



#### **BEING HEARD**

Ask the speaker to "slow down" or "speak up".

Raise your hand to get the attention of the facilitator.

Ask someone sitting near you to help make sure you are seen, when you raise your hand or want to talk.

Be assertive: bring something up that you think is important.

Ask the meeting speaker to change how they are explaining something or use words that are more "consumer friendly".

# **Facilitation Tips**



#### WAYS TO STAY ALERT

Drink coffee.

Eat light.

SCOD

Move around in your seat or the room.

Go to a cool room or area if the room is hot. Leave the meeting for break.

### **GENERAL TIPS**

Take time to prepare before the meeting.

Remember what you read or reviewed.

Ask the leaders to give a general overview and some important words and definitions that will be used a lot.

Ask speakers to explain acronyms.



## My Support Plan

