

A GUIDE TO THE STEPS OF AN ICEBREAKER MEETING

The Icebreaker Meeting Agenda

The meeting agenda is an important document but it should not be overly complex. A simple agenda should include an outline that allows for the sharing of information, keep the meeting on track, and help to manage time. An agenda will also help provide consistency in meetings and ensure the Icebreaker is informal, comfortable, and non-threatening. The agenda should include the following types of activities:

- **Introductions** (go around the table and introduce themselves)

- **State the purpose of the meeting**
 - To share important information about a child
 - To be the first step in building a relationship between the child's birth parents and the new caregivers.

- **The foster parents share information about themselves and their home**
 - Example: share commitment to working with birth parent, how the child is doing in their home, assure parents they are not trying to take their place, when did they become foster parents, why did they become foster parents, how many other adults and children live in their home, do they have pets, what are the rules in the home, what does a day in their home look like, etc.

- **The birth parent shares information about the child**
 - This is the time where the questionnaire, *All About Me, All About My Child* are discussed.
 - Example: special needs, medical, dental and educational needs, food preference, religious traditions or affiliations, extra-curricular activities, bedtime and routines, school or neighborhood friends, behaviors, fears, anxieties, hair care, how to comfort the child, etc.

- **The child has an opportunity to ask questions or contribute information important to him or her.**

- **The caseworker shares guidelines around visitation and helps coordinate next steps for visit or other contact**

