



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:**