



FAMILY TEAM MEETING AGENDA

1. **Welcome and Introductions** – *Who are we- what role do we play with the family*
2. **Ground Rules/ Confidentiality Agreement-** *Ways to manage emotions and keep the meeting focused on the outcomes/ goals*
3. **Family’s Goal(s) for the Meeting-** *Family states the outcomes for the meeting and the facilitator helps to gain agreement from the team to work on these outcomes*
4. **Family’s Story-** *Family’s perspective of how they became involved with services/agency. The family story establishes this time as the “family’s meeting” and assists the team in developing empathy for the family and understanding their perspectives and family history*
5. **Family Strengths** – *that will help the family/ child achieve the Goal(s)/ Outcomes*
6. **Family Needs – Concerns-** *What are barriers to achieving the outcomes/ goals? Asked of the family and other team members*
7. **Brainstorming Strategies- Plan of Action-** *Team creates a list of ideas that may be possibilities in addressing the needs and meeting the outcomes/ goals. Develop Agreement for who will do what, when, etc.... Ensuring that steps are small and measurable with time limits*
8. **Problem Solve (“What could go wrong?”)-** *The Facilitator helps the team to explore if there is anything they can foresee that can go wrong with the plan and addressing those concerns with a “Plan B”*
9. **Agreement** – *Schedule the next meeting (Follow Up FTM) to review progress and address ongoing or new concerns. Facilitator to commit to providing a written copy of the plan to each team member within 1 week.*
10. **Thank You-** *Thank family and team members for their efforts and input.*

Survey-Lead Worker/ Family

Suggested Ground Rules:

- ◆ Confidentiality* -Exception: Mandated Reporting Criteria and the FTM Summary
- ◆ Be respectful of all participants
- ◆ One person speaks at a time
- ◆ Everyone has an opportunity to speak
- ◆ It is okay to disagree
- ◆ Be honest and open
- ◆ Everyone’s contributions are valued
- ◆ Be positive and strength based
- ◆ Speak to each other, not about each other

⊕ **Additional Rules:**



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1. WELCOME AND INTRODUCTIONS
2. GROUND RULES
3. FAMILY GOALS FOR THE MEETING
4. FAMILY STORY
5. FAMILY STRENGTHS
6. FAMILY NEEDS/ CONCERNS
7. BRAINSTORM STRATEGIES- DEVELOP PLAN OF ACTION
8. PROBLEM SOLVE (“WHAT COULD GO WRONG?”)
9. AGREEMENT- FOLLOW UP
10. THANK YOU! FEEDBACK FROM WORKER/ FAMILY

SUGGESTED GROUND RULES

- ◆ Confidentiality* (*Exception: Mandated Reporting Criteria)
- ◆ Be respectful of all participants
- ◆ One person speaks at a time
- ◆ Everyone has an opportunity to speak
- ◆ It is okay to disagree
- ◆ Be honest and open- but try to stay strength based
- ◆ Everyone’s contributions are valued
- ◆ Speak to each other, not about each other

🕒 Additional rules team members want to add: