

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
Introduction (5 mins)	• Venue is set up as agreed upon by the student.	
	• Ask participants to introduce themselves.	
	• Ground rules are established and agreed on.	
Eliciting Contributions from Everyone (20 mins)	• Ask everyone, including the student, to contribute to the flipcharts	
Discussing What's Working and What's Not Working (15 mins)	• Discuss What's Working and What's Not Working in the life planning areas.	
Using the Outcome Sequence (30 mins)	Identifying Priority Areas (Outcome Sequence Step 1) <ul style="list-style-type: none">• 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.	
	Developing Goals and Checking Them (Outcome Sequence Steps 2-3) <ul style="list-style-type: none">• Focus on highly voted Post-its and develop them into aspirational goals.	
Using the Support Sequence to Determine Actions (20 mins)	• Use the Support Sequence to brainstorm and determine actions to be taken to achieve the goals.	

