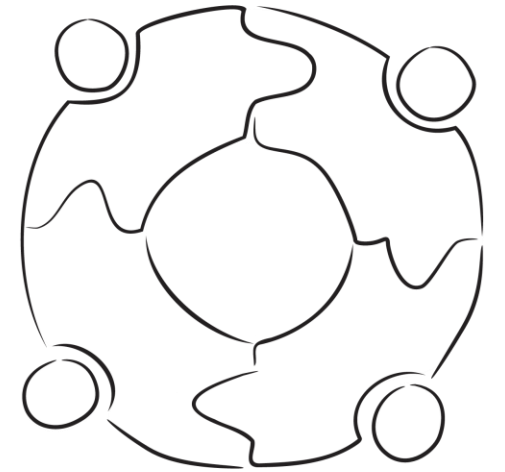
Understanding your role

- Are we all on the same page yet?



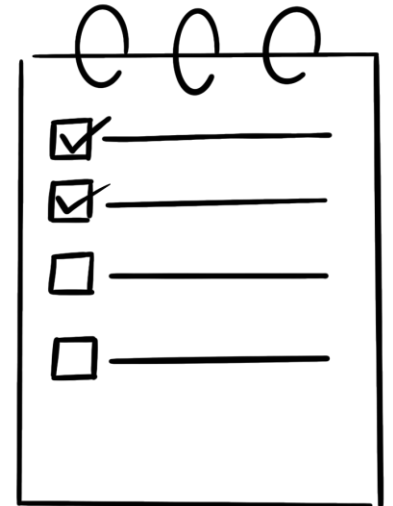
Partnerships & collaboration

- Listening to everyone in the team....
- What does collaboration look like to you?
- What do you think collaboration shouldn't look like?



Maximizing outcomes

- Do you have a plan for the meeting and are you organised to put the plan into action?



Challenging meeting moments

- Following up on recommendations



Tools to help challenging times

- Action Plan such as Goal to Action
- Questions Template
- Advocacy Document such as All About Me Page
- Collaborative Meeting Minutes or Summary Notes
- Medical and Educational Portfolios

Resources

- Flyer on Your [Right to an Advocate](#)
- [Flyer](#) Fostering your child's self advocacy and [video](#) from conference
- Belongside Families : [Good Life](#); [Advocating in the Health Care System](#)
- ECIA video on [Best Practice Principles](#)
- [UN Rights of the Child](#)
- [All Means All](#)
- [Family Conferences](#)
- [.-The-Natural-Authority-of-Families-MKendrick-CT45.pdf](#)



Key Messages for successful meetings

- Your role as family leader being the CEO
- Understand your vision
- Have a plan and goals
- What outcomes are you seeking?
- Effective listening
- Collaboration is key
- Building your networks of support is sustainable for the future.
- You've got this!

