

## Section two: an example supervision agreement

You can use this example supervision agreement as a template.

Supervision agreement
Agreement between  .....
And  .....
<p>This agreement is designed to be a working tool to underpin the development and maintenance of a good supervisory relationship. The agreement should be:</p> <ul style="list-style-type: none"><li>&gt; completed at the start of a new supervisory relationship, or at the earliest point after that</li><li>&gt; reviewed at least once a year.</li></ul> <p>The expectations of the organisation regarding supervision are set out within the supervision policy, non-negotiable, and provide the framework for this agreement.</p> <p>The effectiveness of the supervision agreement depends upon the quality of conversation between the supervisor and supervisee, and it is very important that this document provides a foundation for discussion. It should be completed at the conclusion of a discussion in supervision rather than filled out at the time.</p>
<b>Practical arrangements</b>
Frequency of one-to-one / group supervision  ..... ..... .....

Venue

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.....

Arrangements if either party needs to cancel

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Availability of the supervisor for ad hoc discussions between sessions will be

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**Content**

The process for agreeing the agenda will be

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Preparation for supervision will include

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Particular priority areas to be discussed regularly

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**Making supervision work**

What does the supervisee bring to this relationship (e.g. previous work experience, experience of being supervised, preferred learning style)?

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What are the supervisee's expectations of the supervisor?

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What are the supervisor's expectations of the supervisee?

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Are there any factors to acknowledge as relevant to the development of the supervisory relationship (e.g. race, culture, gender, sexual orientation, impairment, including learning difficulties)?

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Agreed 'permissions' e.g. it's OK for the supervisor not to know all the answers / for the supervisee to say they are stuck, etc.

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How will we recognise when the supervisory relationship is not working effectively?

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What methods will be used to resolve any difficulties in working together?

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Any other relevant issues for this agreement?

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Signed (supervisee)

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Signed (supervisor)

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Date

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Review date

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