

# SECTION 2

## Client/Advocate Pre-Meeting Planning Form

### Client Concerns

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### Advocate Concerns

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It is important to meet with your client prior to any occasion where you will be providing interpretation and advocacy. Switching between roles is very difficult. In order to be as effective as possible, it is critical that you plan in advance. The focus of this meeting is to clarify concerns and help the person receiving service prepare to take the lead as much as possible. This will reduce your need to speak for your client and increase their capacity to advocate for themselves.

1. Review the role of an interpreter with your client. Discuss the impact of quality interpretation on their ability to be seen as an empowered person in control of their life. For example, in a parent-teacher conference a teacher should make a primary connection with the parent, not the interpreter.
2. Review the role of an advocate with your client. Discuss the importance of developing the skills for self-advocacy.
3. Review the purpose of the meeting. Ask your client what their concerns and expectations are. Share your concerns and expectations.

