The CLEAR model (Hawkins & Shohet, 2012) – useful questions and responses for each stage of supervision (from the supervisor perspective):

1. Contracting: Starting with the end in mind and agreeing how you are going to get there together

• How do you want to use your time?

• What do you most need to achieve in this session?

• How could I be most valuable/helpful to you?

• On what in particular do you want to focus?

• What challenges are you facing?

2. Listening: Facilitating the supervisee in generating personal insight into the situation

• What more can you say about that?

• Who else is involved whom you have not yet mentioned?

• How do other people - your boss, your colleagues, your team, your client - see the situation?

• Let us see if I can summarize the issue.

3a. Exploring I: Helping the supervisee to understand the personal impact of the situation

• How are you feeling right now?

• Are there any feelings that you have not expressed?

• Does this person remind you of anyone? What is it you would like to say to that person?

• What patterns might be re-occurring in this situation?

3b. Exploring II: Challenging the supervisee to create new possibilities for future action in resolving the situation

• What outcome do you and others want?

• What behaviors need to be different in you or your team members to achieve the outcome?

• Who might be of help to you that you have not yet consulted?

• Can you think of two or more different ways of approaching this situation?

4. Action: Supporting the supervisee in committing to a way ahead and creating the next step

• What are the pros and cons of each possible approach/strategy?

• What is the long-term objective/goal?

• What is the first step you need to take?

• When are you going to do that?

• Is the plan realistic? What is the percent chance of succeeding?

• Can you show me the first thing you are going to say in your next meeting/session?

5a. Review I: Taking stock and reinforcing ground covered and commitments made. Reviewing the process and how it could be improved. Planning the future review after the action has been tried.

• What have you decided to do next?

• What have you learned from this session?

• In what ways have you increased your own ability to handle similar situations?

• What did you find helpful about the supervision process?

• What could be better next time in the supervision process?

5b. Review II: Debriefing at the next session the actions taken between sessions

• How did what you planned work out?

• How do you think you did?

• What feedback did you receive?

• What did you do well and what could have been even better?

• What can you learn from what happened?

Hawkins, P., Shohet, R., Ryde, J., & Wilmot, J. (2012). *Supervision in the helping professions*. McGraw-Hill Education (UK).