

Social Work / Counseling Supervision Note

Complete this note within 24 hours of the supervision meeting. Use client initials only.

Date and time of meeting

Supervisor name (with credentials)

Supervisee name (with credentials)

Discussion topics

Case reviews, professional development, ethics, other.

List the topics covered in this session.

Supervisee questions or concerns

Questions the supervisee brought to the meeting.

Supervisor recommendations, feedback, or guidance

What you recommended and the reasoning.

Goals, objectives, or action items for the supervisee

To complete before the next meeting.

Use numbered list with deadlines in your final note.

Cases discussed

Case 1

Client initials

Brief summary and supervisor feedback

Case 2 (if applicable)

Client initials

Brief summary and supervisor feedback

Ethical considerations or dilemmas raised

Any ethical concerns, gray areas, dual-relationship questions.

Next scheduled meeting

Date and time

Skip writing this from scratch. Record your supervision meeting with Mentalyc and the AI Note Taker generates the social work supervision format automatically. mentalyc.com/ai-note-taker