



Here's a breakdown of how to run an early help meeting:

1. Preparation and Planning:

- **Purpose:**
Clearly define the reason for the meeting and its goals, ensuring it aligns with the individual's or family's needs.
- **Participants:**
Invite relevant individuals, including the person or family experiencing difficulties, professionals involved (e.g., health worker, social worker), and any other support people.
- **Location and Time:**
Choose a comfortable, neutral location and time that accommodates all participants.
- **Agenda:**
Develop an agenda that outlines the key areas to be discussed, including introductions, identifying strengths and needs, brainstorming solutions, and creating a support plan.
- **Resources:**
Gather any relevant information, such as previous assessments or reports, and have access to resources that can provide support.

2. Conducting the Meeting:

- **Welcome and Introductions:**
Start with a welcoming tone and allow participants to introduce themselves and their roles.
- **Identifying Strengths and Needs:**
Focus on the individual's or family's strengths and capabilities, and explore the specific areas where support is needed.
- **Planning:**
Work together to identify potential solutions and interventions, considering the individual's or family's preferences and resources.

- **Creating a Support/Action Plan:**

Develop a clear and specific support plan that outlines the steps to be taken, who is responsible for what, and how progress will be monitored.

- **Review and Agreement:**

Review the support plan with all participants, ensuring everyone is in agreement and understands their roles and responsibilities.

3. Follow-up and Monitoring:

- **Regular Check-ins:** Schedule follow-up meetings to monitor progress this could be between 6-8 weeks, make adjustments to the support plan as needed, and ensure the individual or family is receiving the appropriate support.
- **Documentation:** Keep a record of the meeting, the support plan, and any changes made.
- **Evaluation:** Evaluate the effectiveness of the early help interventions and make adjustments to improve outcomes.