

## Preparing for meetings & assessments

- ✓ Make a list of what is important to you/your child & family – have this and other notes with you
- ✓ What will happen after? What are your possible options? Work out what a good outcome would be for you
- ✓ Check what information they have about you & understand previous assessment/minutes, make sure they are accurate and note any changes
- ✓ Get independent advice/information beforehand – know your rights!
- ✓ Check what experience the assessor has in that condition (make sure no assumptions are being made)
- ✓ If necessary, submit up to date information so they have the whole picture
- ✓ Find out if you need to bring any evidence (medical reports, letters)
- ✓ Arrange for support to attend the meeting with you – this could be a friend, family member, an advocacy worker. Agree with them what they will and won't do/say
- ✓ Speak with a friend beforehand to check your feelings are justified and get some of the emotion off your chest before the meeting
- ✓ Leave plenty of time to get ready in the morning for the meeting so you aren't rushing and plan something nice afterwards
- ✓ **At the meeting(s):**
  - Make sure everyone is clear what the meeting is about
  - Be clear with them what you need on the agenda and ask what their agenda is
  - Check how long people have
  - Get their contact details
  - Take notes of promises made and check it's in the minutes with dates things will be done by
  - Get a date for the next meeting
- ✓ Be clear what works for you, about your own needs, the impact and the help and change required
- ✓ Talk from 'me'/'I' not 'you'
- ✓ Be prepared to describe your worst day, it is okay to admit that you are not coping
- ✓ Be prepared to say no, to put a case forward, and not give up!