Silver Path Consulting
Guidance for Seniors and Their Loved Ones

Family Caregiving Meeting Guidelines

A structured guide for families navigating care decisions together

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Families who approach caregiving conversations with structure tend to navigate the journey with greater clarity, fewer misunderstandings, and stronger relationships. Use this guide whether you are meeting for the first time or revisiting decisions as circumstances change.

Meeting Logistics

Meeting Facilitator

Consider who is best suited to lead the meeting:

- Someone who can remain neutral and manage emotions effectively
- The primary caregiver or another respected family member
- A professional for complex or particularly difficult situations

The facilitator's responsibilities include:

- Guiding the conversation through agenda items
- Ensuring all participants have an opportunity to speak
- Keeping discussion focused and within agreed time limits
- Acknowledging emotions while moving toward practical solutions

Location & Timing

Choose a comfortable, private location:

- Family home, if it is neutral ground for all participants
- A healthcare facility's family room or a community center

Timing considerations:

- Schedule when the most important participants can attend
- Plan for 60 to 90 minutes per meeting
- If your loved one will participate, choose a time when they are most alert
- Allow additional time if discussing particularly difficult topics

Meeting Format

- In-person is strongly recommended for an initial meeting
- Include video call options for geographically distant family members
- Document decisions for those unable to attend
- Have materials available: notepad, calendar, relevant medical and financial documents

Before the Meeting Begins

Establish a few shared principles at the outset:

- Participants take turns speaking and avoid interrupting one another
- All reasonable perspectives and feelings are valid
- The focus is on solutions, not blame
- Everyone is honest about their own limitations and capacity to contribute
- Each person's ability to help will look different, and that is understood

This guide is provided for informational purposes. For complex family situations, consider engaging a professional.