| **Welcome & Overview** | |
| --- | --- |
| Flipchart%201  Say%201 | Meeting Map  Introduce the meeting map which captures a wealth of information visually. Refer to the Meeting Map Graphic on pinboard when delivering an overview, assigning roles and setting expectations for the day. .  Clearly explain the Purpose, Agenda, Roles & Rules.  **Purpose**  To gain confidence in using the person centred thinking tools & to move towards increasing the choice & control people we support have in their lives.  **Overview of Agenda**  We have a packed agenda with opportunity for personal reflection and practice. As you can see from our meeting map we will be looking at how person centred planning and thinking have grown and evolved over the years, we will work through a number of exercises. Over these 2 days you will be introduced to practical information & exercises that you can take away, share with your colleagues & begin to use straightaway. The days will be mostly about you doing exercises together.    Tell people how the training will progress. Points to make –   * You will give them an overview * They will practice some of skills today and some tomorrow * There will some repetition that is intentional and important in building a foundation. * Today’s work will be done in small groups * Tomorrow’s work will be done mostly in pairs   Explain what the issues sheet is used for. The  participants will know what their issues are in reality in their  areas - and so as not to lose them we need to get them on  the issues sheet to enable us to bring them together  nationally and think about how we can overcome these barriers. |
| Say%201 | **Assigning Roles**  To ensure that we have a good training experience I would like us to share ownership and responsibility for our learning today and tomorrow. So with that I’d like to ask for some volunteers to take on various roles.  **Facilitator**: I will be your facilitator today and tomorrow  **Recorder:** Occasionally throughout the training we may want to record the work of the entire group on a flip chart. Someone who can write on a flip chart legibly.  *(When you have identified this volunteer, invite them to the front of the room to record the other names onto the training map)*  **Timekeeper:** I’d like a volunteer who will partner with me to keep me on track so that we can keep to our start and ending times. This person needs to be able to see a clock or watch and must feel OK to interrupt me.. you have permission to do so.  *(Once you identify your timekeeper, please let that person know how you want to be supported i.e., a shout out every 15 minutes, or give them a timed agenda and ask them to flag you at 5 minutes before the ending time of each section)*  **Hospitality:** Is there someone in the room who can help us with our personal comfort needs, such as…need more hot water for tea, or the air conditioning is a bit frosty, can we turn it down? This person might also help us with any lunchtime instructions, etc.  **Other Roles?** |
| Say%201 | **Ground Rules**  How do we want to work together and be supported so that we can have an optimal learning experience? Some of my requests and expectations are   . Giving each other good attention & listening well to each other.   Arrive in the morning and return from breaks on time. If something prevents you from doing this please know that we will start without you   Misery is optional!   Mobile phones turned off or on silent. Please step out of the room if you must take a call.   No such thing as a silly question   No jargon   Only share what you are comfortable with   Give what you can, take what you need  *Ask the group to add to this list and have the Recorder write on the flip chart.)* |