

Supervision Preparation Checklist

Before Your Supervision Session

Use this checklist to prepare effectively for your supervision session and maximize the value of your time together.

Pre-Session Review

- Review goals and action items from last supervision
 - Identify progress made and barriers encountered
 - Compile notes and documentation from the past period
 - Prepare materials that need review and signature
 - Check in with my emotional and mental state
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Case Selection & Preparation

- Select 1-3 cases for discussion (prioritize challenges)
 - Prepare background and identify specific concerns
 - Clarify what feedback or guidance I'm seeking
 - Note areas of hesitation or uncertainty in my approach
 - Reflect on countertransference or personal reactions
 - Consider ethical concerns or boundary questions
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Focus Areas for This Session

- Skills or techniques I want to develop
 - Professional development topics to explore
 - Self-care and burnout prevention needs
 - Successes, joys, and frustrations to process
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Key Questions & Goals

Primary questions for this session:

- 1.
- 2.
- 3.

Session goals:

Materials to Bring

- Clinical notes and documentation requiring signature
 - Assessment tools, treatment plans, or case materials
 - Previous supervision notes
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Post-Supervision

- Document key insights and action items
 - Update case notes with supervisor feedback
 - Schedule time to implement new strategies
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Notes:

Date: _____ **Supervisor:**

Session Focus: