

**Social Work Program**

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**Structuring Supervision Using Solution Focused Questions**

**Establish the supervisees comfort – Tuning in skills**

* Is this a good time for you to engage in this process?
* How comfortable are you spending the next 20 minutes discussing your work here?

**Clarify the Purpose/Agenda – Contracting Skills**

* What would you most like to discuss in the time we have?
* How important is this to you?
* What would be your ideal outcome from our discussion in the time we have now?
* What would you like to be different when we finish?
* What would you like to happen that is not happening now?

**Decide on a Starting Point (Event) – Elaborating Skills**

* What is happening at present (or what happened?)
* What are your main concerns?
* Is there anything else?

**Explore the Issue – Elaborating, Empathic and Challenging Skills**

* How do you feel about what is happening/what happened?
* How do you know that your perceptions are accurate?
* What other factors do you think are relevant?
* Who else is relevant?
* What is their perception of the situation?
* What are some of your own assumptions or biases about the situation?
* What strengths do you have that you could bring to this situation?

**Explore the Options – Solution focused skills**

* What ideas do you have about what you could do to change the situation?
* How else might you approach things?
* What approach/actions have you taken in similar situations?
* What has worked before?
* What might work for you in this situation?
* If our roles were reversed, what would you tell me to do?
* What advice do you think I am going to give you?
* From what we have discussed, which course of action is most likely to succeed?

**Supervisory Suggestions – Skills in directing/asking for work**

* Would you like some suggestions from me?

**Action Planning – Holding to Focus Skills**

* What will you do now?
* What are the next steps?
* When will you take them?
* How will you keep track of your results?
* What might get in the way?
* Ho or what do you need to support you?

**Summarise the Learning – Session Ending Skills**

* What did you learn? (Prompt for different types of knowledge and learning)
* What was most valuable?

In *Supervision and State of Being* Participant Manual:

Adapted from O’Donoghue, K (2003) Restorying Social Work Supervision, Palmerston North, Dunmore Press.