

# TURNING ANXIETY INTO CONFIDENCE

## Supporting me in a meeting about me

**TELL ME WHAT WILL HAPPEN**  
**WHY** we are having the meeting;  
**WHAT** we will be talking about;  
**WHO** will be there;  
**WHEN** the meeting will take place

Tell me in **ADVANCE**  
what **QUESTIONS**  
you will ask and help  
me plan what I want  
to say



Create a **NICE**  
**ATMOSPHERE**  
with drinks, snacks  
and a comfortable  
meeting space



Talk about  
**POSITIVE** things;  
my **STRENGTHS**,  
**SUCCESSES**  
and  
**INTERESTS**



**LISTEN** to  
my views



Help me to feel  
**RELAXED**



Help me to **UNDERSTAND**:  
Explain things **CLEARLY**;  
**REPEAT** questions;  
Check I **UNDERSTAND**

Ask me **WHO** I  
want to  
**INVITE**



Give me **TIME**  
to answer  
questions



Help me  
**SHARE** my  
views

