

Tips for communicating in the PCRP meeting



1: Set ground rules

Ask someone on your team to set some ground rules at the beginning of the meeting (e.g., remind everyone to listen carefully and make space for each others' voices).



2: Set the agenda

Ask that the meeting start with introductions and a review of the agenda and purpose for gathering.



3: Repeat words

During the meeting, it may help to repeat back in your own words what the other person said to be sure you are on the same page.



4: Write it down

If your team gets “stuck” on something, you can write it down and set it aside to talk about later.



5: Communicate

Be clear about what you want by using “I” statements (e.g., “I want to learn more about the medication before I agree to try it”).



6: Stay calm

Try to keep your cool, even if things get tense. You don't have to agree with everything your team suggests, but people are more likely to hear you out if you stay calm and speak your mind.



7: Get support

Keep in mind that people are there because they care and want to help you. This makes it easier to work together as a team.