**Mindfulness Supervision Working Agreement**

**Supervisor: Kati Simpson**

**www.clarityireland.com**

Phone number/s: +353 85 786-7809

Email address: katisimpson@clarityireland.com

This document records the agreement reached between Kati Simpson and the supervisee prior to starting supervision. It sets out the supervisor’s responsibilities towards the supervisee and the supervisee’s responsibilities in the process of supervision.

The majority of the form below will be filled out by the supervisee prior to the first session, although some parts will be filled in with the supervisor during or after the first session. Both supervisor and supervisee will keep copies of the form.

Please complete the following:

**Supervisee information**

Supervisee name:

Phone number/s:

Email address:

Profession:

Areas of special interest in the application of mindfulness:

Relevant training and qualifications so far:

Retreats completed:

Current mindfulness activities/teaching:

|  |
| --- |
| **What is mindfulness supervision?**  Definition (UK Network of Mindfulness Teachers, 2016):  Mindfulness supervision is a regular space that is contracted between the supervisor and supervisee, which enables reflection on the supervisee's mindfulness teaching practice and how this interfaces with their personal mindfulness practice and their life. The process is dedicated to deepening understanding and to developing the effectiveness, integrity and safety of the supervisee's application of mindfulness, both personally and in their working life. |
| **The sessions may include, for example:**   * a period of mindfulness practice; * agenda setting; a review from the last session; * space to inquire and reflect; * guided shared practice; * acknowledging learning and identifying what to take forward; * a summary of the session and agreeing a time for the next session |

|  |
| --- |
| Supervision will also include the supervisor giving the supervisee feedback on live or video teaching practice.  Supervisees will bring a variety of subjects to explore to their supervision and this will vary with the experience of the supervisee. In the beginning it is likely there will be a lot more practical advice needed and support with the delivery of the curriculum. Over time supervisees will likely find themselves bringing more general themes and challenging ‘edges’ to the process.  Since as a mindfulness teacher we are the embodiment of what we teach and by extension being embodied is part of how we teach, we may find that many aspects of our life in general intersect with our teaching. Within mindfulness supervision a holistic view of our whole being is taken and our personal practice, and our life as our practice, may take precedence in some supervision sessions. To this end it can be helpful to maintain a continuity of supervision sessions even if we have a gap in teaching for a couple of months. |
| **Reflection before and after:**  To optimise the benefit of the supervision it is recommended that the supervisee spend some time before the session contemplating what they’d like to bring to the supervision. It is also recommended that some minutes are spent making notes after the supervision so that the learning is captured. These could include how you would like to apply the learning in your teaching practice or personal practice.  Therefore, you may wish to schedule some minutes on each side of the sessions for this preparation and post session reflection time. Alternatively you may like to email your supervisor a day or two before each session with your reflections on what you would like to explore. This can serve to make the session itself more focussed and optimise the use of the time.  The supervisor may include some reflection in the process too, remembering what was arising in the previous session and then making some notes after the session. |
| **Supervisors from the Mindfulness Associations:**  All of our supervisors adhere to the UK Network's Good Practice Guidelines (GPGs) for Teaching Mindfulness-based Courses and the MA’s Supervisor GPGs.  Some of our supervisors are clinically trained and others are trained purely as mindfulness supervisors. Those working in clinical settings should choose a supervisor who is clinically trained.  All of our supervisors are on the UK Listing of Mindfulness Based Teachers, are working towards being on it by the end of 2016 or are eligible to be on the listing. |
| **Roles:**  The supervisor is not in authority over the supervisee’s practice or teaching practice, but will feel a responsibility to support good practice and challenge or expose and work with what may be seen as areas for improvement.The supervisee should be willing to allow the supervisor to guide them in mutual exploration and inquiry. At the same time the supervisor will be led by the supervisee’s interest and experience and will largely follow what they wish to bring to the session, rather than set an agenda. |

|  |
| --- |
| **Confidentiality:**  The supervisor and the supervisee agree to the confidentiality section in the Mindfulness Association Mindfulness Teacher Supervision Policy (which may be amended from time to time). If the supervisee has any concerns about confidentiality, they will raise them with their supervisor as soon as possible. |
| **Duration and Reviews:**  The supervision will normally be renewed each year, with the supervisee having the choice to move on to a new supervisor to experience a different approach if they so wish.  It is recommended to exchange feedback about how the supervision is going every 6 months with one to one supervision and every year with group supervision. Supervisor and supervisee/s can say if they feel there is anything they would like more of and/or less of in the sessions either in an email exchange or within a supervision session. |

**Arrangements for Sessions :**

Sessions will be arranged according to the needs of the supervisee and the availability of the supervisor. With both telephone and Skype supervision the supervisee will call the supervisor.

Please indicate your preferred medium of communication and the frequency and length of the planned sessions:

Please indicate the length of this agreement e.g. one year or open-ended:

Please indicate the date of your reviews for the period stated above:

**Invoicing procedure :**

The supervisor will provide invoices on request. The supervisee will pay by Revolut, bank transfers or paypal. Please let the supervisor know which one is your preferred payment method.

**Cancellations:**

For individual sessions:

If sessions must be cancelled or rescheduled the supervisee agrees to give as much notice as possible. If sessions are cancelled twice in close succession, or several times over a longer period of time, the shared commitment to the supervision process will be reviewed. Supervisors may need to charge for late cancellations.

Some supervisors may like to include a more strict cancellation policy, for example where supervisees will pay the full fee if they cancel less than 24 hours in advance. If so this will be agreed prior to the commencement of the supervision.

For group supervision:

The supervisee acknowledges that their presence as a group member in any group supervision is important and they will make every effort to attend each session for the integrity of the group and for the structure of the group to hold the process. Any missed sessions are non-refundable.

**Important to note:**

The supervisee understands that this agreement does not provide clinical supervision. If this is needed the supervisee will make separate arrangements for this in addition to their mindfulness supervision.

This supervision process does not include personal counselling. If a supervisor feels that material that would be more appropriate for personal counselling arises in a session this should be acknowledged and other options for where this could be worked with should be explored.

This working agreement paves the way for a mindfulness-based co-journeying relationship between a teacher with more experience and one with less experience. The primary purpose of supervision is to provide support to the supervisee to blossom into their potential as a mindfulness teacher, rather than support the supervisee’s personal healing. However, the supervisor acknowledges that healing may occur as part of the supervision process.

Please spend a few minutes settling and grounding and then drop the following questions into your mind, recording any responses below:

What is my intention for my mindfulness supervision?

Why am I motivated to undertake mindfulness supervision?

Intention and Motivation will be discussed in your first supervision session.

Please detail any further aims and expectations plus any additional information for the supervisor:

Please see the Supervision Policy for information on making a complaint if the need should arise.

**Statement of Intention and Motivation**

Supervisees’ Signature:

Date:

Supervisor’s Signature

Date:

Most importantly may the supervision be a valuable support for your personal and professional practice and may the work we do together be of benefit to others!

**Complaints:**

Contact the Mindfulness Association.