**Tool: Lead your Person-Centered Planning Meeting**

**Instructions:** Use this Tool to lead your meeting. Fill in the spaces provided. Ask your team to help you during your meeting.

1. Introduce yourself and state the purpose of the meeting.

You say: “My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Welcome to my meeting to help me plan to get a job”.

1. Ask everyone to introduce themselves.

You say: “Will everyone introduce yourself”. Look at everyone as they tell their name and what they do.

1. Review past goals by sharing the goals you worked on during the last year.

You say: “I worked on the following goals”. Then state your goals.

1. Ask for feedback.

You say: “Does anyone have any feedback about my progress”?

1. Listen to what your team members say. Ask questions if you do not understand.
2. Tell your team what jobs and careers you are interested in working.

You say: “I like jobs in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ fill in the blank with jobs you like or think you will like”.

1. Tell your team what goals you have.

You say: “I want to work in the community in a job doing (\_\_\_\_\_\_\_\_\_\_\_ say the kinds of jobs you want)”.

1. Ask your team how they can help you.

You say: “How can you help me find a job”.

1. Ask questions when you do not understand.
2. Thank everyone for coming to your meeting.

You say: “Thank you for coming to my meeting to help me find a job”.