Professional Supervision

My approach with Professional Supervision is to carefully listen to what you want to achieve, especially in the first session, and to allow plenty of time for us to get to know each other. There is also plenty of time for questions about the process.

I make sure that the level of confidentiality is clear and agreed.

You are encouraged to set some clear professional and personal goals, in the form of a written learning contract following the initial session. These should relate to their specific job, professional practice and learning development, but might also relate to their broader life and career goals. These act as a back-drop for your individual supervision sessions.

Model & Practice

During the initial session it is clarified whether anyone else will have access to any of the information arising from the process. This is sometimes required where organisations are contracting for Supervision or professional bodies require verification of the process being undertaken. The nature of the information to be communicated with other parties will always be agreed with the supervisee prior to any communication occurring.

Within each session I will always open with a general question inquiring how you are, and how you would like to use the time within your session. Sometimes the nature of response in this introduction guides how the time needs to be spent but otherwise it is a quick way of checking your general mood and needs for the session.

Near the beginning of each session I will remind you of the set of actions that were agreed at the end of the previous supervision session and/or the summary of the key topics that were covered. This acts as a prompt to revisit the actions for a progress update, or to comment on how the discussion topic has been used since the last session.

Once the approximate agenda and the order of the items to discuss has been agreed, I will utilise an active, deep listening mode while you talk through your issues. I will ask clarifying questions and probe if more information is needed to properly understand what is being communicated. A summary is provided at key points regarding what is being heard to test understanding and refocus discussion.
Once all the information is clear, some observations are made or additional questions are asked about possible approaches or actions that we might make. Sometimes suggestions

will be made regarding a resource, an introduction to a person or a suggestion about an exercise that might be useful. Quite often a reflective question might arise. Occasionally an observation is provided about what I hear you say, or not say, or your emotional response to an issue. This might include reflection on previous actions or comments from earlier sessions.

I remain open to conversations that move in the direction of reflection about your actions and behaviours, as well as responses to situations and the insights that you might be gaining about these, including implications for your future professional practice. I am seeking movement wherever possible in the direction of transformational learning. Opportunities for you to reflect on experiences, changes of thought, belief and behaviour are encouraged.

I will take responsibility for managing the time and ensuring that the agreed issues have time to be explored as well as drawing conversations to a conclusion at appropriate points. Towards the end of each session I will draw attention to this and ask the client to form some agreed Actions for them to work on between sessions. These are recorded by me on a Remarkable electronic slate device along with other prompting comments that enable capacity to recall the conversations.

Although you also can keep track of these actions, I will sometimes forward a PDF copy of my record[1] on request.

[1] Copies of the notes from the sessions are backed up on the Remarkable App and may be transferred to a file on my computer under the supervisee's name.   These records are maintained on a confidential basis, password protected home computer in a home office. Records will be destroyed following a period of 5 years after the supervision has ceased. Arrangements to destroy all of these records as part of winding up WJQuinn Consulting have been made including upon death of the Supervisor.