

What is one-to-one supervision?

One-to-one supervision is widely used and the supervisor is usually the supervisee's line manager. Sessions are formally pre-arranged and take place in a confidential setting and protected place. Most organisations using one-to-one supervision require it to be undertaken once every four to six weeks with each supervisee.

What are the main goals of one-to-one supervision?

One-to-one supervision sessions present a safe place for reflecting on complex practice and provide support in exploring practice and making decisions. Effective one-to-one supervision can

- provide accountability for practice, governance and quality of service
- provide an opportunity to manage resources, delegate and manage workload
- provide an opportunity for performance review, support and development.

As with all forms of supervision, developing people with a specific focus on achieving better outcomes for individuals who use services and their carers should be at the centre of the process.

Tips for successful one-to-one-supervision sessions

For the supervisee

Supervision is the main way in which an organisation monitors and reviews work. It also ensures supervisees receive proper support, both with the personal and professional challenges they face and in continuously developing skills. It is important that both parties fully participate, making the most of the opportunities supervision offers. With this in mind it is important for a supervisee to:

- prepare in advance for each session, reviewing notes from the previous session and reflecting on the things they want to raise and discuss with their supervisor
- be open about what they have found difficult, but also about what has gone well - reflecting on what has gone well will help the supervisee to build confidence and reinforce good practice
- be prepared to share their own thoughts and ideas around solving problems or promoting efficiency
- be ready to plan and take training or other development activities agreed with the supervisor
- review their notes from the meeting afterwards making sure they follow through on any agreed actions.

For the supervisor

Being a supervisor comes with significant responsibility, an opportunity to make a real difference in the development of supervisees, the success of the organisation and the outcomes for individuals who use the service. With this in mind it is important for a supervisor to:

- Plan in advance, reviewing notes from previous sessions
- provide an appropriate environment free of interruptions and only cancel in exceptional circumstances
- consider starting with a practical coaching technique to put the supervisee at ease
- avoid 'telling' the supervisee what they are doing wrong, or giving solutions to problems. Instead supervisors should use a coaching style to help supervisees reflect on their actions and come up with their own solutions
- avoid placing too much focus on areas for improvement, encourage reflection on what has gone well too
- in delegating tasks and projects, adapt their management style to the individual and their current stage of development
- consider the supervisee's emotional challenges and development, remembering that people respond in different ways
- use these sessions to help the supervisee understand the values of the organisation and what these

mean in practice

- make a record of what is discussed and any actions agreed together in the supervisee's notes.
- consider their own personal development as a supervisor

Other models

If you are interested in how other supervision models can complement one-to-one supervision take a look at the other resources in this section of the site.

[Supervision](#)

[Shared Supervision](#)

[Group Supervision](#)

[Professional Supervision](#)