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	

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