

Tips for Holding a Family Meeting

- 1 Involve everyone who is concerned and affected by caregiving decisions, including the person with dementia, if appropriate.
- 2 Include less supportive family members - it may help get their support.
- 3 Call distant relatives to get their input and keep them informed to make them feel part of decision-making.
- 4 Consider having two meetings. One without the person with the disease to identify feelings and concerns, determine information needed and discuss responsibilities; and another one to involve them in looking at options and making decisions.
- 5 Ask family members to list their concerns and tasks that they are willing to do and bring this information to the meeting.
- 6 Hold the meeting in a neutral setting.
- 7 Focus on current concerns - not other issues or past conflicts.
- 8 Give everyone an opportunity to express feelings, voice preferences and offer suggestions without being put down.
- 9 Identify what each person can do and encourage them to be honest about their limitations.
- 10 Make a written plan of what each person will do and when it will be done but keep it flexible. This will ensure tasks are completed and prevent later disagreements.
- 11 If family conflicts or hidden resentments are likely to prevent rational discussion and decision-making use a professional facilitator.