Avanti | Academy

AVANTI ACADEMY IN PRACTICE

The Hour That Matters

Supervision and one-to-ones in practice

Workbook

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How to use this workbook

Each part of The Hour That Matters includes a short Try it activity. When the narration invites you to pause, turn to the matching sheet here and take ten minutes or so to work through it for your own role. There are no right answers. The point is to leave with something you will actually do. Keep your completed sheets: they make a useful record for supervision, appraisal or your personal development plan.

Part 1 · Supervision That Works

My supervision agreement

Choose one person you supervise or meet one-to-one. Draft a one-page agreement covering purpose, rhythm and place, what stays private and how notes are kept. Take it into your next meeting as a first draft to shape together.

Who is it, and what is our time together for, in words they would recognise?
How often, how long, where, and what happens if either of us has to move it?
What would I need to share, with whom, and how will I say so up front?
Who writes the notes, where are they kept, and who can see them?
The next three dates I have booked, and what I will open with:

To reflect on: *Which of your supervisions or one-to-ones has slipped most often, and what would it take to protect it for the next three months?*

One reflective cycle

Choose one hard moment from your work this month, your own or one a team member brought to you. Work through each step of the reflective cycle in writing, then note one action and one question to bring to your next supervision.

What happened, in plain words?
What was I thinking and feeling at the time, and what am I still carrying?
What went well, what did not, and what made it so hard?
What else might I have done, and what will I do next time?
One question I will bring to my next supervision, and who supports me:

To reflect on: *What is one hard moment from your own work this year that you never had the chance to talk through, and who could you talk to about it now?*

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