

# Family Envisioning Meeting (FEM) Checklist

You may refer to the following checklist to ensure that each step of FEM has been carefully considered and checked off.

STEP	DETAILS	CHECK
Make Everyone Feel Welcome (5 mins)	<ul style="list-style-type: none"> <li>• Venue is set up as agreed upon by the student.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ask participants to introduce themselves.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Ground rules are established and agreed on.</li> </ul>	
Understanding & Celebrating the Student (20 mins)	<ul style="list-style-type: none"> <li>• Ask everyone, <b>including the student</b>, to contribute to the flipcharts</li> </ul>	
What is Working and What is Not Working (15 mins)	<ul style="list-style-type: none"> <li>• Discuss What is Working and What is Not Working in the life planning areas.</li> </ul>	
Developing Goals (30 mins)	<b>Identifying Priority Areas (Step 1)</b> <ul style="list-style-type: none"> <li>• Ask everyone (with 3 stickers) to place the stickers on the Post-its (on either Aspirations, What's Working or What's Not Working) that resonate most with them.</li> </ul>	
	<b>Developing Goals and Checking Them (Steps 2 and 3)</b> <ul style="list-style-type: none"> <li>• Focus on highly voted Post-its and develop them into aspirational goals.</li> </ul>	
Developing Actions (20 mins)	<ul style="list-style-type: none"> <li>• Use the Support Sequence to brainstorm and determine actions to be taken to achieve the goals.</li> </ul>	

