

## ***Supervisor (A Sample Person Specification)***

**To be a good supervisor it helps if you are:**

- Assertive
- Good at summarising
- Good at note taking and timekeeping

**The following skills are important:**

- Listening skills
- Questioning skills (open questions, probing, reflective)
- Giving feedback, including the self-confidence to say things that the supervisee might find difficult to hear
- Empathy
- Ability quickly to understand an issue and to identify the heart of the matter so far as supervision is concerned.

**In terms of knowledge, you should be aware of:**

- Your service's practice standards and ethos, and the expectations it has for its mediators.
- The limits of confidentiality within the supervision process.
- How to encourage commitment, motivation, and a desire for self-development in other people.

**You should have the ability to take charge when appropriate:**

- To focus the session or the discussion
- Not to avoid difficult issues
- To set objectives and plan action

**Lastly you should have an active interest in your own personal development.**