

Working Alliance Template: The Supervisor-Supervisee first meeting

We can use these questions as a guide for discussion at the pre/first meeting

1. Purpose of supervision – what are your aims? Is there anything specific that I need to know about your past experience or current goals?
2. What have you done so far in your training/profession– (e.g., experiences in placement/workplace to date, clinical presentations) – describe how you currently work in your role as a clinician/counsellor
3. What style of supervision have you had to date - what has worked/not worked
4. What is your preferred learning style (e.g. readings, discussion, practice, visual learner, role play etc.,)
5. Training goals for this placement/contract – ‘By the end of this period I would like....
6. What are the expectations of both the supervisor (and supervisee)
7. Practical issues – timing, venue, case review, fees, etc.
8. Use of reflective practice – experience of and how it will be used in supervision
9. How will clinical competencies be integrated into our supervision (both supervisor and supervisee to consider)?
10. Record keeping and report writing – both supervisor and supervisee roles/tasks
11. What are the areas of strengths and need (areas for development) that the supervisee needs to consider as supervision goals and for contract setting (can be separate session)
12. Discuss the use of a diary – formalised note keeping of supervision
13. Discuss any specific requirements - extra information that needs to be discussed
14. Discuss evaluation processes – be clear about processes
15. Discuss ways to monitor progress (how issues, cases will be presented)
16. Establishing learning goals, the contract
17. Determine possible review dates and evaluation processes
18. Other questions?