



Welcome to the Green Mountain Self-Advocates Person Centered Training: Getting Ready To Lead Your Meeting

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What This Training is About: Getting Ready to Lead Your Meeting

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Have a Prep Meeting

This is at time to plan what will happen in your big meeting.

Your big meeting is when you talk about your goals and dreams

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What to Do at your Prep Meeting #1



Step #1:

Talk about where and when you want your big meeting to happen

- Will it be at your home or at someone else's home?
- Will it be somewhere in the community, at an office, on Zoom?
- What day would you like to have it?
- What will be the best time for everyone to come?

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What to Do at the Prep Meeting #2



Step #2

Talk about who you want to invite to your big meeting

- Who are the people that really support you?
- Who can you count on to help you reach your dreams and goals?

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What to Do at the Prep Meeting #3



Step #3

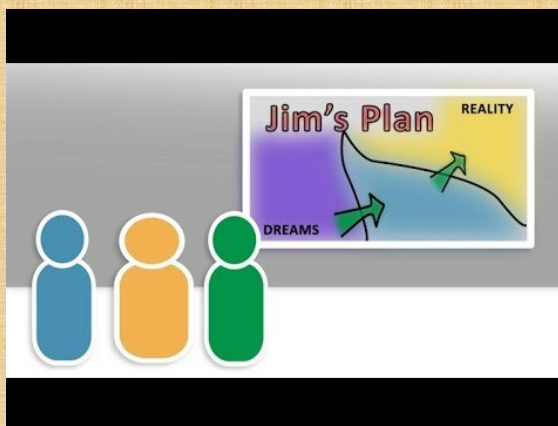
Make the invitation

- Do you need help to make copies of the invitation?
- How will you give out the invitation?
- Will you mail it, email it, or give it to people in person?
- Do you need help getting peoples addresses or email addresses?

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Person Centered Planning Changed My Life



<https://www.youtube.com/watch?v=8qFUfYQAaQw>

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Things to Think About #1

All leaders have help
to do the things they
need and want to do.

Becoming a leader takes time and practice. A good meeting plan and practice will help you be more confident as a leader. Good leaders know when to ask for help and when they are ready to do things on their own. You can practice leading or running a meeting before the meeting happens.

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Break Out Room Session #1 (15 min):
(Please remember that what happens in the
breakout room stays in the breakout room.
Please respect everyone's privacy).

During this first break out room...
 Make a list of at least **3** people you would invite to your
 Person Centered Planning Meeting. Talk about **why** they
 would be good to have at your meeting.

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What to Do at the Prep Meeting #4

I'm Max!



What People Like and Admire about Me?

.

What's Important to Me?

.

Step #4

Review Your One-Page Profile

- Are there things you want to add to your one-page profile before the meeting?
- Do you want to ask people at the meeting to add things to your one-page profile?
- Do you need help getting copies to share with everyone at the meeting?

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What to Do at the Prep Meeting #5



Step #5

Talk about making people feel welcome

- Can someone help you have something to eat or drink?
- Will you give people handouts to follow along?

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What to Do at the Prep Meeting #6



Welcome



Goals



Agenda



Action Steps



Ground Rules



Enrollment



Dreams



Next Steps

Step #6

Talk about the agenda for the meeting

- What will happen at the meeting?
- Who can help everyone stay on track?

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Get Ready: Are You In Charge?

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What to Do at the Prep Meeting #7

Step #7

Talk about what you need help with to run your person centered planning meeting. Do you need help with:

- Extra time to prepare what you want to say?
- Talking about your dreams and goals?
- Making sure everyone has a turn?
- Using technology and equipment?
- Taking a break?
- Writing things down?
- Running the meeting instead of your case manager?



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Things to Think About #2

Being a leader means knowing when to ask for help and when to ask other people to help.

Asking people for help is one of the hardest things to do in life. Sometimes we don't know how to ask for help. Sometimes we are afraid of being rejected. Sometimes we are afraid of other people taking over.

But... asking for support can help other people feel needed. It is one way to show other people that they are important to you.

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Break Out Room Session 2 (15 min)

During this second break out room...

Talk about what kinds of support you might need to be part of and/or run your meeting...

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Homework

- Make a list of the people you are going to invite to your first person centered planning meeting. You will share your invitation list in next week's breakout session.

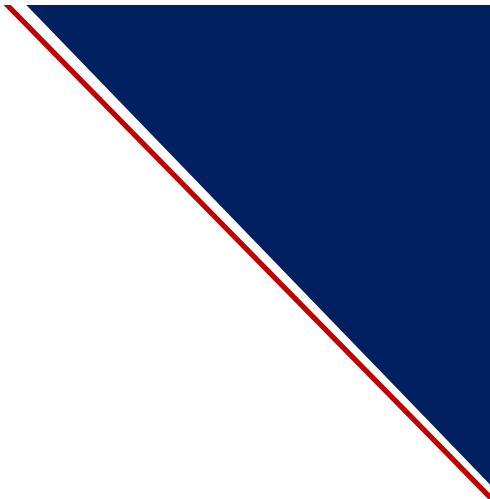


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