

PLANNING FOR AN EFFECTIVE MEETING

Instructions: This worksheet is intended to facilitate communication and clarify the opinions of each person who will participate in a discussion or meeting. Each person should fill in **ALL** of the boxes *from their perspective*. For example; a parent would insert information about what they perceive to be the needs, expectations, fears, etc. of each other person listed. BE HONEST and try to be as specific as possible. Having examples and a rationale to support your answers can also be very helpful.

| Completed by: (circle one) → | STUDENT | PARENT | TEACHER | ADMINISTRATOR | SUPPORT | OTHER |
|------------------------------------|---------|--------|---------|---------------|---------|-------|
| NEEDS | | | | | | |
| EXPECTATIONS | | | | | | |
| FEARS | | | | | | |
| ROLES | | | | | | |
| SKILLS & RESOURCES | | | | | | |
| OUTCOMES | | | | | | |

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