

Tool 10: Effective group supervision

Group supervision can have many advantages but these are dependent upon adequate preparation and thought beforehand (Earle et al 2017).

This tool sets out some of the considerations around group supervision and helps you to think through how group supervision will work.

You can use this tool to plan or to review group supervision. It can also be used to inform a group supervision policy.

	Checklist to consider	Actions to take	Other actions: when, by whom?
Purpose	<p>What is the purpose?</p> <ul style="list-style-type: none"> > Enhance practice related to a specific case > Explore a common theme in practice for group members > Integration of theory and practice <p>How would you know if the group was successful?</p> <p>What do we need to walk away with?</p>	<p>Produce/clarify agenda</p> <p>Specify tools or methods to be used</p> <p>Any research or literature to support exploration of topic area</p> <p>Check the venue has good acoustics, space, any equipment or materials that might be required</p> <p>Set up an evaluation process</p> <p>Specify outcomes and plan for achieving them prior to starting group</p>	
Membership	<p>Who should be in the group?</p> <p>Should it be open (people can come and go) or closed (for a specific time period)?</p> <p>Is it voluntary or compulsory?</p> <p>Is the membership a work group or does it include people from a range of work groups?</p> <p>Will senior practitioners/team managers or other senior managers of staff attend?</p> <p>How will issues of power and authority be managed in the group?</p>		

Activity and focus	<p>How will the aims and purpose be achieved – case discussion, theoretical discussion, active methods such as role play?</p> <p>Is it a one-off group to discuss a critical issue or an ongoing group with learning and development or accountability goals?</p> <p>Is the primary focus case practice and conceptualisation, individual or group development, organisational issues?</p>	<p>Distribute model or approach to all members</p> <p>Agree number of sessions and review</p> <p>Develop aims and objectives prior to first meeting and then seek clarification and agreement in first meeting</p>	
Authority	<p>Who is ‘in charge’ – peers, designated leader?</p> <p>What role does this person play – facilitator, supervisor, consultant, trainer or coach?</p> <p>What are the limits of authority during the group discussions?</p> <p>What if there are concerns about practice standards or ethical issues?</p> <p>How will decisions be made?</p> <p>How will decisions be recorded?</p> <p>How will we know if it is working? (loops back to purpose)</p>	<p>Agree what will be recorded and where it will be stored</p> <p>Agree conflict resolution approach</p> <p>Nominate people responsible for all specific roles, including recording, facilitating, managing the room/ space</p> <p>Explore any conflict of roles and responsibilities in the group</p> <p>Agree who will hold responsibility for any decision made</p>	