

Supervision meeting notes

Plan and record one supervision meeting: what you looked at, what you taught, and what comes next.

- 1. Fill in the questions and goals before the meeting.
- 2. During it, write what was observed and the feedback, in plain words.
- 3. End with one or two goals, and start the next meeting by checking them.
- 4. A planning aid only: keep the supervision records the BACB requires, in the form it requires.

Supervisor (initials) _____ Supervisee (initials) _____ Date and length _____

Format (circle): individual · group in person · remote Observed with a client: yes · no

The supervisee's questions	
What was observed	
Feedback given	
Skills practiced (tell, show, practice, feedback)	
Goals for next time	