

Transition Meeting Sequence

- Introduce yourself and invite everyone to introduce themselves.
- Thank everyone for coming.
- State the purpose of the meeting: to discuss your goals and write an action plan.
- Tell everyone your goals for the future after completing high school, including: career, training or education, transportation, living arrangements or other issues.
- Tell everyone what you need to do to accomplish your goals.
- Seek assistance from members of the meeting when needed.
- Listen carefully and ask people to clarify and explain themselves when needed.
- Ask for agreement from group members.
- Ask for commitment from those who can help you.
- Get signatures on your plan.

Great job!!

MEETING CRITIQUE SHEET

Statement	Rating			
	<i>Very Effective</i>	<i>Effective</i>	<i>Somewhat Effective</i>	<i>Not Effective</i>
1. How effective was this meeting overall?	4	3	2	1
2. How effectively did the student make introductions & thank the group for coming to the meeting?	4	3	2	1
3. How effectively did the student state his/her goals?	4	3	2	1
4. How effectively did the student state his/her needs for accomplishing the goals?	4	3	2	1
5. How effectively did the student ask for assistance from members of the meeting?	4	3	2	1
6. How effectively did the student check his/her plan for clarification and get agreement?	4	3	2	1
7. How effectively did the student ask for commitment and get signatures on the plan?	4	3	2	1
8. How effectively did the student get what he/she wanted in order to accomplish his/her goals?	4	3	2	1

Total Score: _____

To score: add the points together by giving the following score to each box you checked: (Possible points = 40) If the score is 30 or above you are doing very well and will have a successful meeting. If your score is between 20 and 29, you need to look at any areas that had low scores and work on these. If your score is between 1 and 19 you need to work with your advocate or teacher to improve your skills.