

## **TRAINER TIP SHEETS**

### **PURPOSE AND STEPS OF FAMILY TEAM MEETINGS**

1. Review the basic purpose and steps of family team meetings using the following SLIDES. Distribute Steps for a Family Team Meeting HANDOUT.
2. Facilitate role play of a Family Team Meeting in the large group. Ask the group to identify the persons who should be included in a Family Team Meeting for the Smith Family. Write these on a flip chart. Then ask for volunteers for each of these persons and the Smith Family members. Ask the group to identify the purpose of the Family Team Meeting and write this on the flip chart. Have the group begin the role play and supervisors provide any necessary coaching.
3. Discuss any barriers and successes that supervisors and workers have experienced in facilitating Family Team Meetings.

## IMPLEMENTATION STRATEGIES

- Review basic concepts of Day 3 modules of training. Have supervisors report what they learned or remember from the day. This review should include the following:
  - Stages of Readiness for Change
  - CQA-Case Plan Correspondence
  - Family and Individual Level Objectives
  - Cycle of Risk
  - Prevention Plans
  - Purpose of Family Team Meetings
  - Format for Family Team Meetings
  - Considerations in Case Planning for Special Cases
- Distribute the following Implementation Strategy Worksheets for each module: Case Planning, Family Team Meetings, Case Planning with Special Cases.
- Explain the purpose of developing implementation strategies at the end of each day of training. Training covers a significant amount of material. Some material is new; other material is familiar and already being used in practice. In order to maximize transfer of new information and skills to practice, we need to develop specific plans for this implementation. This implementation may simply be a continuation of existing practices that reflect the use of training information or skills (solution-focused). There are many things supervisors and teams are already doing right—the strategy is to do more of this!
- Explain the components of the implementation strategies:
  - Goal
    - How you want to perform in a specific area
  - Strategy
    - May include specific tasks to be completed
  - Persons Involved
    - Includes supervisor, team members, administrators, clients and others
  - Target Date
    - When you are going to measure this goal for progress

**Ask for volunteers to share at least one Implementation Strategy with the group.**