

Family Meeting Guide

Date: _____

Global Purpose: _____

Specific Concerns:

1. _____

2. _____

3. _____

4. _____

5. _____

The Ground Rules:

1. Ask everyone concerned about the older person to participate. Use your good judgment about whether to invite the senior himself/herself to attend. It may be easier for participants to speak openly, at least at the first meeting, if the senior is not present.
2. Be flexible. Not everyone will see things the same way. Compromise means that everyone must give a little.
3. Stick to the agenda. The purpose of this meeting is to address concerns about an older loved one's needs. Leave old hurts, disagreements and history at home.
4. Be fair. Give everyone an equal chance to speak. If necessary, appoint one person to be "timekeeper" in order that no single person may dominate the discussion. Be willing to volunteer, and be understanding if another participant honestly cannot offer as much as you can.
5. Be willing to take baby steps. If the job at hand appears to be overwhelming, prioritize your concerns and agree to tackle the most important things first, leaving less critical issues for another meeting.

Follow-Up

Who is responsible for collecting and collating information gathered? _____

How will this information be distributed to the group? _____

Where and when is a follow-up meeting planned? _____

Notes: _____

Action Plan

Action 1. _____ _____ _____	Responsible Person: _____ _____	Due Date: _____
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Action 2. _____ _____ _____	Responsible Person: _____ _____	Due Date: _____
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Action 3. _____ _____ _____	Responsible Person: _____ _____	Due Date: _____
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Action 4. _____ _____ _____	Responsible Person: _____ _____	Due Date: _____
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Action 5. _____ _____ _____	Responsible Person: _____ _____	Due Date: _____
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