



## Ways to offer support to staff during parent meetings:

- Leading the meeting, and inviting the keyworker to just 'give examples' or provide input at given times that you decide
- Starting off the meeting, and gently guiding the key worker through the meeting
- Helping the keyworker to 'keep time' during the meeting – eg “Ok, let's move on to looking at the developmental milestones”
- Being there in the background, and just providing input if asked by the keyworker or parent
- Sharing the meeting – taking equal part, and having discussed beforehand who will say what
- Doing everything, and giving the keyworker one or two things to say only, which you agree in advance.
- Take a back seat, but provide examples and input when relevant
- Start off by modelling, and slowly let the keyworker take over