

Have meaningful discussions

Youth-friendly meeting checklist

	Be flexible when choosing a time to meet. Youth have other responsibilities and regular business hours may make it difficult for them to come to a meeting.
	Don't put youth on the spot. They will contribute if they feel comfortable.
	Be clear of the expectations you may have for the youth when inviting them to a meeting. They may not know how or what to contribute (i.e. "we want your ideas and opinions about the meeting's subject matter").
	Give the youth materials on the department and their objectives. In addition, provide information on typical meeting procedures and time lines. Make sure that the document is a small document and easy to read.
	Be a good role model at meetings – come prepared, read expected material, be professional.
	Avoid using jargon and acronyms in a meeting. If you do, make sure you explain.
	Provide short breaks during a meeting.
	Consider providing food and transportation support (i.e. bus tickets).
	Ensure your goals and/or objectives of the meeting are developed with young people.
	Keep meetings action-oriented. Short-term goals work better.
	Create a supportive environment for youth and invite more than one youth to participate.
	Don't be too formal in the meetings and provide an opportunity for informal discussions and interactions.
	Have one or more specific adult as a contact for youth to talk to about any problems with logistics, feeling uncomfortable, etc.
	Make sure youth understand that they have a right to challenge and their opinions are as important as adults.
	Include youth in the decision-making process and avoid having key decisions made when youth are not present. Nothing for youth – without youth.
	Celebrate small successes and try to have fun.