

IT'S YOUR MEETING



Making the most of meetings about you,
whether you are at it or not.

You need to feel comfortable in order to express yourself and make the most of your meeting or review. Use this tool to think about what you want to be discussed at the meeting and any statements you may wish to make. When you have filled it in you may wish to give it to a unit staff member to be presented and read on your behalf or if it is a meeting you are attending you may wish to read it yourself.

Day & Date of meeting:

Type of meeting:

I would like...

to be with me at the meeting

AND...I would like these people to be invited to my meeting:

I do not want these people invited to my meeting:

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The things I would like to talk about are:

Medication

Yes/No

Other treatment

Yes/No

Other parts of my Care Plan

Yes/No

Time off unit/at home

Yes/No

Review/discuss my Care Plan

Other things I would like to discuss:

I think that the best way forward is:

Please can I have someone to make basic notes
for me to have after the meeting.

☐ Yes

☐ No

I would/would not like my parents to have a copy of these notes

☐ Yes

☐ No