

## Planning Conversation Tips

- Ask for an interpreter where needed
- Take someone with you
- Be prepared – know what you want to talk about and have any supporting documents that you think you will need
- Be confident and assertive about what is important for you
- The NDIS representative will ask useful and helpful questions to help guide your conversation
- Ask questions if there is something you don't understand
- Focus on the positives for you and what you want your life to be like
- Take time during the conversation to pause, reflect on what you have already covered and refocus on what else it is important for you to say
- At the end of the conversation ask the planner to read your participant statement and plan back to you so you can check that core areas have been covered and there is shared understanding around key issues (if needed you could ask for a copy to be emailed...)
- Ask for another meeting or an alternative way of having the conversation if there are difficulties
- If you have forgotten something important email or ring back as soon as you can so changes can be made before your plan is approved
- If your circumstances change you can ask for an earlier review of your plan