**Pre-supervision planning**

The purpose of planning meetings prior to commencing a supervision arrangement is to establish a foundation for an effective supervisory relationship. The following issues should be discussed prior to entering into a supervision plan:

1. Previous experiences of supervision
2. Expectations of supervision for both supervisor and supervisee
3. General style in supervision for both supervisor and supervisee
4. Responsibilities of both supervisor and supervisee
5. Relevant ethical and professional issues
6. Potential relationship issues
   1. Boundaries and how they will be managed
   2. Impact of gatekeeping role
   3. Management of personal issues that impact on professional performance
   4. Personal and professional diversity: similarities and differences and how they will be managed
7. Practical issues
   1. Orientation to the organisation (if you are external)
   2. External constraints: accountability and confidentiality
   3. Meeting time(s) and locations
   4. Availability for urgent situations
   5. Timing and nature of assessments
   6. Supervisor’s role with placement / internship tasks, such as case studies
8. Assessment of baseline competencies
9. Process of developing a competency based supervision plan
10. What happens if a problem arises
11. What are your goals for this supervision period
12. How will progress be monitored