

**5-Step Method: Guidelines for 5-Step Supervisor Competencies**  
 (If using this as a formal assessment, Pass mark to be 4 and above in all areas)

**Supervisor needs to be trained in the 5-Step Method and ideally be an Accredited Practitioner. Supervision should happen on a dedicated, regular, timed, basis.**



**Scoring: 0 = No Evidence. 1 = Very Poor. 2 = Poor. 3 = Acceptable. 4 = Good. 5 = Excellent. Can use .5 scores as necessary e.g. 3.5**

No	Area	Score 1-5	If any criterion scores less than 5, give feedback on improvements
1)	<b>Overall:</b> Supervision should mirror 5-Step Method practice, and the supervisor should mirror what is expected of a 5-Step Method Practitioner.		
2)	<b>Relationships:</b> Develop individual /group relationship for productive session (warmth, genuineness, empathy, trust).		
3)	<b>Preparation Timing and Agenda Setting:</b> Supervisor and Practitioners to be prepared. Develop defined collaborative structure to the session, including tasks such as reviewing practitioner audio recordings, good practice clips/role plays for discussion and skills development exercises for common difficulties, “areas of stuckness” encountered. Ensure each person has adequate time to contribute and is encouraged to do so.		
4)	<b>Reflection and Feedback Skills:</b> Use a range of techniques to give clear constructive feedback using the competency framework (e.g. summarise the issues, paraphrase) and support practitioners to do likewise.		
5)	<b>Focus of Session:</b> Ensure session is focused on improving the skills of the practitioners to do their work and understand their work. It is exploring issues and difficulties not just a case review.		
6)	<b>Excellent Knowledge of 5-Step Method:</b> Utilise a high level of knowledge of both 5-Step Method handbooks, background theory, research papers, practice, knowledge of resources etc.		
7)	<b>Practice Sessions Skills:</b> Able to use a range of techniques such as facilitate role plays and group work skills.		
8)	<b>Overview:</b> Thinking strategically so you can facilitate how the individual session fits into set of Steps and comparing across different practitioner’s delivery of the step.		
9)	<b>InterVision &amp; Personal Issues:</b> Enable practitioners to recognise how their style, bias and emotions can impact the session/quality of work. Enable practitioners to discuss personal issues that arise as needed.		
10)	<b>Risk Management:</b> Ensure issues of risk are managed (includes issues that need conflict or crisis management or events such as bereavement ).		
11)	<b>Action Plan:</b> Summarise the session, set individual work plans for individuals to improve for their next sessions.		
12)	<b>Notes &amp; Quality:</b> Keep accurate notes of session and follow-up on any administrative tasks required, for example, the forwarding of further information. In addition, if the supervisor has any concerns about the quality of work provided to family members, these should be raised in-line with the organisational policy; and extra support given to these practitioners to improve their skills.		