**Preparation  
The facilitator has:**

* Has organized the room in which to hold the review and it has the space needed to create a comfortable meeting environment?
* The chairs are set up in a circle or semi-circle
* There is music?
* Made arrangements to have refreshments of the person’s choice present
* There are other things to personalize the process? E.g. photos, pictures
* Are all the sheets accessible for all?
* The sheets are posted up; with the action plan specifying Who, What and When.
* The sheet with the *Working / Not Working* is sheet is big enough with all the perspectives?
* Has the agreements for conversation and or ground rules posted
* There enough pens and they work
* Consulted with the focus person on how they will be supported and whether the family will need support
* Knows what information the person wants to share and may not want to share and ensures this is honored in the process
* Is clear on the time available for the review

**The Review: Welcome – Opening Round, Like and Admire  
The facilitator has:**

* Welcomed everyone present including the focus person
* Everyone signs in
* Everyone introduces themselves
* Asks the circle of support to share their relationship with the person and what they like and admire about them
* Explains the process and their role
* Checks with the group to ensure they have what they need to participate
* Asked the focus person if they have a one-page profile is it being used in the review and or the information in the review is being used to enhance or develop a one-page profile

**The Review: Explanation of the PC Review Headings**

**The facilitator has:**

* Shares the purpose of the review
* Reviewed the PC Review headings of the meeting and describes how the process works to others
* Explains Important to/for now and in the future clearly
* Reviews and develops as needed the agreements for conversation/ground rules and seeks agreement from the group
* Checks in on progress and or actions from the previous meetings
* Clearly states what the focus person is comfortable or not comfortable sharing

**The Review: During the Review- Gathering information  
The facilitator has:**

* Encouraged and supported members to write up their thoughts and ideas in full sentences so that information has context after the review
* Graphics or photos or videos are used if appropriate and desired to demonstrate what is Important TO and FOR the focus person or help them understand what is written
* Does the facilitator regularly check understanding / involvement of the focus person?
* Working with or ensuring that the focus person is being supported to add their information on the sheets with words, photos or pictures in a way that is comfortable for them
* Observing how the circle of support is supporting the focus person to remain engaged; providing the circle of support prompting to keep the focus person engaged and contributing as they are able
* If participant/s are becoming distracted the facilitator is working to keep them focused on the process and the person
* Ensuring that the focus person’s needs are being addressed *( i.e are they getting bored, disengaged or agitated, hungry etc)*
* Observing the environment and picking on any cues that may suggest that the focus person may need a break and honoring what is needed by the focus person

*If the focus person is no longer able to remain engaged or they wish to leave the review the facilitator can with the team renegotiate the meeting; whether it needs to end and resume on another day or whether it can be continued and the information is reviewed with the person later, etc.*

* Offering a break and or honoring the break time

**The Review: Reviewing the Information  
The facilitator has:**

* Makes an effort to ensure the person and family understands what has been written
* Read and acknowledged the like and admire comments either in the beginning or during the review
* Reviews the information gathered and checks in with the group to encourage contribution and seeks needed clarification
* Identifies important priorities and themes in the focus person’s life
* Working Not Working sort:
  + The things that are working well are being celebrated
  + The facilitator is checking in to see if what is shared in the Working not Working is reflective of what is Important TO and FOR the person and provides them with the support desired
  + Knows how to use multi dot voting to prioritize items for discussion
  + Identifies what needs to change and what needs to stay the same from the Working not Working sort
* Questions and or issues are being addressed and resolved
* Items that may not be covered in the review are given next steps to address
* Can manage conflict constructively and works to prevent one person to dominate the conversation
* Keeps things moving and asks good questions rather than coming up with all the answers
* Is gently pushing the boundaries around creativity and possible and positive and use blue sky if needed

**The Review: Action Planning  
The facilitator has:**

* Makes sure they discuss and agree on good person-centered outcomes that honor what is Important TO and FOR the focus person now and in the future
* Ensures the person agrees with the outcomes
* Develops SMART action steps; clear time lines and assigns a person to be responsible for each action and agree to a reasonable date of completion
* Has a plan to add to or develop a one-page profile for the focus person

**The Review: Wrap Up  
The facilitator has:**

* Conducts a closing round
* Asks the group to identify a designated person to type up the review and determines a date of completion
* Agree to a date to review the action plan and someone is responsible for convening the group

**General reflections/Insights:**

* What did I notice the facilitator doing well?
* What could have been done differently by the facilitator?
* What areas do I think I am able to facilitate based on my own gifts and skills?
* What areas would I like to build further confidence around?