

Preparing for Meetings with Professionals (Things to think about)

- Ensure you know why the meeting is being held – what is the purpose of the meeting?
- What do you want to get out of the meeting, rehearse how you might ask questions, avoiding negative language
- Is there paperwork you need to read before the meeting? If you are given papers at the meeting, ask for time to read them
- Decide whether you would like someone to go to the meeting with you and ask them to take notes
- Make sure you know what the agreed action points are
- Make sure you know who is responsible for following through the action points
- Before the end of the meeting ask when the action points will be reviewed – make a date in the diary for a follow up meeting

Remember – You're the Expert!

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