



Safe Babies
A Program of ZERO TO THREE

Meeting Prep Sheet

The following is a sample template prepared by the National Resource Center Parent Leaders as a potential resource to utilize in preparing for attending meeting spaces as a part of your leadership role.

What type of meeting is this/goal of the meeting?

Purpose/Goal:

Who invited you into the meeting space?

Ask them to identify the role you envision for the parent leader in the presentation/meeting.

Who will be available to prep, debrief, and be a point of contact in the meeting space?

What agencies do individuals represent?

Reflect on what experience I (or others I have supported) have with the agencies. Prepare notes/talking points to those areas to be prepared to speak on.

Reflection:

What do I know going into this space?

Who is the audience?

Relevant background about the meeting or workgroup that may be helpful:

Other Notes:

Additional Considerations:

Request and review the meeting participant list.

Request notes from any previous sessions or meetings and request the history/origin or purpose of the meeting, including examples of work that has already come out of that meeting.

Request a prep space to go over the agenda, especially if there are areas that you are being asked to speak on.



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Early connections last a lifetime