



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						