**Supervision Tip Sheet**

For supervision to be effective, useful and transformative, there are some key aspects of supervision that the Supervisor and Supervisee should consider and adopt in their sessions

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| An established agreement about supervision framework, agenda, frequency and roles should occur at the beginning of the working partnership, and reviewed regularly. |
| Work together to create a safe and supportive space where both parties feel comfortable to discuss challenges, seek and provide guidance, and share successes. Be creative about where supervision is held, ie. The park, yarning circle, meeting room. |
| Cultivate a culture of trust, respect, and collaboration that values diversity and inclusivity through appropriate language, openness and non-judgmental approaches. |
| A reflective practice approach should occur throughout each session to ensure that critical reflection and development of practice/skills is a key focus. |
| Have reflective discussions that invoke deeper understandings of practice, enhance problem-solving skills, and support continuous learning and growth. |
| Set clear and transparent goals, guidelines and expectations for each party, focusing on openness and support for the supervisee throughout the working partnership. |
| There needs to be clear and identified processes in place to support each party if the working partnership breaks down. |
| Ensure feedback is provided regularly and is done in a constructive and strengths-based way that fosters growth and development. |
| Openly discuss key learnings and areas of development, and implement continuous improvement actions. |
| Collaboration between both parties to identify professional development goals and provide opportunities for training, skill-building, and networking that aligns with the role, resources, capability and budget. |
| Prioritise supervision sessions, ensuring both parties value and commit to the set times of supervision sessions and view them as equally as important as person-centred tasks and appointments. Investing in your skills ensures better outcomes for people. |
| Ensure scope of confidentiality is discussed, agreed on and maintained to enhance the opportunity for openness and honesty in sessions. |
| Consider external supervision or Employee Assistance Programs where appropriate. |