

Supplementary Information. The Telephone Supervision Manual

**1. Code the recording and write your comments (just as a regular coding).**

**2. Use boxes below for notes to support the supervision session.**

Order number:

Session date and time:

Telephone number:

Session keywords (e.g., client gender).

What did the supervisee do well?

Room for improvement (1-2 areas).

Session practice samples (a minimum of two role-plays). Note recording time code.

**3. Email the protocol to the supervisee.**

Ten minutes before the session, email the protocol to the supervisee without adding comments. Use the remaining time to prepare for the session.

***Email template:***

*Hi first name,*

*We have a schedule telephone supervision session now at xx:xx am/pm. Attached is your coded protocol without comments. Please review the protocol and prepare any questions and/or comments.*

*At xx:xx am/pm, I will call you at this number (xxx) xxx-xxxx.*

*Kind regards, Your name*

## **4. The supervision session**

### **General information:**

Lengths for each part are approximate, but it is important that all parts are included. Primary focus should be on the role-plays (D).

During the session, consider two aspects: 1) What the supervisee needs to improve based on the coding; 2) What the supervisee thinks is difficult / wants to focus on.

If this is the first time that the supervisee receives MITI-based feedback, the supervisee needs an overview of the MITI protocol. Remember that some supervisees only get the behavior counts part of the protocol!

### **A) Introduction (about 5 minutes)**

Introduce yourself and plan the session together with the supervisee (i.e., set the agenda). Ask specifically about session objectives or previous practice focus / homework.

### **B) What did the supervisee do well (about 5 minutes)**

Start by eliciting supervisee's thoughts on what worked well, adding your own notes. Verbally reinforce progress / MI consistent utterances.

### **C) Room for improvement (about 5 minutes)**

Start by eliciting supervisee's thoughts on difficulties/things that can be improved, adding your own notes. Strive for one to two practice areas. Joint problem solving / elicit suggestions for alternative behaviors from the supervisee.

### **D) Practice (about 10 minutes)**

Use the practice samples from the session, and work back and forth with the supervisee (i.e., modeling of MI consistent behaviors *and* supervisee practice).

### **E) Homework (about 3 minutes)**

Start by eliciting supervisee's suggestions, adding the session practice areas. Strive for no more than one or two areas of homework.

### **F) Summary and evaluation (2 min)**

Ask the supervisee to summarize and evaluate the session (e.g., something in today's session that went well / that was useful / could be improved).

Before the session ends, inform the supervisee when and how the protocol can be downloaded from the website.