

Structuring a Staff Supervision Session

Stages and Tasks	Notes
Before the Supervision Session	
<ul style="list-style-type: none"> • Complete tasks from the previous session/s. • Organise required resources for example, notes, copy of policy, newsletter/article. • Prepare a preliminary agenda, with input from the person being supervised. 	
During the Supervision Session	
<ul style="list-style-type: none"> • Review the last session, including agreements and tasks. • Set a joint agenda, including items for discussion, ordering of the items and time allocated to each item. • Discuss items. • Standard items may include: ‘case discussions’, administrative issues, current crises, workload, workers feelings, needs and responses to work, team issues. • Other items may include: work practices, staff development, special projects. • The discussion process may involve information sharing, problem solving and critical reflection. • Review the content and process of supervision by summarising what was discussed, and the process of how it was discussed, and outline tasks to be carried out before the next session. • Discuss possible agenda items for the next supervision session. • Close and confirm the next supervision session and time. 	
After the Supervision Session	
<ul style="list-style-type: none"> • Write summary notes. • Undertake required follow-up work. 	