

Table 25-1

Pre-Meeting Worksheet

Location: _____

Date: _____

What is purpose of the meeting? _____

Who requested the meeting? _____

Who will attend the meeting (e.g., teachers, administrators, parent, child)?

What do you want? _____

What do they want? _____

What action do you want them to take? _____

How motivated are they to give you what you want? _____

What will prevent them from giving you what you want? _____

How can you alleviate their concerns? _____

