



## Top tips for brilliant meetings with young people

How to make meetings  
more accessible for everyone





These top tips have been developed from a young person's experiences of meetings.

This is a note from the author:

Here are some suggestions that would help my meetings be more accessible but of course everyone is different, so you will need to check with each person.





## BEFORE THE MEETING



I would love to be invited to help plan the meeting



Can I choose a room I am comfortable with or at least see the room beforehand? Will there be a difficult place to walk through to reach the meeting room?



It would help if I can talk to my teachers beforehand about the things that are working/things I am struggling with



I would like to hear comments from the teachers and other practitioners during my meeting



Please check with me how I would like to be referred to: name, pronouns etc



Ask me what it would be hard to talk about in the meeting- check what could trigger difficult emotions or response



If you need to talk about something difficult, discuss it with me beforehand and ask if I would like to leave the room at that point



Please remind me that I can ask questions



Please reassure me that it is fine to leave when I want to, without having to ask permission



I may like to make biscuits or bring snacks in advance to share in the meeting.



I may choose to make invitations to invite people to my meeting



## DURING THE MEETING



It is easier if I am in the room first, so I don't have to walk into a room full of people



I like to use fidget toys. Please offer these or soft blankets, sensory items, favourite toy to distract from the intensity of the meeting



Have a drink and snack at the meeting that the I like



Offer drinks and snacks to everyone. I may like to offer the snacks to others myself



I like to be on my phone while others are talking at a meeting. This isn't being rude, this is to cope with the demand of people looking at me



If there are people in the meeting I don't know, please ask them to introduce themselves and share something of a common interest- eg for me it is to talk about pets



I would like to see any paperwork before the meeting



Please LISTEN to each young person



If you are unable to do something, please explain this, don't just gloss over it



Don't over promise



## AT THE END OF THE MEETING



Explain what has been decided



Explain what will happen next



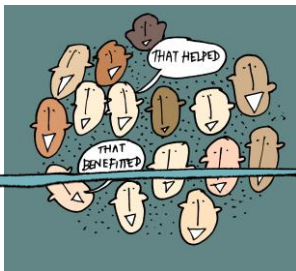
Explain what will be followed up later



Please reassure me that it was ok to share my views



Book a time with me after the meeting to look at the notes and decisions before they are sent to other people



We would love to hear how this has helped.

Contact Alice: [alice.mccoll@ndti.org.uk](mailto:alice.mccoll@ndti.org.uk)



More information can be found at

Time To Talk Next Steps <https://www.ndti.org.uk/projects/time-to-talk-next-steps>

Preparing for Adulthood: <https://www.preparingforadulthood.org.uk>

NDTi <https://www.ndti.org.uk>