



## AGENDA SETTING TOOLKIT

01.

### Why It's Important

Agenda setting makes supervision powerful. By choosing what matters most, you turn supervision into a space for clarity, confidence, and progress. A focused agenda helps you show up prepared, take charge of your learning, and leave each session with energy and direction.



When your supervisee lacks clarity	When your supervisee has clarity
Sessions feel unfocused and drift into unrelated topics.	Sessions are purposeful and structured.
Supervisor spends time guessing what the supervisee needs.	Supervisor can respond directly to supervisee's priorities.
Important issues may remain hidden or unresolved.	Critical issues surface and are addressed in time.
Supervisor feels pressure to "fill the space" rather than guide reflection.	Supervisor feels confident guiding reflection and growth.

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### Pre Session Game Changers

Gibbs' Reflective Cycle (1988) to provide a structured framework for reflecting on experiences in detail.

Process: Description → Feelings → Evaluation → Analysis → Conclusion → Action Plan.

Why: Helps supervisees systematically unpack practice experiences, identify learning, and plan improvements.

Kolb's Experiential Learning Cycle (1984) to show how learning happens through a continuous cycle of experience and reflection.

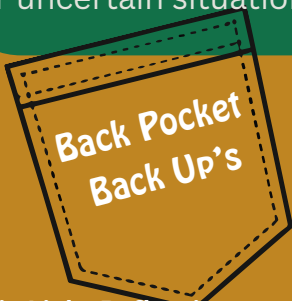
Process: Concrete Experience → Reflective Observation → Abstract Conceptualisation → Active Experimentation.

Why: Encourages supervisees to connect theory with practice and test new approaches in real settings.

Schön's Reflection-in-Action / Reflection-on-Action (1983) to highlight the importance of reflecting both during practice and after practice.

Process: Reflection-in-Action (thinking while doing) → Reflection-on-Action (thinking after doing).

Why: Supports real-time decision-making and post-practice learning, especially in complex or uncertain situations.



### 3 helpful prompts to reach for when you're stuck on how to prompt agenda-setting

#### Traffic Light Reflection

Activity: Use a simple traffic light metaphor

Red: Issues that feel urgent or blocking.

Amber: Areas of uncertainty or needing guidance.

Green: Strengths or successes to build on.

Script: "Let's map your week/month: what's red, amber, and green for you right now?"

Outcome: Creates a visual, structured agenda that balances challenges and positives.

#### Future-Focused Prompt

Activity: Ask supervisees to imagine the end of the supervision session.

Script: "When you walk out today, what do you want to feel clearer about?"

Outcome: Anchors the agenda in desired outcomes rather than just problems.

#### "Three Priorities" Exercise

Activity: At the start of supervision, ask the supervisee to write down the three most important things they want to cover today.

Script: "If you could only leave today's session with three things clarified, what would they be?"

Outcome: Helps focus the agenda and prevents overwhelm.

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