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Hospital logo



Collaborative Agenda Setting example questions

This approach and these questions work well with the Focus Form (insert link) as the person presents at the appointment prepared. However this approach is also effective on its own. The question 'What is going well?' Identifies the assets they have in managing their condition, helps build confidence and a sense of control in self management.

Explore the agenda

Introduce yourself and recap the reason they are there, then ask;

- **What would you like to talk about in your appointment?**
- **Anything else?**
- **What is going well?**
- **What are you hoping out of today's appointment?**

Reflect back

Use their language to show you have heard and ensure there is no misunderstanding. If there is a list ask them which are the three most important to them.

Set the agenda for the appointment

Using the issues they have raised and your clinical reasoning set a collaborative agenda that is achievable within appointment.

For example;

"I hear you said work is the most important issue for you today, I can give you some information and contact details to discuss that with someone who may be able to advise, you also mentioned that you have developed a rash since starting your medication, is it ok if we explore that first?"

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