



Family Meeting Guide

Schedule Meeting

Meet once per month - consider a day and time when the family is already gathered together
Hint: right after dinner

Meetings should be 20-30 minutes long.
Ask for agenda items one week in advance.
Prepare & distribute the agenda.
Include rules for the meeting - One person speaks at a time.
Hint: Try using a talking stick (only the person holding the stick is allowed to talk).

Establish Communication Guidelines

Formula to avoid making things personal
Don't play the blame game!

"When you _____" I believe _____" "Which makes me feel _____"
"Then I _____" "So I would prefer if you could _____"

Positive Response

Acknowledge your responsibility for the part you played in the concern that was raised

Validate - "I understand why you might feel that way considering____."
Empathize- "You must have felt.... choose one: sad, frustrated, left out, embarrassed, angry or alone____"

Try to Avoid...

Case building & making global statements such as "you always" and "you never"

When people are put on the defensive they stop listening or may even leave the meeting.

Take Notes & Follow Up

Send a timely follow-up email to the family with the discussion notes and any agreements or follow-ups required before the next meeting

Collaborate to come up with possible solutions to any grievances- try agreed-upon solutions for one month if the issue remains, make adjustments or try another strategy.