**Individual Meeting Agenda Form**

1. What would you like to be working on in your individual meeting? Why is that important at this time?

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2. What specifically would you like to be able to do better, start doing, or stop doing?

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3. What solutions have you tried so far? What worked well? What did not work well?  Why do you say that?

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4. What outcome(s) or result(s) would help you feel you have achieved your goals? (Please be as specific as possible)

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**THANK YOU!**

**Individual Meetings Guidelines**

**Purpose**

Individual Meetings are for the purpose of problem-solving, skill refinement, and addressing obstacles in a one-to-one, focused format. Engagement Option One members receive two Individual Meetings per six-month membership period and may purchase additional Individual Meetings at Step to Center’s discounted member rate. Engagement Option Two members may also purchase Individual Meetings at Step to Center’s discounted member rate.

Members create the agenda for each meeting using the Agenda Form. To schedule an Individual Meeting, a member must email a completed Agenda Form to [vault@steptocenter.com](mailto:vault@steptocenter.com). Upon receipt, Step to Center will send the member a link to schedule the Individual Meeting.

**Scheduling**

An Individual Meeting runs 45 minutes. When scheduling a meeting, a member will elect to conduct the meeting by telephone or video conference. The scheduling calendar will indicate each staff member’s availability. While Step to Center will do its best to accommodate requests, Step to Center cannot guarantee a particular staff member’s availability.

Step to Center encourages all members to take advantage of Individual Meetings. Members may choose to schedule Individual Meetings as issues arise or in advance. As you consider reserving these, please keep in mind that Individual Meeting time slots may be limited toward the end of each six-month membership period.

You may cancel an individual meeting by emailing [vault@steptocenter.com](mailto:vault@steptocenter.com) at least 48 hours in advance of your scheduled meeting time.

Engagement Option One members receive two Individual Meetings per six-month membership period. Individual Meetings not utilized during a six-month period do NOT carry over to the next 6-month membership cycle.