

Session Preparation Template

Before Your Supervised Session

To help you get the most out of your supervised therapy sessions, please prepare using this checklist and session structure guide:

1. Create a Private, Quiet Space

- Choose a distraction-free environment with good lighting and a neutral background.
 - Use headphones for better audio quality and confidentiality.
 - Ensure your internet connection is stable for uninterrupted Google Meet sessions.
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2. Review Client Information or Mock Case

- Familiarize yourself with the client's background, concerns, and session goals.
 - If practicing with a mock client, clarify the scenario and objectives beforehand.
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3. Have Your Materials Ready

- Keep your case notes, assessment forms, and any therapeutic tools handy.
 - Have paper and pen ready for note-taking during or after the session.
 - Prepare any worksheets or exercises you plan to use.
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4. Session Structure Guide (50 minutes total)

Phase	Duration	Key Activities
Opening	5 minutes	Greet client, set agenda, review confidentiality
Exploration	20-25 minutes	Use open-ended questions to understand issues
Intervention	15-20 minutes	Apply therapeutic techniques or exercises
Closing	5-10 minutes	Summarize session, set goals or homework, plan next session

Note: For 30-minute sessions, adjust each phase proportionally.

5. Prepare Yourself Mentally

- Take a few minutes before the session to relax and focus.
 - Set an intention for the session (e.g., practice active listening, try a new intervention).
 - Be open to feedback and ready to reflect on your practice.
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6. Technical Check

- Test your camera, microphone, and Google Meet link ahead of time.
 - Close unnecessary applications to avoid distractions or technical issues.
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If you have any questions or need support preparing, please reach out before your session.

We're here to help!